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# CYE SAILING CENTRE SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY

Last Review Date: December 2025

Next Review Date: June 2026

Reviewer: Mark Sheldrake

Role: Centre Director and Safeguarding Lead

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## 1. SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY STATEMENT

This statement has been agreed by the Trustees of CYE Sailing Centre. It is to be communicated to new staff as part of the Staff Induction held in September each year, and refreshed for all staff every year.

As members of CYE Sailing Centre, we commit ourselves to the nurturing, protection and safekeeping of all our guests, especially children, young people and adults at risk.

A **child** is anyone under the age of 18.

An **adult at risk** is anyone aged 18 and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the actual experience of, abuse or neglect.

We recognise that children, young people and adults at risk can be the victims of physical, sexual, emotional abuse and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights. We also concur with the UN Convention on the Rights of the Child (UNCRC) and the principles of the Care Act 2014, and the Mental Capacity Act 2005.

Safeguarding is everyone's responsibility. CYE Sailing Centre is committed to creating a safe environment where the well-being of children and adults at risk is paramount.

As part of our commitment to children, young people and adults at risk, CYE Sailing Centre has appointed **Mark Sheldrake (Lead)**, **Debbie Uren (Deputy)** and **Caleb Buckingham and Becky Hard** to be their **Safeguarding Officers** and **Liz Slinn** to be the **Safeguarding Trustee**. Their contact details are publicly displayed in Reception and are in this document.

## 2. DETAILS OF THE ORGANISATION

- **Name of Organisation:** CYE Sailing Centre
- **Address:** CYE Sailing Centre, Chidham, Chichester, PO18 8TE
- **Tel No:** 01243 573375
- **General Email address:** admin@cye.org.uk
- **Safeguarding Lead Name:** Mark Sheldrake
- **Safeguarding Lead Contact Telephone / Email:** 07799765846 mark@cye.org.uk
- **Deputy Safeguarding Lead Name:** Debbie Uren
- **Deputy Safeguarding Lead:** debbie.uren@cye.org.uk
- **Safeguarding Trustee Name:** Liz Slinn
- **Safeguarding Trustee Email:** liz.slinn@cye.org.uk
- We use Thirtyone:eight for specialist safeguarding advice and guidance. Their contact details are: 0303 003 1111 / info@thirtyoneeight.org.
- **Charity Number:** 293781
- **Company Number:** 01988352
- **Regulators:** Charity Commission for England and Wales, The Royal Yachting Association (RYA), and the Adventure Activities Licensing Authority (AALA).
- **Insurance Company:** Gallagher
- **Brief description of our organisation and activities:** CYE Sailing Centre provides sailing and watersports activities, accommodation, and educational programmes for children, young people, and adults.

### 3. GOVERNANCE AND LEADERSHIP

The Trustees and Senior Leadership of CYE Sailing Centre are committed to establishing and maintaining safe environments for children and adults at risk. We understand our responsibilities under the Children Act 1989, Children Act 2004, the Care Act 2014, and "Working Together to Safeguard Children 2023" guidance. Our commitment includes:

- Prioritising the safety and well-being of all participants, especially children and adults at risk.
- Implementing this policy and associated procedures effectively.
- Ensuring all staff and volunteers understand and adhere to their safeguarding responsibilities.
- Providing appropriate training and supervision for all staff and volunteers.
- Reviewing this policy annually and updating it in line with changes in legislation and best practice.
- Meeting with the wider Safeguarding team as needed.

#### 3.1 Training and Continuous Professional Development

All staff and volunteers receive mandatory safeguarding training upon induction and regular refresher training.

Staff training:

- Annual baseline training using external provider (31:8) – certificated. This training covers how to recognise and respond to concerns, and best practice guidelines, ensuring ongoing competence and awareness
- Contextual training twice annually, covering the principles of this policy, reporting methods, scenarios, and best practice.

Volunteer training:

- Biennial baseline training using external provider (31:8) – certificated. As above.
  - If suitable equivalent baseline training has been completed and certificated using a similar provider elsewhere, within two years of volunteering, then this can be used instead. Certificate must be shared with CYESC.
- Contextual training annually, ahead of event. Covering the principles of this policy, reporting methods, and best practice.
- For volunteers who work exclusively remotely, contextual training is not required.
- Regular volunteers (e.g. those volunteering onsite most weeks) will join the staff training cycle.

#### 3.2 Safeguarding Team

Safeguarding Lead - Mark Sheldrake  
Deputy Safeguarding Lead - Debbie Uren  
Safeguarding Officer - Caleb Buckingham  
Safeguarding Officer – Becky Hard  
Safeguarding Trustee - Liz Slinn

#### 4. DEFINITIONS OF ABUSE AND NEGLECT (CHILDREN AND ADULTS AT RISK)

- **Children:**
  - **Physical Abuse:** Causing physical harm to a child.
  - **Emotional Abuse:** Persistent emotional ill-treatment of a child.
  - **Sexual Abuse:** Forcing or enticing a child to engage in sexual activity.
  - **Neglect:** Failure to meet a child's basic needs.
  - **Online Abuse:** Abuse facilitated through digital technologies, including online grooming, cyberbullying, sharing of indecent images.
  - **Child Criminal Exploitation (CCE):** Exploitation of children by criminal gangs or individuals.
  - **Child Sexual Exploitation (CSE):** Exploitation of children and young people through sexual activity.
  - **Modern Slavery/Trafficking:** Exploitation of individuals through coercion, threats or deception.
- **Adults at Risk:**
  - **Physical Abuse:** Including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate sanctions.
  - **Domestic Abuse:** Including psychological, physical, sexual, financial, emotional abuse; honour-based violence.
  - **Sexual Abuse:** Including rape, indecent exposure, sexual harassment, inappropriate touching, sexual assault.
  - **Psychological Abuse:** Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation.
  - **Financial or Material Abuse:** Including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, misuse of property, possessions or benefits.
  - **Modern Slavery:** Encompasses slavery, servitude, forced and compulsory labour and human trafficking.
  - **Discriminatory Abuse:** Including discrimination on grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation.
  - **Organisational Abuse:** Including neglect and poor care practice within an institution or specific care setting.
  - **Neglect and Acts of Omission:** Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding of the necessities of life.
  - **Self-neglect:** Neglecting to care for oneself.

*For detailed signs and indicators of each type of abuse for both children and adults, please refer to Appendix 6 and Appendix 7.*

## 5. RECRUITMENT AND DBS CHECKS

CYE Sailing Centre is committed to safe recruitment practices to prevent unsuitable individuals from working with children and adults at risk. Our procedures include:

- **DBS Checks:** All staff and volunteers (paid or unpaid) who will have contact with children or adults at risk will undergo an enhanced Disclosure and Barring Service (DBS) check, including a barred list check where eligible.
- **Policy on Ex-Offenders:** Having a criminal record will not automatically bar an individual from working for CYE Sailing Centre. Each case will be assessed on its merits, considering the nature of the offence, its relevance to the role, and the time elapsed. This assessment will be conducted through a robust risk assessment process, in line with current DBS guidance and principles of safer recruitment. Decisions will be cross-checked with the Safeguarding Trustee before being confirmed.
- **Recruitment Process:** This includes:
  - Application forms and comprehensive recruitment packs.
  - Two satisfactory references (one professional, where applicable).
  - Identity checks.
  - Interviews that explore safeguarding commitment and suitability for working with vulnerable groups.
  - Verification of qualifications where appropriate.
  - Satisfactory DBS check.
  - Appropriate induction, including safeguarding training.
- **Self-Disclosure:** All staff and volunteers are required to complete a CYESC Self-Disclosure Statement (Appendix 4) to declare any past or present relevant convictions, cautions, or disciplinary actions.
- **Supervision and Monitoring:** Supervision and ongoing monitoring are in place for all staff and volunteers. This includes 'monitoring of standards' observations, avoidance of 1:1 situations, and culture of reporting concerns.

## 6. BEST PRACTICE GUIDELINES AND CODE OF CONDUCT

All staff and volunteers are expected to adhere to the following guidelines to ensure a safe environment:

- **Communication:**
  - Be clear, explicit, and use an appropriate tone – friendly but not over-familiar.
  - Be aware of potential misinterpretation, particularly of behaviour that could be construed as grooming.
  - All communication with children and adults at risk should have a clear reason connected to the work of CYE Sailing Centre.
- **Physical Contact:** Avoid unnecessary or inappropriate physical contact. Any necessary contact (e.g., first aid) should be done professionally and transparently.
- **One-to-One Situations:** Avoid one-to-one situations with children or adults at risk where possible. If unavoidable, ensure visibility and transparency. No 1:1 meetings will be held online.
- **Boundaries:** Maintain professional boundaries at all times.
- **Confidentiality:** Respect confidentiality, but understand that safeguarding concerns override personal confidentiality.
- **Role Modelling:** Be a positive role model in language, behaviour, and attitudes.
- **Personal Information:** Do not share personal contact details with children or adults at risk, and do not seek theirs.
- **Reporting Concerns:** All concerns, no matter how small, must be reported immediately to the Safeguarding Lead, Deputy, Trustee or other CYE Safeguarding Officers (see Appendix 1)
- **Dress Code:** Maintain an appropriate dress code.
- **Alcohol and Drugs:** Do not consume alcohol or illegal drugs when responsible for children or adults at risk, or during working hours.
- **Use of Photography/Video:** Obtain parental/guardian consent before taking photographs or videos of children. Be mindful of privacy and appropriate use. No images should be taken in changing rooms or private areas.
- **Transport:** When transporting children, ensure appropriate insurance, always have another adult present, and obtain parental consent.
- **Social Media:** Adhere strictly to the Online Safety Policy (see Section 7).

## 7. ONLINE SAFETY POLICY

- **Parental Consent:** Parental permissions for online interaction will be obtained prior to any online engagement (Appendix 3). Good practice guidelines will be sent to parents.
- **Age-Appropriate Apps:** Only age-appropriate apps should be used for any interaction. For example, do not presume use of or access to Instagram for children under 13, and be aware that parents will have their own rules around their children's access to social media.
- **Online Video Communication:**
  - Ideally take place within normal working hours and definitely not before 9am or after 9pm.
  - Leaders should ensure they know how to mute participants and disable the 'chat' feature for practical reasons as well as to block inappropriate content.
  - A record should be kept of all online meetings, including date, time, and names of those who took part. This is stored on event notes.
  - Ratios of leaders to children should be complied with in an online environment. If breakout groups are used on a video call there should be a minimum of two staff/volunteers over the age of 18 with each small group.
  - No 1:1 meetings will be held online between staff and children or adults at risk.
- **Monitoring and Recording:** Any issues or concerns related to online interaction should be recorded and stored separately. Safeguarding concerns will be reported to and stored confidentially by the Designated Safeguarding Lead.
- **Social Media Use:**
  - Staff and volunteers should not engage in online communication with children or adults at risk via personal social media accounts.
  - Official CYE Sailing Centre social media accounts will be managed by designated staff and adhere to strict guidelines.
  - Personal social media profiles should not identify an individual as a CYE Sailing Centre staff member or volunteer in a way that could lead to inappropriate contact from participants.

## 8. REPORTING SUSPECTED ABUSE OR CONCERNS

- **Immediate Action:** Any staff member or volunteer who has a concern about the welfare of a child or adult at risk, or who receives an allegation of abuse, must report it immediately to the Safeguarding Lead or Deputy Safeguarding Lead.
- **Do Not Investigate:** Staff and volunteers are not to investigate the concern themselves. Their role is to report, record, and await instruction.
- **Record Keeping:** All concerns must be accurately recorded on a "Cause for Concern" form (Appendix 8) as soon as possible after the event. These are found with incident forms and 1<sup>st</sup> aid kits around site, and within this policy. Recording should include:
  - Date and time of disclosure/concern.
  - Details of the concern/allegation.
  - Who was involved.
  - Any actions taken and by whom.
  - Your signature and date.
- **Reporting to External Agencies:**
  - The Safeguarding Lead will have lead responsibility for reporting concerns to the Local Authority Children's Social Care (or equivalent in Scotland/Wales/Northern Ireland) or Adult Social Care, as appropriate.
  - If there is a belief that a criminal offence has been committed, the police should be contacted as a matter of urgency.
  - Relevant regulatory bodies may also need to be informed.
- **Referral Thresholds:** The Safeguarding Lead will be familiar with local referral thresholds for children's and adult's social care.
- **Emergency Situations:** In an emergency where a child or adult at risk is in immediate danger, call 999 first, then inform the Safeguarding Lead.

## 9. RESPONDING TO DISCLOSED ABUSE

If a child or adult at risk discloses abuse:

- **Listen Carefully:** Listen calmly and attentively to what is being said.
- **Do Not Promise Confidentiality:** Explain that you cannot promise confidentiality, as you will need to share the information to ensure their safety.
- **Do Not Ask Leading Questions:** Do not ask questions that could influence their answers.
- **Reassure:** Reassure them that they have done the right thing by telling you.
- **Record Accurately:** Make a factual record of what was said, using their own words where possible, as soon as possible after the disclosure. Make efforts to ascertain the who, what, where and when of the disclosure (see guidance below)
- **Report Immediately:** Report the disclosure immediately to the Safeguarding Lead or Deputy Safeguarding Lead.

### 9.1 Gathering Initial Information: 4Ws and TED Questions (for All Trained Leaders)

When a child, young person, or vulnerable adult shares a concern, all trained leaders — not only the Safeguarding Officer — have a vital role in responding with care and clarity. Leaders are not responsible for investigating, but may need to **listen well** and, where appropriate, **gently establish the 4Ws**:

**Who was involved? What happened? Where did it happen? When did it happen?**

To do this appropriately, leaders can use the **TED** questions:

- Tell me more about that...
- Explain what you mean...
- Describe what happened...

These open prompts help the individual share in their own words, without being led, judged, or pressed for detail.

**Good practice for all leaders includes:**

- Staying calm and attentive; never expressing shock or disbelief.
- Avoiding 'why' questions or anything that could feel accusatory.
- Not investigating or interviewing others.
- Refraining from promises of confidentiality — instead, explaining that you may need to share the information with the Safeguarding Lead to help keep them safe.
- Recording what was said, using the individual's own words where possible.
- Reporting the concern promptly to the Designated Safeguarding Lead or Officer.

Using TED questions within these boundaries helps ensure that disclosures are received with sensitivity and passed on responsibly — supporting the safeguarding process without stepping beyond your role.

## 10. ALLEGATIONS AGAINST A MEMBER OF STAFF/VOLUNTEER

Any allegation or concern that a member of staff or volunteer has:

- Behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk;
- Possibly committed a criminal offence against or related to a child or adult at risk; or
- Behaved towards a child or adult at risk in a way that indicates they are unsuitable to work with children or adults at risk;

Must be reported immediately to the Safeguarding Lead. If the allegation is about the Safeguarding Lead, it must be reported to the Safeguarding Trustee. Use guidance on gathering information in 9.1 above.

- **Suspension:** In certain circumstances, temporary suspension from duties may be necessary while an investigation takes place. This is a neutral act and not a disciplinary measure.
- **Local Authority Designated Officer (LADO):** The Safeguarding Lead will contact the LADO (Local Authority Designated Officer), in accordance with "Working Together to Safeguard Children 2023" guidance, using their online referral tool. The LADO provides advice and guidance to employers and other organisations who have concerns about a person working with children.
- **Disciplinary Procedures:** Any disciplinary action will follow CYE Sailing Centre's internal disciplinary procedures, in conjunction with advice from the LADO and/or police if a criminal offence is suspected.
- **Support:** Support will be offered to the individual making the allegation, the child/adult at risk concerned, and the person against whom the allegation has been made.

## 11. INITIAL ACTION BY THE SAFEGUARDING LEAD

Upon receiving a concern or allegation, the Safeguarding Lead will:

- **Listen and Record:** Listen carefully and record the information accurately.
- **Assess Risk:** Immediately assess the level of risk to the child or adult at risk.
- **Consult:** Consult with the Deputy Safeguarding Lead and, if necessary, other Safeguarding Officers or Trustee.
- **Contact Agencies:** Determine whether to contact Children's Social Care, Adult Social Care, or the Police.
- **LADO Contact:** If the concern involves a staff member or volunteer, contact the Local Authority Designated Officer (LADO).
- **Seek Advice:** Make use of Thirty-One Eight as independent advisory body.
- **Information Sharing:** Share information only on a "need to know" basis, ensuring confidentiality is maintained as far as possible.
- **Support:** Ensure appropriate support is available to the child, adult at risk, and/or their family, as well as to the reporter of the concern.
- **Documentation:** Maintain clear, concise, and confidential records of all actions taken.
- **Review:** The SL and DSL will regularly update the safeguarding team as appropriate, only sharing information that is vital to share for best practice. Reviews will consider actions taken and if any revision of policy, training or practice, is needed.

*Refer to Appendix 2: Flowchart for Safeguarding Officers for a detailed procedural guide.*

## 12. CONFIDENTIALITY AND INFORMATION SHARING

- **Principle:** All safeguarding concerns and related information will be treated with the utmost confidentiality.
- **Exception:** Confidentiality cannot be guaranteed when there is a risk of harm to a child or adult at risk. In such cases, information will be shared with relevant statutory agencies (e.g., Social Care, Police) on a "need to know" basis, in line with legal frameworks such as the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and "Working Together to Safeguard Children 2023."
- **Record Keeping and Data Protection:** All safeguarding records, including Cause for Concern forms and related documentation, will be stored securely and confidentially, either in locked physical files or password-protected digital systems. Access to these records is strictly limited to authorised personnel on a 'need to know' basis. Records will be retained in accordance with legal and statutory guidance on data retention for safeguarding purposes.

### 13. WHISTLEBLOWING POLICY

CYE Sailing Centre is committed to creating an open and accountable environment where staff and volunteers feel confident to raise genuine concerns about malpractice or wrongdoing without fear of victimisation.

- **Process:** Any staff member or volunteer who has concerns about potential safeguarding failures, or who believes this policy is not being adhered to, should report these concerns to the Safeguarding Lead or their Deputy. If the concern relates to these individuals, the concern should be raised directly with a Trustee.
- **Protection:** CYE Sailing Centre will protect staff and volunteers who raise genuine concerns in good faith, even if they turn out to be unfounded.

### 14. REVIEW AND ADOPTION OF THE POLICY

This Safeguarding Policy will be reviewed annually, or sooner if there are changes in legislation, guidance, or organisational practice. The next review date is **February 2026**.

The review process involves the Safeguarding Lead, Deputy, and Trustee. This policy will be updated as necessary in response to changes in legislation, statutory guidance, best practice, or learning from any incidents or internal reviews which are carried out every 6 months.

This policy has been adopted by the Trustees of CYE Sailing Centre on **1<sup>st</sup> September 2025**

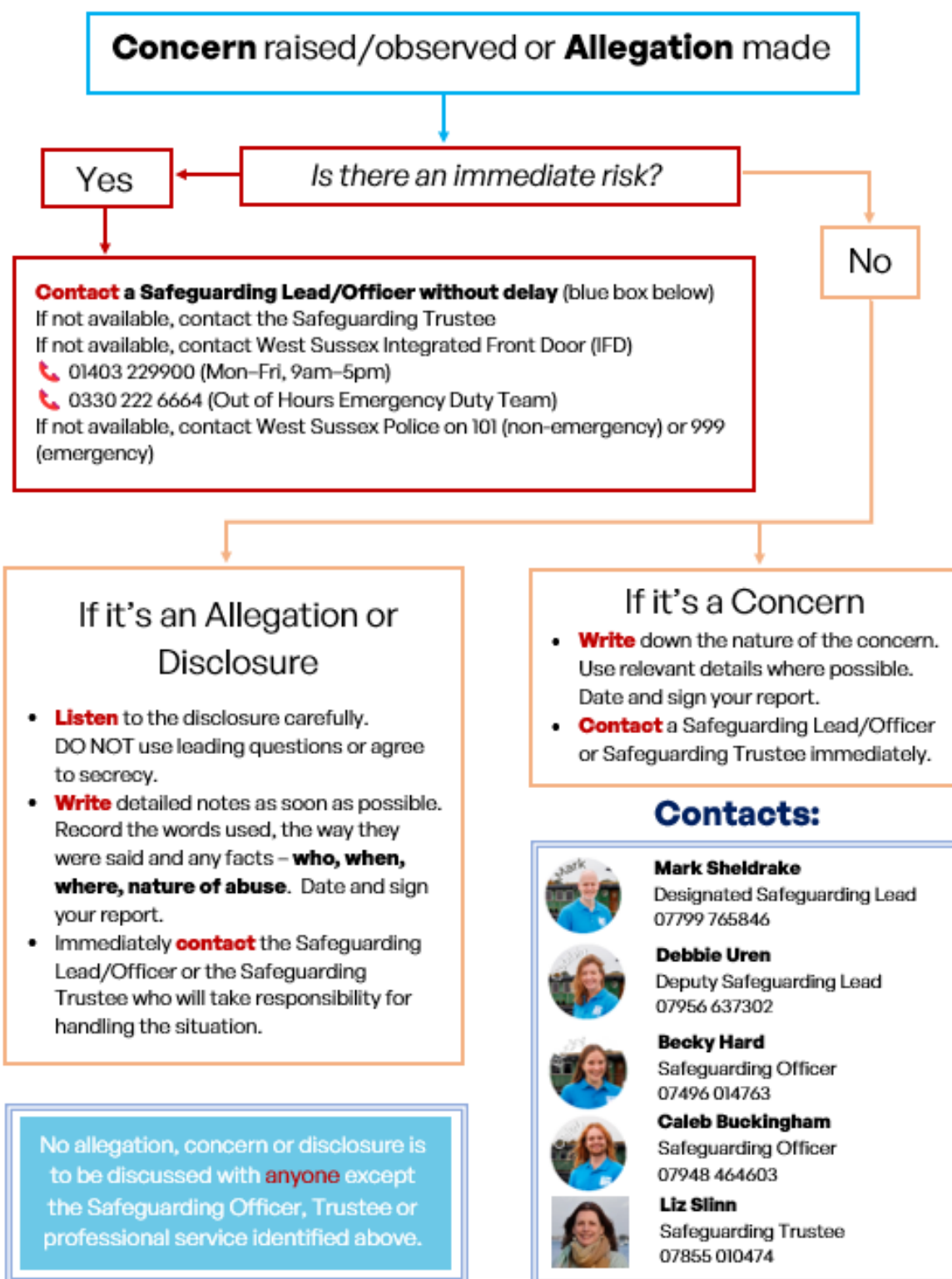
### 15. APPENDICES

- Appendix 1: Flowchart for Staff
- Appendix 2: Flowchart for Safeguarding Leads
- Appendix 3: Parental Permissions for Online Interaction
- Appendix 4: CYESC Self-Disclosure Statement
- Appendix 5: Extract from "Working Together to Safeguard Children 2023"
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## Safeguarding Procedure

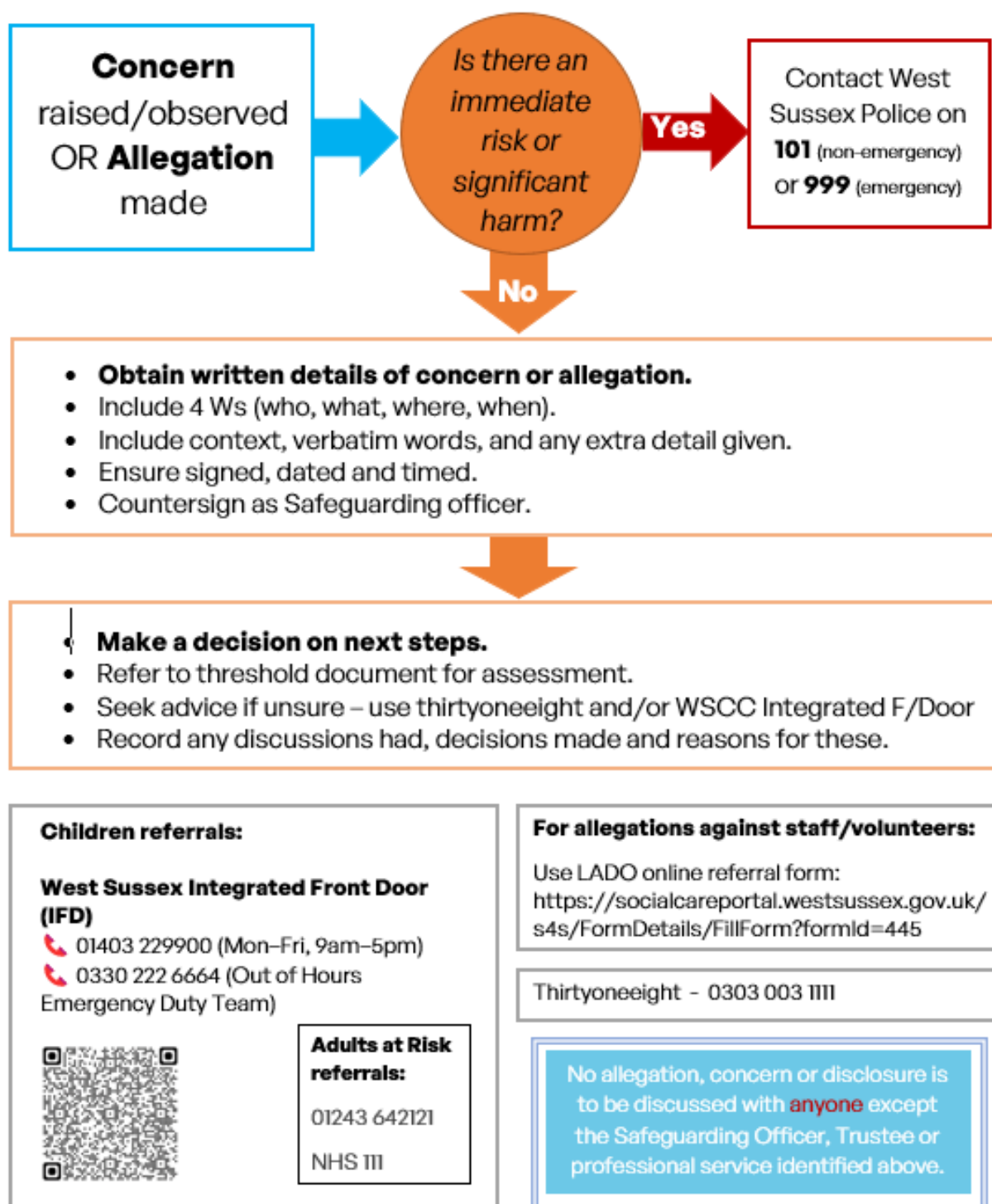
### Flowchart for Staff and Volunteers





## Safeguarding Procedure

### Flowchart for Safeguarding Team



## Appendix 3:

### Parental Permissions for Online Interaction

To help keep your child safe during any online activities run by CYE Sailing Centre, please read the information below and complete the consent form.

#### Purpose of Online Interaction

CYE may wish to connect with those under 18 for various reasons, including online camps, arrangements for events, and volunteering commitments.

#### Platforms We May Use

- Zoom for video calls
- Google Classroom for learning content
- Private social media group for parents or over-18s (e.g. Facebook Group)
- WhatsApp group chats using CYE devices
- Email for sharing updates or resources

We do not use private messaging apps for 1:1 communication with children.

#### Online Safety Measures

- Sessions supervised by at least two CYE staff or volunteers aged 18+
- All staff/volunteers have DBS checks and safeguarding training
- Online calls usually take place between 9am and 9pm
- Leaders can mute participants or disable chat if needed
- We keep a log of each session including date time and attendees
- No 1:1 online meetings will happen between staff and children
- Online safety guidelines will be shared with parents

#### What We Ask of Parents and Guardians

- Help your child understand how to use platforms safely
- Supervise video calls where possible
- Ensure your child is appropriately dressed and in a suitable setting for video calls
- Report any concerns to the CYE Safeguarding Lead

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### Online Interaction Parental Consent Form

I, \_\_\_\_\_ (Parent/Guardian full name),  
give consent for my child, \_\_\_\_\_ (Child's full name),  
to take part in online activities run by CYE Sailing Centre using the platforms listed above.

I have read and understood the information and know who to contact if I have any concerns.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

Emergency contact number \_\_\_\_\_

## Appendix 4: CYESC Self-Disclosure Statement

By signing this statement I hereby declare:

- (a) I have read and understood CYESC Safeguarding Children and Adults at Risk Policy and agree to abide by its content.
- (b) I confirm I am not barred from working with children/adults at risk.

Please also answer the following questions:

- Have you ever been convicted of a criminal offence, or received a caution, reprimand or warning? YES /NO (delete as appropriate)
- Do you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*\*)? YES /NO (delete as appropriate)
- Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules\*\*)? YES /NO (delete as appropriate)
- To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work department (Children's or Adult Social Care? YES /NO (delete as appropriate)
- Has there been any cause for concern regarding your conduct with children, young people, adults at risk? YES /NO (delete as appropriate)

Signed:..... Date.....

Name:.....

Address:

\*\*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

If you have answered YES to any of the above questions please give details including the nature of the offences and the dates. Also include details of the court(s) where your conviction(s) were heard, the type of offence and sentences(s) received together with reasons and circumstances that led to the offence. Continue on the reverse of this form if necessary.


## **Appendix 5: Key Principles from *Working Together to Safeguard Children 2023***

### *1. Role in Safeguarding*

Voluntary, community, faith-based and private sector organisations play a significant role in safeguarding children through the services and activities they provide. These may include educational, recreational, religious, social or health-related services that support children, young people and their families. (WTSC 2023, Chapter 4, paragraphs 104–107)

### *2. Safeguarding Policies and Leadership Responsibilities*

These organisations must have clear, proportionate safeguarding policies and procedures in place. Leaders, trustees and senior staff are responsible for ensuring these policies are implemented and followed in practice. This includes having effective systems for managing safeguarding concerns and ensuring compliance with legal and regulatory requirements. (WTSC 2023, Chapter 3, paragraph 70; Chapter 4, paragraphs 104–105)

### *3. Responsibilities of Individuals Working or Volunteering with Children*

All individuals—whether paid or voluntary—who work with children and families are responsible for safeguarding and protecting children from harm. They must understand how to identify and respond to safeguarding concerns and know how to report these to local authority children’s social care or the police when necessary. (WTSC 2023, Chapter 3, paragraphs 69–71)

### *4. Participation in Multi-Agency Safeguarding Arrangements*

Where designated by local safeguarding partners, organisations may be named as relevant agencies and are required to cooperate with multi-agency safeguarding arrangements. Even where not formally designated, organisations are encouraged to engage with local safeguarding partnerships to support coordinated responses to safeguarding needs. (WTSC 2023, Chapter 4, paragraphs 110–111; Chapter 5, paragraphs 136–137)

### *5. Specific Expectations for Sport and Leisure Organisations*

Sport and leisure organisations, particularly those in receipt of public funding, are expected to meet nationally recognised safeguarding standards such as the *Standards for Safeguarding and Protecting Children in Sport* and to uphold their responsibilities under *Working Together to Safeguard Children*. (WTSC 2023, Chapter 4, paragraph 106)

### *6. Alignment with Multi-Agency Child Protection Standards*

The 2023 guidance introduces multi-agency child protection standards, emphasising a child-centred, whole-family approach. All organisations working with children are expected to operate in line with these standards and contribute to consistent, high-quality safeguarding practice across services. (WTSC 2023, Chapter 5, paragraphs 138–139; Appendix A)

For full reference, see the official document:

**Working Together to Safeguard Children 2023**

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

## Appendix 6: Definitions of Abuse together with signs and indicators – children

*Note: These are indicators, not proof. A single sign may not mean abuse is occurring, but patterns or multiple signs should raise concern and be reported.*

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### 1. Physical Abuse

Definition: Causing physical harm to a child

Types of Physical Abuse:

- Hitting, slapping, punching, kicking, hair-pulling, biting pushing
- Rough handling
- Scalding and Burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Physical harm caused by a parent or carer fabricating the symptoms of, or inducing, illness

Possible indicators:

- Unexplained bruises, burns or fractures
  - Injuries that appear to be patterned or caused by objects
  - Delayed or absent medical attention
  - Child flinching or appearing afraid of adults
  - Running away or showing reluctance to go home
  - Aggressive or destructive behaviour
- 

### 2. Emotional Abuse

Definition: Persistent emotional ill-treatment of a child

Types of Emotional Abuse:

- Overprotection – preventing someone accessing educational and social opportunities and seeing friends
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Conveying feeling of worthlessness, inadequacy or that a child is unloved
- Threats of harm or abandonment
- Placing inappropriate expectations on children
- Witnessing or hearing the abuse or ill-treatment of others (including domestic violence)

Possible indicators:

- Withdrawal, anxiety or excessive fearfulness
  - Low self-esteem or self-harming behaviours
  - Delayed development or regression in behaviour
  - Aggression or controlling behaviour towards others
  - Indiscriminate affection-seeking
  - Harsh self-criticism
- 

### 3. Sexual Abuse

Definition: Forcing or enticing a child to take part in sexual activity

Types of Sexual Abuse:

- Forcing or enticing a child or young person to take part in sexual activities, which may or may not involve violence
- Penetrative acts
- Non-penetrative acts (kissing, masturbation, rubbing or inappropriate touching)
- Sexual photography or forced use of pornography or witnessing of sexual acts

- Non-contact (looking at or producing pornography or sexual images, watching sexual activities, grooming in preparation for abuse.

Possible indicators:

- Pain or discomfort in the genital or anal area
  - Bruising particularly to the thighs, buttocks and upper arms and marks on the neck
  - Difficulty in walking or sitting
  - Torn or stained underwear
  - Infections, discharge or bleeding
  - Age-inappropriate sexual knowledge or behaviour
  - Sudden mood or behaviour changes
  - Sleep disturbances or nightmares or bedwetting
  - Avoidance of activities involving changing clothes
  - Self-harming
  - Alluding to having a secret that cannot be revealed
  - Unexplained gifts or money
- 

#### 4. Neglect

Definition: Failure to meet a child's basic needs (physical or emotional)

Types of Neglect:

- Failing to provide adequate shelter, clothing or food
- Failing to protect a child from harm or danger
- Failing to ensure that a child is supervised appropriately
- Failing to access medical care or treatment for a child when it is needed

Possible indicators:

- Constant hunger or hoarding food
  - Poor hygiene or dirty clothing
  - Inappropriate clothing for weather
  - Untreated medical or dental issues
  - Changes in weight or being excessively under or overweight
  - Low self-esteem, attachment issues, depression or self-harm
  - Self-soothing behaviours e.g rocking, thumb-sucking, hair twisting
  - Regularly left unsupervised or alone
  - Tiredness or poor concentration
  - Stealing food or money
  - Chronic absence from school
  - Poor relationships with peers
-

## 5. Online Abuse or Exploitation

Definition: Abuse using digital technologies including grooming and cyberbullying

Possible indicators:

- Secretive or obsessive use of devices
  - Sudden mood changes after being online
  - Receiving inappropriate texts or gifts
  - Sexualised language or behaviour
  - Use of multiple or hidden accounts
  - Avoiding discussion about online activity
- 

## 6. Child Criminal Exploitation (CCE)

Definition: Exploitation through criminal activities such as county lines

Possible indicators:

- Going missing from home or placement
  - Unexplained possessions or money
  - Carrying weapons or unexplained injuries
  - Drug or alcohol misuse
  - Association with older individuals or gangs
  - Secretive or evasive behaviour
- 

## 7. Child Sexual Exploitation (CSE)

Definition: Sexual activity involving manipulation or coercion

Possible indicators:

- Drastic changes in emotional wellbeing or school attendance
  - Inappropriate sexual knowledge
  - Unexplained gifts or money
  - Relationships with older individuals
  - Secrecy around phone or internet use
  - Signs of sexually transmitted infections
- 

## 8. Modern Slavery or Trafficking

Definition: Exploitation through coercion, deception or force

Possible indicators:

- Physical or psychological abuse
  - Poor hygiene or malnourishment
  - Isolation or restricted movement
  - Fear of authorities or professionals
  - No access to money or identification
  - Working long hours for little or no pay
-

## Appendix 7: Definitions of Abuse together with signs and indicators – adults

*Note: These are indicators, not proof. One sign alone may not indicate abuse, but patterns or multiple signs should be taken seriously and reported.*

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### 1. Physical Abuse

Definition: Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate sanctions

Indicators:

- Unexplained injuries or frequent falls
  - Signs of restraint (e.g., rope marks)
  - Fear of a specific person
  - Untreated physical problems
- 

### 2. Domestic Abuse

Definition: Psychological, physical, sexual, financial or emotional abuse within personal relationships

Indicators:

- Isolation from others
  - Visible injuries with vague explanations
  - Fear or tension around partner/family
  - Financial control by another person
- 

### 3. Sexual Abuse

Definition: Rape, harassment, inappropriate touching, or any sexual activity without consent

Indicators:

- Pain or bruising in intimate areas
  - STIs or unexplained pregnancy
  - Fear, anxiety or withdrawal
  - Difficulty sitting or walking
- 

### 4. Psychological Abuse

Definition: Emotional harm, threats, isolation, intimidation or verbal abuse

Indicators:

- Depression, anxiety or fearfulness
  - Change in normal behaviour or mood
  - Avoidance of a specific person
  - Loss of confidence or social contact
- 

### 5. Financial or Material Abuse

Definition: Theft, fraud, exploitation or misuse of property and finances

Indicators:

- Sudden financial difficulties
  - Unexplained financial changes
  - Missing possessions
  - Isolation from those who usually support finances
-

## 6. Modern Slavery

Definition: Slavery, human trafficking, forced labour or exploitation

Indicators:

- Poor physical or emotional condition
  - No access to money or ID
  - Controlled movement or restricted communication
  - Fear of authorities
- 

## 7. Discriminatory Abuse

Definition: Harassment or exclusion due to protected characteristics (e.g. race, disability, gender)

Indicators:

- Verbal abuse or derogatory language
  - Exclusion from activities or services
  - Depression or withdrawal linked to discrimination
- 

## 8. Organisational Abuse

Definition: Poor care practices in settings like institutions or group homes

Indicators:

- Inflexible routines
  - Lack of personal choice or dignity
  - Poor hygiene or nutrition standards
  - Inadequate staffing or poor staff conduct
- 

## 9. Neglect and Acts of Omission

Definition: Failing to provide basic care, support, or access to services

Indicators:

- Untreated health issues
  - Poor hygiene or clothing
  - Unsafe living conditions
  - Social isolation
- 

## 10. Self-Neglect

Definition: Failing to care for oneself, risking health or safety

Indicators:

- Extreme personal neglect
  - Hoarding or hazardous living spaces
  - Refusal of necessary care
  - Malnutrition or untreated illness
-

## Appendix 8: Cause for Concern forms

### Safeguarding Cause for Concern Form – Confidential

Date of report \_\_\_\_\_

Report made by \_\_\_\_\_

Time of report \_\_\_\_\_

Role/position \_\_\_\_\_

#### Details of child or adult at risk

- Name \_\_\_\_\_
- Date of birth (if known) \_\_\_\_\_
- Gender \_\_\_\_\_
- Address (if known) \_\_\_\_\_
- Parent or guardian name (if child) \_\_\_\_\_
- Any known vulnerabilities or disabilities \_\_\_\_\_

#### Nature of concern

- Is this a disclosure made by the child or adult at risk? [ ] Yes [ ] No
- Is this an observation? [ ] Yes [ ] No
- Is this an allegation against a staff member, volunteer, or other? [ ] Yes [ ] No
- Is there immediate risk of harm? [ ] Yes [ ] No  
*(If yes, state action taken below, e.g. 999 call)*

#### Detailed description of concern or disclosure

*Use the individual's own words if a disclosure was made. Be factual and objective. Include dates, times, and specific actions or words observed or reported. Use extra paper if needed.*

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#### Who else was present or involved (if applicable)

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Actions taken by reporter (you)

*E.g. Listened, reassured, recorded*

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Signature of reporter \_\_\_\_\_

**For Safeguarding Lead or Deputy Safeguarding Lead use only:**

Date reported to SL/DSL \_\_\_\_\_ Time reported to SL/DSL \_\_\_\_\_

SL/DSL receiving report (name) \_\_\_\_\_

Risk assessment summary by SL/DSL (refer to threshold document)

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External agencies contacted (include date and time)

- Local Authority Children's Social Care (LACS)  Yes  No  
Date/time \_\_\_\_\_ Contact person or ref \_\_\_\_\_
- Local Authority Adult Social Care (LAASC)  Yes  No  
Date/time \_\_\_\_\_ Contact person or ref \_\_\_\_\_
- Police  Yes  No  
Date/time \_\_\_\_\_ Officer or ref \_\_\_\_\_
- LADO (Local Authority Designated Officer)  Yes  No  
Date/time \_\_\_\_\_ LADO name or ref \_\_\_\_\_
- Other (specify) \_\_\_\_\_

Decisions and actions taken by SL/DSL and rationale

*E.g. Referral made, advice sought, internal investigation initiated, support provided*

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Follow-up actions and dates

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Case closed (if applicable) date \_\_\_\_\_

Reason for closure \_\_\_\_\_

Signature of Safeguarding Lead or Deputy Safeguarding Lead \_\_\_\_\_

Date of SL/DSL signature \_\_\_\_\_

# OUR COMMITMENT TO SAFEGUARDING

At CYE Sailing Centre, the safety and wellbeing of all children, young people, and adults at risk is our top priority. We believe everyone has the right to be safe, valued, and respected.

## We are committed to:

- Creating a safe, nurturing, inclusive environment
- Promoting an open culture where concerns can be raised
- Training and supporting our staff and volunteers
- Working with parents, statutory agencies, and specialists (like [Thirtyone:eight](#))
- Following UK safeguarding law and guidance, including Working Together to Safeguard Children (2023) and the Care Act (2014)

## Safeguarding is everyone's responsibility

If you're worried about the safety or wellbeing of a child or adult, or your own safety, please speak to a member of the CYE team straight away.

 **In an emergency, call 999**



### Safeguarding Lead

Mark Sheldrake  
mark@cye.org.uk  
07799 765846



### Deputy Safeguarding Lead

Debbie Uren  
debbie.uren@cye.org.uk  
07956 637302

*"We take safeguarding seriously because we care deeply about every person who visits, works or volunteers with us. Please help us keep CYE a safe and positive place for everyone." – Mark Sheldrake, Centre Director*

 **Christian Youth Enterprises**