

## Safeguarding Policy Statement for Rockley Watersports

As a professional educational, watersports training and holiday company, we are committed to the highest of standards in everything that we do. We recognise that watersports activities contribute positively to the development of children and young people, not just physically but also personally, socially, emotionally, building self-confidence and independence.

Rockley is committed to safeguarding children taking part in its activities from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

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

Rockley takes all reasonable steps to ensure that, through appropriate policies, procedures and training, all students participating in activities do so in a safe and enjoyable environment. All members of staff and anyone who is working on behalf of should be aware of the policy.

Rockley actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where students can have fun and develop their skills and confidence.
- All activities are run to the highest possible safety standards.
- Treat all participants with respect and celebrate their achievements.

The purpose of the policy

- Welfare is paramount for every child, young person or vulnerable adult who are with Rockley.
- To provide all staff with guidance on procedures they should use in the event that they suspect a child or young person is subjected to any form of abuse or discrimination.

We aim to safeguard children and vulnerable adults by:

- Following child protection guidelines through procedures and a code of conduct for staff and visitors.
- Having rigorous recruitment protocols, all ensuring necessary safeguarding checks are made.
- Ensuring anyone working with Rockley are suitably managed through training and guidance in safeguarding to fulfil their roles.
- Sharing information about concerns with relevant agencies and involving parents and children as appropriate.

We are committed to reviewing our policy and good practice annually.

### Rockley Safeguarding

Lead for Safeguarding; Clare Hicks – Head of Education – 01202 677272

Lead for Safeguarding; Greg Haylock – Head of Operations – 01202 677272

Deputy Lead for Safeguarding; Mark Ames – Education Lead – 01202 677272

Their Role is to:

- Maintain up-to-date policies and procedures, in conjunction with other relevant agencies.
- Ensuring that all staff are aware of and follow the procedures, including safe recruitment.
- Ensuring all staff are appropriately trained in safeguarding and welfare.
- Advising the board of directors on safeguarding, child protection and welfare issues.

- Annually review the Rockley safeguarding risk assessment, in line with other relevant agencies.

If there is a concern, the designated safeguarding person would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Assess the information promptly and carefully, obtaining more information about the matter as appropriate.
- Decide on the appropriate action to be taken, in line with the organisation's procedures.
- Rockley understands that it is not our role to investigate or decide whether a child had been abused. If necessary, they will make a formal referral to the appropriate external agency.
- To know and establish links with local child protection agencies.
- Ensure a detailed record is kept, in line with GDPR, of all child or staff protection issues, even if at the time no further action is deemed necessary.

The deputy should be available to support, or cover for, the nominated lead. They will also handle any complaints or allegations against the nominated lead if appropriate.

Centre-based Safeguarding Leads – (Centre Managers)

- Receive information from staff, teachers, accompanying adults, children or parents who have safeguarding concerns and accurately record it. Take responsibility for clearly communicating 'next steps' with those who have raised concerns.
- Alert the safeguarding lead or deputy to the incident.
- Be fully conversant with all aspects of Rockley's safeguarding policies.
- Keep a detailed log of all child or staff protection issues, even if at the time no further action is deemed necessary.
- To openly encourage and nurture a protective culture and environment that puts the students' welfare first.

## Recruitment:

We recruit all staff by obtaining full personal details and application forms with particular relevance to working with children and young people.

## Recruitment process

1. Receive a detailed application, vetted by the HR department.
2. Applicants two references are verified.
3. Qualification certificates and right to work documentation is verified.
4. The disclosure and Barring service 'barred list' is checked and an 'Enhanced' DBS applied for.
5. Employment starts. If the enhanced DBS check results have not been received by this time, the member of staff will work under the direct supervision of a member of staff with an Enhanced DBS is received.
6. Employees undergo a compulsory probationary period, a minimum of 2 months.
7. All staff will receive ongoing support, development training and monitoring.

If it is not possible to check applicants from overseas via DBS, we require an overseas police check from their home nation. If a new member of the Rockley Education team has worked abroad in the last 5 years and have not come to us directly from another UK educational establishment, they will also require police checks from countries, they have worked within. Please see the Rockley DBS policy for further details.

## Inductions and Training

All staff have annual training, irrespective of length of service, which will include health and safety and safeguarding. All staff are expected to have completed the online RYA Safe and Fun Safeguarding course.

All new staff have a probationary period of, a minimum of 2 months, during which time they will have been observed by a member of their senior team. They will continue to be appraised/observed at regular intervals throughout their period of employment. The centre manager is responsible for ensuring this happens in line with company policy.

Responding to Concerns: Guidance for staff

What to do if you suspect anything:

*It is not your responsibility to decide whether or not a child is being abused, but it is your responsibility to act if you have any concerns.*

If you are concerned about a child, it is important to communicate this with the Safeguarding Lead or Deputy as soon as possible.

Typical indicators of abuse

- Unexplained bruising or injuries
- Sexually explicit language or actions
- Sudden changes in behaviour
- Something a child has said
- A change, observed over a long period of time.

Further detail is provided in the Rockley Staff Handbook, which is provided to all members of staff, both online and in paper form.

Remember the 4 R's of safeguarding children

- **Recognising** signs of abuse. This maybe physical, emotional, sexual, neglect or extremism.
- **Recording** – the information you have, to the best of your ability, without adding your own opinions and emotions.
- **Reporting** – To the centre Manager or the Safeguarding lead, who will decide on the next steps that are required.
- **Referral** – to the appropriate external agencies

## Allegations, Complaints, Disciplinary and Grievance Procedures

We have procedures about how process allegations, complaints and our disciplinary and grievance procedures; these are available on request.

Local authority social care services will manage any investigations, overseen by the Local Authority Designated Officer (LADO) in accordance with local authority safeguarding children board procedures. Rockley will make referrals to DBS if recommended by the LADO. If a member of staff has a concern that the management of Safeguarding concerns within Rockley, they should first raise their concerns to a member of the safeguarding team. If the safeguarding team do not react in an appropriate way or in a timely manner the member of staff should use the whistle blowing resources found within the NSPCC website or phone the hotline which is manned every day.

[www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicatedhelplines/whistleblowing-advice-line/](http://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicatedhelplines/whistleblowing-advice-line/) 0800 028 0285

Record Keeping

All incidents which happen or a reported to a Rockley member of staff will be recorded appropriately. These records will be kept securely of any safeguarding incidents or concerns for 7 years. They will

be kept in lines with Rockley's GDPR policy and in a secure location online where only members of the safeguarding team will have access to these files.

## E-Safety

Rockley recognises that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. When mobiles phones are misused, it can impact on an individual's dignity, privacy and right to confidentiality and this is not limited to children. We therefore prohibit the use of mobile phones or other equipment used for photography on session unless a member of staff is specifically requested by centre management to do so. If those being photographed are under 18 then permission must be obtained from their parents or carers or from the relevant accompanying adult acting in loco parentis, such as a teacher.

## Appendix 1:

### Safeguarding and Welfare Training Framework.

Staff Role	Training	Yearly Refresh
Safeguarding and Welfare Lead	Level 3 Safeguarding Course. Prevent Government e-learning course. Mental Health for Small Businesses (3 modules). Mental Health 2-day First Aid Course – Youth. Anti-bullying Alliance Modules.	Continual CPD year-round from LEAF Studio.
Deputy Safeguarding Lead	Level 3 Safeguarding Course. Prevent Government e-learning course. Mental Health introductory course	Continual CPD year-round from LEAF Studio.
HR Manager	RYA Safe and Fun course Safer Recruiting online course Mental Health 2 Day First Aid Course	
Centre Manager (Centre Induction Safeguard Trainer)	RYA Safe and Fun online course. Inhouse Safeguarding Training module. Senior Instructor Qualification or City and Guilds Level 3 in Teaching and Training. Mental Health introductory course	Update on training content
Rockley Education Team	Inhouse Mental Health Training.	Continued CPD from Leaf Studio school and inhouse from Safeguard Lead.
Centre Senior	RYA Safe and Fun online course Rockley Inhouse induction – including safeguarding session.	Annual Refresher in staff induction
Activity Instructor/Support team	RYA Safe and Fun online course. Rockley Inhouse induction – including safeguarding session.	Annual Refresher in staff induction

## Safeguard and Welfare Training Details

**Safeguarding Level 3 Course** – This can be an online course which is accredited by CPD or an in-person course run by the local authority.

**Prevent Awareness** - This offers an introduction to the Prevent duty and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves. <http://www.elearning.prevent.homeoffice.gov.uk>

Youth Mental Health First Aid 2 Day Course – MHFA England or a CPD accredited course equivalent to 12+ hours.

Anti-bullying Online course – a CPD accredited course in anti-bullying.

Mental Health introductory course – A CPD accredited course lasting at least 3 hours covering an introduction to a range of mental health conditions which might affect people and how to sign post them to the appropriate resources.

Safer Recruiting – NSPCC or a CPD accredited course.

RYA Safe and Fun – eLearning course lasting 2-3 hours on Safeguarding

Training Teams In-house Safeguarding Trainer Course - This is a half day internally run course that arms trainers with the background knowledge and skills to successfully deliver the Safeguarding and Child Protection inhouse training course.

RYA Senior Instructor Qualification or Level 3 Award in Education and Training - This is to ensure that the In-house Safeguarding Training Team are at a competent level in delivery of training.

Rockley Centre Induction – Safeguarding Module These courses are internally run as part of the initial training and induction for our delivery teams. Staff are updated and refreshed a minimum of once per year.

## Appendix 2:

What is child abuse?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve adults or other children inflicting physical harm:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

[www.rockley.org](http://www.rockley.org)

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- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

**Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over young people.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

### **Criminal Exploitation**

County lines is an example of criminal exploration, it is the organised criminal distribution of drugs from the big cities into smaller towns and rural areas by targeting children and young people from a range of backgrounds, including those that are not normally classed as at risk. These criminals groom children into trafficking their drugs for them with promises of money, friendship and status. Once they've been drawn in, these children are controlled using threats, violence and sexual abuse, leaving them traumatised and living in fear.

### **Child sexual exploitation**

This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the

perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

## **Extremism**

This goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

## **Bullying**

If a child alleges bullying or shows signs of being bullied, this must be investigated. Bullying can be defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online. Bullying is classed as Safeguarding and therefore comes under Rockley's child protection procedures, along with our Anti-bullying Policies. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.