Safeguarding Procedures & Prevent Policy at Rockley

This document has been produced using the RYA Safeguarding policy as a resource. The document is based upon the RYA's understanding of best practice as at the date of this version. The RYA takes all reasonable care to ensure that the information contained in this document is accurate and that any opinions, interpretations and guidance have been carefully considered in the context in which they are expressed.

Document was last amended 21/01/2026

Next review due 21/01/2027

Part 1: Safeguarding Policy Statement for Rockley

This policy refers to a child as anyone under the age of 18 as defined by the Children Act 1989 and an Adult at Risk as anyone aged 18 or over, who is in need of care or support, and who, because of those needs, is unable to always safeguard themselves as defined by the Care Act 2014.

Rockley is committed to safeguarding all children, young people and adults at risk taking part in its activities from abuse and harm and ensuring their wellbeing. Rockley recognises that the safety, welfare and needs of children, young people and adults at risk are paramount and that any person, irrespective of their age, disability, race, religion or belief, marital status, sex, gender identity, sexual orientation or social status, has a right to protection from discrimination, victimisation and abuse.

Rockley takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to everyone taking part in Rockley events and activities. Rockley recognises that it has a legal duty of care[1] to safeguard children, young people and adults at risk.

Rockley is committed to minimising risk and supporting venues, programmes, events and individuals to deliver a safe, positive and fun boating experience for everyone by creating a welcoming environment, both on and off the water, where everyone can have fun and develop their skills and confidence. Rockley will treat everyone with respect, celebrate their achievements, listen to their views and experiences and provide opportunities for everyone to fulfil their potential and be their authentic selves.

Rockley will:

- Ensure that all individuals who work or volunteer with children, young people and adults at risk provide a positive, safe and enjoyable experience.
- Ensure that there is an RYA registered, Welfare Officer with the necessary skills and training who will take the lead in dealing with all safeguarding concerns with support from the RYA Safeguarding Team.
- Ensure that the Welfare Officer name and contact details are known to all employees, volunteers, members and participants.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to the RYA and external agencies as necessary.
- Ensure that all information regarding safeguarding referrals is stored securely and confidentially.
- Ensure that all those who work with at risk groups have been recruited using safe recruitment practices and includes the appropriate criminal records disclosure checks.
- Report any concerns raised involving RYA staff, volunteers and credential holders to the RYA Safeguarding Team
- Regularly review its safeguarding procedures and practices in the light of experience, to take account of legislative, social or technological changes or where there is a change of management as required. Cooperate where necessary with multi-agency investigations and enquiries relating to serious case reviews involving children, young people, and adults at risk, if there is an association with the sport and or recreation.

Rockley recognises that **EVERYONE** has the right to be safeguarded and we must **ALL** take responsibility to ensure it.

Part 2: Safeguarding Guidance

Types of Abuse

1. Children and Young People

Neglect: Neglect is not meeting a child's basic physical or psychological needs. It can have a long-lasting impact on a child's health or development. In sport, examples of neglect could include a coach or supervisor repeatedly:

- failing to ensure children are safe
- exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
- exposing children to unnecessary risk of injury by ignoring safe practice guidelines
- failing to ensure the use of safety equipment
- requiring young people to participate when injured or unwell

Physical Abuse: When someone deliberately hurts a child causing physical harm it is called physical abuse. It may involve hitting, kicking, shaking, pushing, poisoning, burning, biting, scalding, drowning or any other method of causing non-accidental harm.

In sport, physical abuse may occur:

- if the nature and intensity of training or competition exceeds the capacity of the child's immature growing body
- where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
- if athletes are required to participate when injured
- if the sanctions used by coaches involve inflicting pain

Sexual Abuse: Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of authority, such as a coach, was to misuse their power.

Contacts made within sport and pursued through other routes, such as social media, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations to create opportunities for abuse to take place.

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Emotional Abuse: Emotional abuse is the emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development. In sport, emotional abuse may occur if:

- children are subjected to repeated criticism, sarcasm, name-calling or racism
- a child is ignored or excluded
- children feel pressure to perform to unrealistically high expectations
- children are made to feel like their value or worth is dependent on their sporting success

Bullying: Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can involve people of any age and can happen anywhere, including at home, school, sports clubs or online.

Bullying encompasses a range of behaviours which are often combined. It might include physical, verbal or emotional abuse, or online cyberbullying.

In sport, bullying can occur based on a young person's sporting ability, body size or shape. It might include name-calling, offensive hand gestures, physical assault or exclusion from team activities.

2. Adults

The Care Act recognises 10 categories of abuse that may be experienced by adults.

Self-neglect: This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery: This encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse: This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.

Discriminatory Abuse: Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

Organisational Abuse: This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.

Physical Abuse: This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.

Sexual Abuse: This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or Material Abuse: This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Neglect and Acts of Omission: This includes ignoring medical or physical care needs and failing to provide access to appropriate health, social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional or Psychological Abuse: This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Four Additional Types of Adult Harm:

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

Cyber Bullying: Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology to do it.

Forced Marriage: This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime: A "mate crime" is when "vulnerable people are befriending by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been several Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

Radicalisation: The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Other Safeguarding Considerations

Domestic Abuse: Women's Aid define domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer. It is very common. In most cases, it is experienced by women and is perpetrated by men. The Domestic Abuse Act 2021 is a new legislation which looks to Raise awareness and understanding about the impact of domestic abuse on victims and their families. It will work to further improve the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice and strengthen the support for victims of abuse by statutory agencies.

Extremism: Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. (HM Government Prevent Strategy 2011).

Non-recent Abuse: Abuse that occurred a period of time ago is sometimes referred to as non-recent. For example, an adult might speak about abuse that took place in their childhood.

Self-Harm: Self-harm is when someone deliberately hurts themselves. It can include cutting, burning, hitting or bruising, poisoning, scratching, hair-pulling or overdosing. Adults who self-harm aren't usually trying to commit suicide or looking for attention (although self-harming can result in accidental death). Often, it is a way for the person to deal with overwhelming or distressing feelings and emotions. Self-harming can be an indication of abuse, as some people use self-harm to cope with anxiety, stress and overwhelming emotions.

Gangs & County Lines: County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse. Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

Forced Marriage: A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. Forced marriage is illegal in the UK and is a form of domestic abuse and a serious abuse of human rights.

Female Genital Mutilation (FGM): FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names. In the UK, this practice is illegal, but sadly still occurs and religious, social and cultural reasons are given to justify this practice.

Glossary of Terms

Abuse: abuse covers every form of 'abuse', which differs between adults and children. Adult forms of abuse are sexual, emotional, psychological, material, financial, physical, discriminatory, organisational abuse and any acts of omission.

Adult at Risk England: any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Case Management Group (CMG): the Case Management Group is responsible for ensuring that all allegations, incidents, or referrals related to the safeguarding of children, young people and adults at risk are dealt with fairly and equitably within appropriate timescales. For the RYA the CMG consists of the Safeguarding and Equality Manager, Safeguarding Officer, relevant departmental manager/s representative from the legal team and the Independent Safeguarding Chair.

Club Welfare Officer: the designated individual within an affiliated club, recognised training centre or class association who holds the lead responsibility for safeguarding within their setting.

Consent: this is a term generally relating to adult safeguarding. Adults have a general right to independence, choice and self-determination including control over information about themselves. These rights can be overridden in certain circumstances, some examples include if a person lacks mental capacity, a crime has been committed, other people may be at risk, or the risk is unreasonably high.

Disclosure: disclosure is the process by which a child or adult at risk will let someone know that abuse is taking place. This may not happen all in one go and may be a slow process that takes place over a long period of time.

Duty of Care: the duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.

LADO: a Local Authority Designated Officer is the designated person within every Local Authority who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm.

Multi-Agency Meeting: a multi-agency meeting may take place when a referral has been made to the Police or LADO regarding a child or adult at risk and is a key part of the investigation process.

Position of Trust: an adult is in a position of trust where a young person in their care has some dependency on them and there is an element of vulnerability involved.

Referral: a request for help from and/or for an individual from a public body.

Referrer: the person who refers a safeguarding concern to the safeguarding lead, police, LADO or Local Authority.

Risk: the probability of something (e.g., harm to a child) happening. The harsher the damage caused by it happening and the more likely the event, the greater the overall risk.

Significant Harm: the threshold that justifies compulsory intervention in family life in the best interests of children. Whether harm or likely harm suffered by a child is significant is determined by comparing the child's health or development with that which could reasonably be expected of a similar child.

Subject of Concern (SoC): a person who is believed to have acted in a way that has caused harm to a child, young person or adult at risk.

Wellbeing: Section 10 of the Children Act 2004 requires local authorities and other specified agencies to co-operate with a view to improving the wellbeing of children in relation to the five outcomes first set out in "Every Child Matters".

Young Person: a young person is a term used to describe the interim period between childhood and adult, typically between the ages of 14 and 17.

Safeguarding Legislation and Associated Policies

Safeguarding is governed by several different legislations and guidance. This will vary depending on the country within the UK. The following table outlines the different legislation and guidance for each Home Country.

	Key Legislation for Adults at Risk	Key Legislation for Children and Young People
England	○ The Care Act 2014 ○ Care and Support Statutory Guidance (especially chapter 14) 2014	○ The Children Act 1989 ○ Keeping Children Safe in Education 2019 ○ Working Together to Safeguard Children 2018 ○ Children and Families Act 2014 ○ The United Nations convention on the Rights of the Child 1992

Useful Contacts

Welfare Officer	Head of Operations - Greg Haylock gregh@rockley.org 07540 248646, 01202 677272
Deputy Safeguarding Lead	Kat Sargent – Head of People Kats@rockley.org 01202 677272
RYA HQ Safeguarding Team	Tel: 02380 012796 Ext 1 E-mail: safeguarding@rya.org.uk

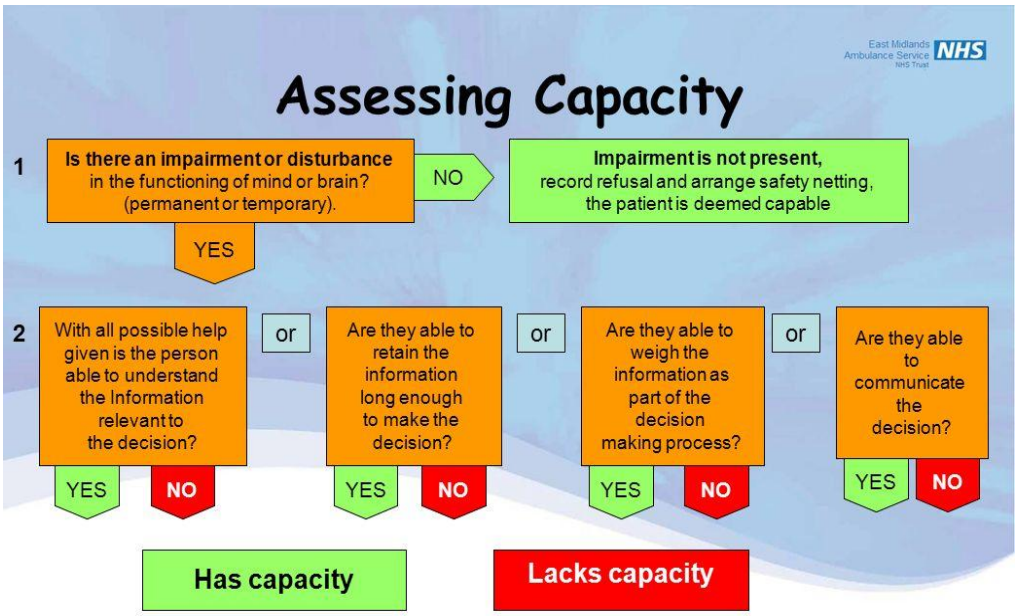
External Organisations:

NSPCC	https://www.nspcc.org.uk/
NSPCC Whistleblowing Advice Line	0800 028 0285 / help@nspcc.org.uk
CPSU	https://thecpsu.org.uk/
Ann Craft Trust	https://www.anncrafttrust.org/
MIND	https://www.mind.org.uk/
Young Minds	https://www.youngminds.org.uk/
Children 1st	https://www.children1st.org.uk/
Samaritans	https://www.samaritans.org/
Child Protection Scotland	https://www.childprotection.scot/
Emergency Services	999
Police Non-Emergency	101
NHS – Non-Emergency	111
NIAMH	https://www.communityni.org/node/45757
SAMH Scotland	https://www.samh.org.uk/

Criminal Records Disclosure Checks

As part of its safe recruitment practices, Rockley carries out criminal records disclosure checks using the RYA as an umbrella body on all staff and volunteers aged 16 or over who are deemed to be in regulated activity. If a person is deemed to be in regulated activity, the Disclosure Coordinator or Club Welfare Officer will initiate and carry out the required level of check.

Assessing Capacity



If the answer to 1. Is YES and the answer to any of 2. Is NO, then the person lacks capacity under the Mental Capacity Act 2005.

If the victim is not able to consent or refuse treatment, there is a duty to make a best interest decision about whether to treat the patient.

You must:

- Involve the person who lacks capacity to the fullest extent possible
- Have regard for past and present wishes and feelings, especially written statements
- Consult with others who are involved in the person's care
- Not be discriminatory
- Choose or decide on the least restrictive option
- Take into consideration the benefits and burdens to the person

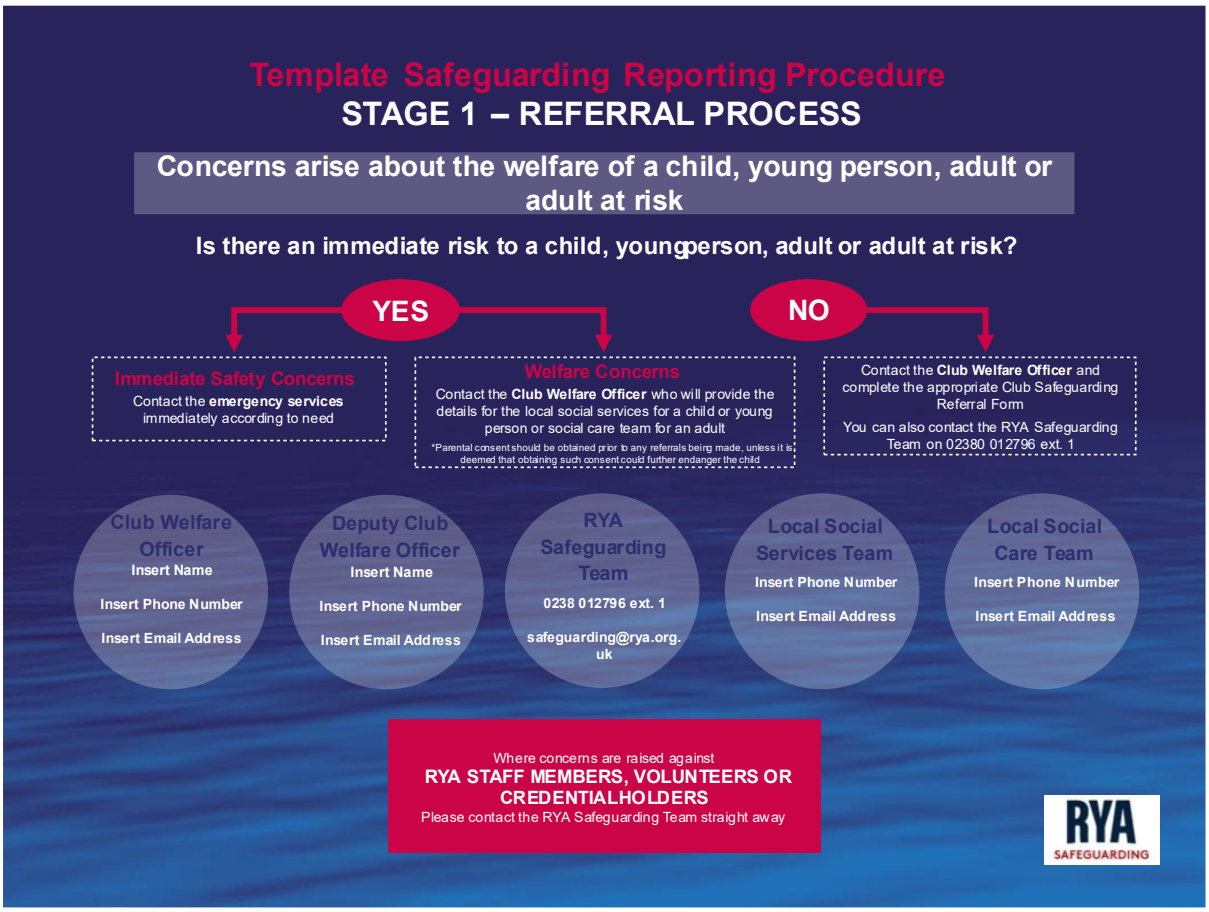
Part 3: Safeguarding Procedures Recognised Training Centres

1. Safeguarding and Welfare Team Contact Details

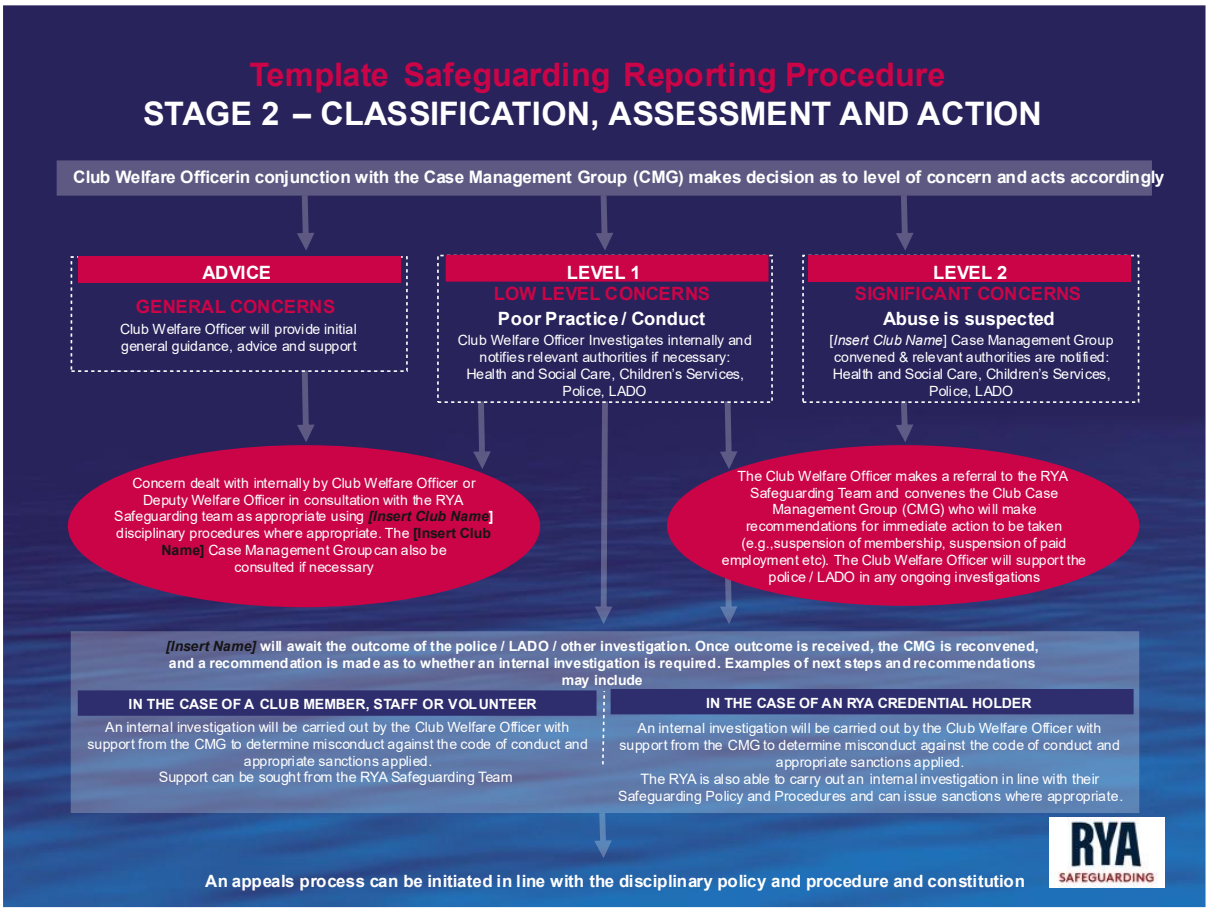
Rockley Welfare Officer	**Name: Greg Haylock** **Number: 07540 248646** **01202 677 272** **Email: gregh@rockley.org**
Deputy Welfare Officer / Additional Contact	**Name: Kat Sargent** **Number: 01202 677272** **Email: Kats@rockley.org**
Police Emergency	**Number:** 999
Police Non-Emergency	**Number:** 101
Local Authority Childrens Services	**BCP First Response Hub** 01202 123 334
RYA Safeguarding Team Office Opening hours: • 09:00-17:00 Monday to Friday • 17:00-22:00 Monday to Friday 09:00-22:00 Bank Holidays	**Number:** 02380 012796 (Choose option 1 for Safeguarding and Option 3 for out of hours service) **Email:** safegaurding@rya.org.uk
RYA Legal Team	**Number:** **Email:** legal@rya.org.uk

2. Safeguarding Reporting Procedure

Stage 1 - Referral Process



Stage 2 – Classification, Assessment and Action



3. Breaches of the Safeguarding Policy

Where there are concerns that this safeguarding policy has not been followed, or there is a safeguarding concern, all members, staff and participants are encouraged in the first instance, to contact the Welfare Officer on 01202 677272 or gregh@rockley.org. If further support or guidance are required, The RYA Safeguarding Team can be contacted on 02380 012796 / safeguarding@rya.org.uk. Alternatively, the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or help@nspcc.org.uk

Breaches of this Safeguarding Policy and /or failure to comply with the outlined responsibilities within it may result in disciplinary action in accordance with the club's disciplinary procedure and constitution.

4. Implementation, Review and Reporting

Rockley have overall accountability for this Policy and for its implementation.

The Welfare Officer Greg Haylock is responsible for updating this Policy in line with legislative and organisational developments.

The **Safeguarding Case Management Group - SMT** is responsible for advising and making recommendations on safeguarding cases, in line with this Policy.

All staff and participants are responsible for raising safeguarding concerns /disclosures with the Welfare Officer as outlined in the Reporting a Safeguarding Concern Procedure.

The Welfare Officer with support from Centre Management is responsible for ensuring appropriate safeguarding training is put in place, specifically for those deemed to be in regulated activity with vulnerable groups and kept up to date with any safeguarding developments.

Where there is a safeguarding concern /disclosure:

The individual who is told about, hears, or is made aware of the concern / disclosure is responsible for following the Reporting a Safeguarding Concern Procedure.

The Welfare Officer is responsible for assessing all safeguarding concerns / disclosures that are reported to them and collaborating with the RYA Safeguarding Team to follow up as appropriate on a case-by-case basis, always prioritising the well-being of all those involved in the disclosure. Dependent on the concern / disclosure, a referral may be made to:

- The police in an emergency (999)
- Local Authority Children's Social Care Services for concerns / disclosures about a child
- For referrals involving adults at risk - Local Authority Adult Social Care Services for concerns / disclosures about an adult at risk
- For referrals involving children and young people - Local Authority Designated Officer (LADO) (England; Wales); and the Criminal Records Disclosure Service for concerns / disclosures about a member of staff, consultant, coach, official or volunteer in a Position of Trust.
- The RYA Safeguarding Team for all Level 1 and Level 2 categorised concerns

5. Implementation, Review and Reporting

5.1 Case Management

All safeguarding records are categorised to a level accordingly:

Advice Any concern which does not meet the threshold for Levels 1 or 2 and involves seeking support or guidance for a specific matter. Advice cases can often escalate depending on the situation.

Level 1 Any concern about a named adult or child's behaviour towards a child or adult at risk that does not meet the allegation threshold or is not otherwise serious enough to consider a referral to the Police, LADO, and or Children or Adult Services of a Local Authority. Concerns may arise from both within the sport and outside of it.

Level 2 Any concern that meets the threshold for a referral to the Police, LADO, and or Children or Adult Services of a Local Authority. Alongside this an internal rating system can also be used of Low, Medium and High.

The threshold criteria outlined above is underpinned by guidance provided by the Child Protection in Sport Unit (CPSU).

Highly sensitive information contained within safeguarding case records are restricted to the Club Welfare Officer. If the Case Management Group is convened, information pertaining to the concern will be shared securely and confidentially.

5.2 Data Storage

All case records are stored in line with the **Data Storage and Privacy Policies** and relevant national legislation and guidance.

Advice	All advice case data is stored for **5 years** from the date the referral was received.
Level 1	All level 1 case data is stored for **10 years** from the date the referral was received.
Level 2	All level 2 case data is stored for **90 years** from the date of birth of the subject of concern.

Case records are deleted / destroyed after the retention period set out above, unless the Club Welfare Officer decides that there is a reason to retain the information for a longer period.

5.3 Case Management Group

The Rockley Case Management Group (CMG) can be convened when a Level 2 referral is received. The group can also be convened if a Level 1 referral is serious enough in nature. The group can consist of any of the following members depending on where the referral originates from.

The CMG is responsible for:

- Ensuring that all allegations, incidents, or referrals related to the safeguarding of children and adults are dealt with in accordance with Rockley policies with appropriate timescales.
- Making recommendations to the appropriate decision-making body regarding the appropriate steps to be taken.

5.4 External Assistance

The Rockley CMG may choose to appoint an external independent body to assist in any investigations where the following criteria is met:

- Rockley does not have the expertise or skill set required to undertake the investigation.
- Rockley is under a conflict of interest.
- The case is so complex by nature that a third party would be necessary to support / undertake the investigation.

In the case where the CMG chooses to instruct an independent body, it reserves the right to choose whichever independent body it deems most suitable given the circumstances. The Rockley CMG will make such a decision on a case-by-case basis.

6. Safe Recruitment & Criminal Records Disclosure Checks

Rockley is committed to ensuring that only those with the right motivations and suitability are recruited into positions involving regular contact with children, young people and adults at risk within its work force. Rockley understands its legal responsibility within the Safeguarding Vulnerable Groups Act 2006, to ensure that all its staff and volunteer recruitment practices are safe, fair and equal and allows it to identify, deter and reject staff or volunteers who may be at risk of abusing vulnerable groups.

Rockley will:

Ensure the best possible staff and volunteers are recruited based on their merits, abilities and suitability for the position.

Ensure that all applicants are considered equally and consistently, and that no applicant is treated unfairly based on any protected characteristics in compliance with the Equality Act 2010.

Comply with all relevant legislation, recommendations and guidance including the statutory guidance published by the DfE (keeping children safe in education, the PREVENT Duty guidance) and any codes of practice published by any of the disclosure service providers.

Meet its commitment to safeguarding and promoting the welfare of children, young people and adults at risk by carrying out all necessary pre-employment checks.

Rockley uses the following safe recruitment practices when recruiting staff:

- Advertisements will make clear commitment to safeguarding children, young people and adults at risk.
- Application forms are used which contain questions surrounding employment and academic history and a person's suitability for the role which includes the requirement to explain any gaps or discrepancies in the employment or academic history.
- The application form has a declaration regarding convictions and working with vulnerable groups and will make it clear if the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All role descriptions are clear and concise and accurately set out the duties and responsibilities of the role
- Where appropriate, three references are requested alongside an offer and a minimum of two must be received and reviewed before the individual commences their role.
- Interviews are face-to-face where possible and will cover the person's suitability for the role.
- For paid roles, applicants who are offered the position will be required to supply proof of their ID in the form of original documents and confirm their right to work within the UK
- Where any position amounts to "regulated activity" with children and or adults at risk an appropriate disclosure check will be carried out which will include the Adults Barred List and Children's Barred List where appropriate, and an original certificate will be seen by the recruiting manager or HR personnel prior to the applicant commencing the role. Further information on Criminal Records Disclosures can be found in Part 4.
- Successful applicants will be encouraged to register with the DBS Update Service.
- Additional checks will be carried out if the applicant has lived or worked outside of the UK (certificate of good conduct, certificate of Sponsorship).

7. Dealing with a Safeguarding Disclosure & Information Sharing

Being the recipient of a safeguarding disclosure can be incredibly difficult, especially if the recipient is not a Safeguarding Lead. However, choosing not to respond to a disclosure can **never** happen, regardless of how uncomfortable the recipient is. The referral flowchart in section 2 acts as a guide to the physical steps that can be taken if a referral or disclosure is received. Below is a list of dos and don'ts to support anyone if they receive a disclosure.

Dos

- Keep calm and remain receptive and approachable
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the victim recount the details in their own time
- Use the victim's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me...
- Acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame
- Let them know that you will do everything you can to help them
- Advise the victim what will happen next
- Make a written record as soon as you can
- Report the disclosure to the Club Welfare Officer or the RYA Safeguarding Team
- **Adults**: Gain consent from the victim to share the information - If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the victim - see Part 3 "Assessing Capacity" - a flow chart created by the NHS
- **Children and Young People**: Gain consent from the parent / carer to share the information – Only speak with the parents / caregivers of the victim if this does not pose a risk to the child

Don'ts

- Don't make a promise to keep secrets.
- Don't ask leading questions or put words in the mouth of the victim.
- Don't repeatedly ask the victim to repeat their disclosure.
- Don't discuss the referral with anyone who does not need to know.
- Don't be judgmental.
- Never ignore what you have been told – **you must pass it on**
- Don't confront or contact the Subject of Concern
- Don't remove or contaminate any evidence that may be present.
- Never dismiss your concerns – even a gut feeling is worth reporting.

8. Confidentiality:

The sharing of personal information within an organisation is not prevented by law. While appropriate confidentiality should be maintained, it is important to make sure the right people within the organisation are informed if the circumstances require this which is outlined in the Rockley Privacy Policy. If you are the recipient of a safeguarding disclosure, contact the Club Welfare Officer who will advise on the next steps, which may or may not include sharing that information with external agencies, however the following considerations should be taken into account:

8.1 Children and Young People

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many Serious Case Reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe.

There are seven golden rules to confidentiality and Information Sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or RYA Data Protection Officer, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, sharing falls within one of the specified lawful basis to do so, . You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear on the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared. If you are in any doubt, contact the RYA Data Protection Officer.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
6. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

8.2 Confidentiality: Adults

Individuals may not give their consent to the sharing of safeguarding information for several reasons. For example, they may be frightened of reprisals, they may fear losing control, they may not trust social services or other partners, or they may fear that their relationship with the subject of concern will be damaged. Reassurance and appropriate support along with gentle persuasion may help to change their view on whether it is best to share information.

If a person refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, their wishes should be respected. However, there are several circumstances where the person who has received the disclosure can reasonably override such a decision, including:

- the person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- other people are, or may be, at risk, including children.
- sharing the information could prevent a crime.
- the alleged subject of concern has care and support needs and may also be at risk.
- a serious crime has been committed.
- staff are implicated.
- the person has the mental capacity to make that decision, but they may be under duress or being coerced.
- In cases of domestic abuse, if the risk is unreasonably high and meets the criteria for a multi-agency risk assessment referral.
- a court order or other legal authority has requested the information.

If none of the above apply and the decision is not to share safeguarding information with other safeguarding partners, or not to intervene to safeguard the person:

- support the person to weigh up the risks and benefits of different options
- ensure they are aware of the level of risk and possible outcomes
- offer to arrange for them to have an advocate or peer supporter
- offer support for them to build confidence and self-esteem if necessary
- agree on and record the level of risk the person is taking
- record the reasons for not intervening or sharing information
- regularly review the situation
- try to build trust and use gentle persuasion to enable the person to better protect themselves.

If it is necessary to share information outside the organisation:

- explore the reasons for the person's objections – what are they worried about?
- explain the concern and why you think it is important to share the information
- tell the person who you would like to share the information with and why
- explain the benefits, to them or others, of sharing information – could they access better help and support?
- discuss the consequences of not sharing the information – could someone come to harm?
- reassure them that the information will not be shared with anyone who does not need to know
- reassure them that they are not alone, and that support is available to them.

If the person cannot be persuaded to give their consent, then, unless it is considered dangerous to do so, it should be explained to them that the information may be shared without consent in some situations (as set out above). The reasons should be given and recorded. The safeguarding principle of proportionality should underpin decisions about sharing information without consent, and decisions should be on a case-by-case basis.

If it is not clear that information should be shared outside the organisation, a conversation can be had with the Data Protection Officer or the safeguarding partners in the police or local authority without disclosing the identity of the person in the first instance. They can then advise on whether full disclosure is necessary without the consent of the person concerned.

It is very important that the risk of sharing information is also considered. In some cases, such as domestic violence or hate crime, it is possible that sharing information could increase the risk to the individual. Safeguarding partners need to work jointly to provide advice, support and protection to the individual to minimise the possibility of worsening the relationship or triggering retribution from the abuser.

SafeLives (previously CAADA) provide resources for identifying the risk victims face including a Dash risk checklist, which is a risk assessment tool for practitioners who work with adult victims of domestic abuse. It offers a consistent approach to identifying those who are at high risk of harm and whose cases should be referred to a MARAC (multi-agency risk assessment conference) meeting to manage their risk. If there are concerns about a risk to a child or children, then a referral to ensure that a full assessment of their safety and welfare needs to be made.

9 Information Technology:

1. Purpose and Scope: This Information Technology (IT) policy outlines guidelines and expectations for the appropriate use of IT resources at our centres. It applies to all employees, contractors, and Pupils who have access to our IT systems.

2. Data Security: a. All sensitive customer information and transactional data must be stored securely on our servers. b. Regular data backups will be conducted to prevent data loss in case of system failures.

3. Access Control: a. Access to IT systems and sensitive data is restricted to authorized personnel only. b. Users must adhere to strong password practices and update passwords regularly.

4. Device Usage: a. All devices connected to the network must have updated antivirus software. b. Personal devices must comply with the IT security standards before connecting to the network.

5. Internet Usage: a. Internet usage should be for work-related purposes only. b. Employees are prohibited from downloading or installing unauthorized software.

6. Email Usage: a. Employees must exercise caution when opening emails from unknown sources to prevent phishing attacks. b. Confidential information should not be shared via unsecured email channels.

7. Reporting Security Incidents: a. Any suspected security breaches or incidents must be reported immediately to the IT department. b. Employees should not attempt to resolve security incidents on their own.

8. IT Training: a. Training sessions will be provided to employees to enhance their awareness of IT security practices. b. Training will cover topics such as phishing awareness, password security, and data protection.

9. Compliance: a. Rockley will comply with all applicable data protection and privacy laws. b. Any changes to IT systems or policies will be communicated to employees in a timely manner.

10. Monitoring: External provider will monitor usage and suggest authorisation changes with access to the Web. Whole system is periodically checked by our external provider with reports generated.

11. Enforcement: a. Violations of this IT policy may result in disciplinary action, including termination of employment or legal action. b. Employees are responsible for understanding and adhering to the policies outlined in this document.

12. Review and Revision: a. This IT policy will be reviewed annually and updated as needed to address emerging threats and technologies.

Part 4: Template Safeguarding Referral Form

This form is designed to report any safeguarding incidents or concerns. It should be completed by the person who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the clubs referral procedure	**REFERENCE NUMBER**

Name & role of person completing this form:	
Club name:	Date form is completed:

Details of victim:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/carers details:

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident? Yes / No	If yes, please provide details:
If adult has capacity has consent been obtained? Yes/ No	If no, please provide details

Details of person who received or witnessed the incident:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	☐
	Responding to someone else's concerns	☐
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person, or adult at risk:		
Email address:		
Contact number:		

Incident Details:

Date/ Time:	Group name (if applicable):
Location of incident:	
Description of the incident or concern: (continue separate sheet if necessary & include reference number): *(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion, or hearsay)*	
Details of any previous concerns, incidents, or relevant safeguarding records:	

Victims account of the incident or concern: *(use their own words)*		
Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*		
Details of any witnesses:		
Name(s): *(Consider anonymising where this will not negatively impact the ability to take immediate response actions)*	Relationship to child, young person, or adult at risk:	Contact details:
Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:		
Name(s): *(Consider anonymising where this will not negatively impact the ability to take immediate response actions)*	Relationship to child, young person, or adult at risk:	Contact details:

Outcome of incident & immediate actions taken: (tick box where relevant)		
• Ambulance required? Y/N • Name of hospital / medical facility attended if applicable: Police/fire/rescue services attended? Y/N Notes:	First aid treatment provided: and by whom	Medication given:
Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?

Signed By Author:	Name:	Date:

Reporting to the Designated Safeguarding Lead (DSL) section: *(to be completed by Club Welfare Officer)*

Date & time CWO notified of incident/concern:
Date & time this form passed on to CWO (if different from above):
CWO comments: *(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):*

External agency referral: (tick box where relevant)		
Social services notified. Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	LADO notified. Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	Other referral made Agency: Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:

Signed By WO:	Name:	Date:

***WO – Welfare Officer**
***LADO – Local Authority Designated Officer**
For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:

Rockley - Prevent Policy

1. Our commitment

The government Counterterrorism and Security Act 2015, places a duty upon all education providers to have regard to the need to prevent people from being drawn into terrorism. This Prevent Duty forms part of the wider governments CONTEST counter terrorism strategy:

- Prevent terrorism – stop people becoming terrorists
- Pursue terrorism – disrupt and stop terror attacks
- Protect against terrorism – strengthen UK protection
- Prepare to deal with terrorism – mitigate impact of attacks that can't be stopped.

As a nation we continue to prioritise according to the threat posed to our national security; the allocation of resources will be proportionate to the threats we face. There has been an increase in far-right inspired terror attacks and lone acts of terror as opposed to mass organised terror activities, the government strategy now includes ways in which to identify risk of these instances.
The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The Prevent strategy has three specific strategic objectives:

1. Respond to the ideological challenge of terrorism and the threat we face from those who promote it
2. Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
3. Work with sectors and institutions where there are risks of radicalisation that we need to address.

This policy is shared with all employees upon commencing employment to include confirmation they have read and understood the content. Revisions are communicated to all as part of ongoing continued professional development, with all development activities related to application of the measures included within the policy.

2. Objectives

Rockley have a responsibility to ensure:

- We have undertaken training in the Prevent Duty as identified by their leaders and managers.
- To identify and support any concerns we have over learner vulnerabilities or indicators to being at risk of radicalisation
- We are all aware of when it is appropriate to refer concerns about learners or colleagues to the provider's safeguarding officer.
- To exemplify British values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs" into our practice.

3. Scope

This policy relates to all staff and learners, including those of our subcontracted provision. While it has been noted that Apprenticeship Training Providers do not fall into the FE Prevent guidance in Scotland, Rockley will apply the same process for all learners.

4. Key contacts

Lead Designated Safeguarding Officer Greg Haylock - 07540248646 gregh@rockley.org

UK: Report Extremist/Terrorism material https://www.gov.uk/report-terrorism

Education concerns: https://report-extremism.education.gov.uk/

5. Definitions

Radicalisation - the action or process of causing someone to adopt radical positions on political or social issues.
Terrorism – an act of terror/violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, ideology or social class.
Extremism - an ideology that is far outside the mainstream attitudes of society, including vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes calls for the death of members of the British armed forces.

6. Leadership & Governance

Prevent forms part of the safeguarding agenda which is featured as part of Learner Experience Committee meetings. Rockley has a nominated Director leading the Prevent initiative, and the CEO and Quality Director are actively engaged within the Safeguarding and Prevent Agenda. It has been well documented within current literature, namely the Prevent Strategy and Keeping Children Safe in Education, that protecting people from being drawn into radicalisation should align with the current safeguards in place to protect learners from the risks of safeguarding issues. Prevent Duty is also embedded within IT, social media, Social Learning platform and Safeguarding policies.

A risk assessment is produced annually supported by the local FE/HE Prevent coordinator and reviewed periodically, in order to ensure Rockley has highlighted any risk areas and are meeting the Prevent duty.

7. Staff Training

All staff are trained in the Vulnerabilities and Indicators of radicalisation, the Channel process and how the duty engages with requirements of their role, via certificated Home Office learning. Identifying risk at an early stage allows early intervention and is crucial to the Prevent Duty and Channel process being successful. Huddle contains further guidance on the Prevent duty and educational material around Radicalisation and British values.

There is periodic CPD and an ongoing awareness programme through the monthly Thrive newsletter and Journey of Rockley activity.

8. Engagement with External Partners

All employees will be made aware of Rockley's and their own duty by means of partnership managers and coach communication. The employer guide contains detail in relation to employer responsibility to learners and Rockley, this is further explained din the Employer guide to Learner Welfare

Channels are in place to assist with meeting the Prevent Duty and avenues for raising concerns are established with Prevent coordinators nationwide.

9. Learner Safety, Engagement & Curriculum

The duty encompasses building learner resilience to the threat of radicalisation, challenging extremism and raising awareness of and demonstrating British values:

- Democracy
- Rule of Law
- Tolerance and understanding of different faiths
- Individual liberty

Opportunities to educate learners and promote the above values and ensure learners are aware of how to keep themselves safe from radicalisation are currently facilitated within the Apprenticeship:

- Mandatory Life Skills learning mandatory modules that all learners must work through.
- Curriculum resource indicates where British values are apparent to support embedding within workplace role and responsibilities at work.
- Virtual classrooms are available in larger sectors to assist learners that require more taught support in this area.
- All 16-18 learners have the opportunity to attend the ASN 3-month workshop programme to develop understanding of these areas
- Discussion with coach about topics learned and relevance to self

To ensure we monitor and act upon accessing of inappropriate content and comments, filtering systems are in place on distributed learner devices and our social media platforms, and we adhere to the Children's Education setting provided by the 'Zoom Platform.'

10. Referral Pathways

If a learner has concerns about themselves, or you have concerns about a learner being at risk of radicalisation, you should refer to Appendix 3 and 4 for the process for escalating any safeguarding concerns. Appendix 1 will support with identifying vulnerabilities and indicators of someone being at risk of radicalisation.

NB – should you feel your learner, yourself or any members of the public are in immediate danger report to the police immediately.

Once the Designated Safeguarding team has been informed, they will make a decision on whether the issue needs to be escalated to the local police Prevent Officer. The Designated Safeguarding team/staff member that is involved with the referral will then support the Channel process as seen fit by the local Channel panel. See Appendix 3 for the referral

pathways. It should be noted that referral to the Channel process is not a criminal intervention.
It should be noted that a learner displaying one or a few of vulnerabilities and indicators does not mean the learner will necessarily be at risk of radicalisation, but it may do so. In all instances that concern you, you should report to the Designated Safeguarding Officer. The process for referral to a prevent coordinator involves risk assessing the learner's level of engagement, intent and capability. If guidance is required, the safeguarding officer will discuss with a local FE Prevent coordinator.

11. Safeguarding Staff Members as a Result of Referral

While it is unlikely that the referrer would then be targeted, if someone received a threat or the police felt someone was under threat without them knowing, then there are risk assessments, warnings and safeguarding processes local police departments will apply as a matter of routine. The outcome might involve an investigation and arrests being made etc., such as markers on people's mobile phone numbers or addresses, warnings to parties involved, or other measures.

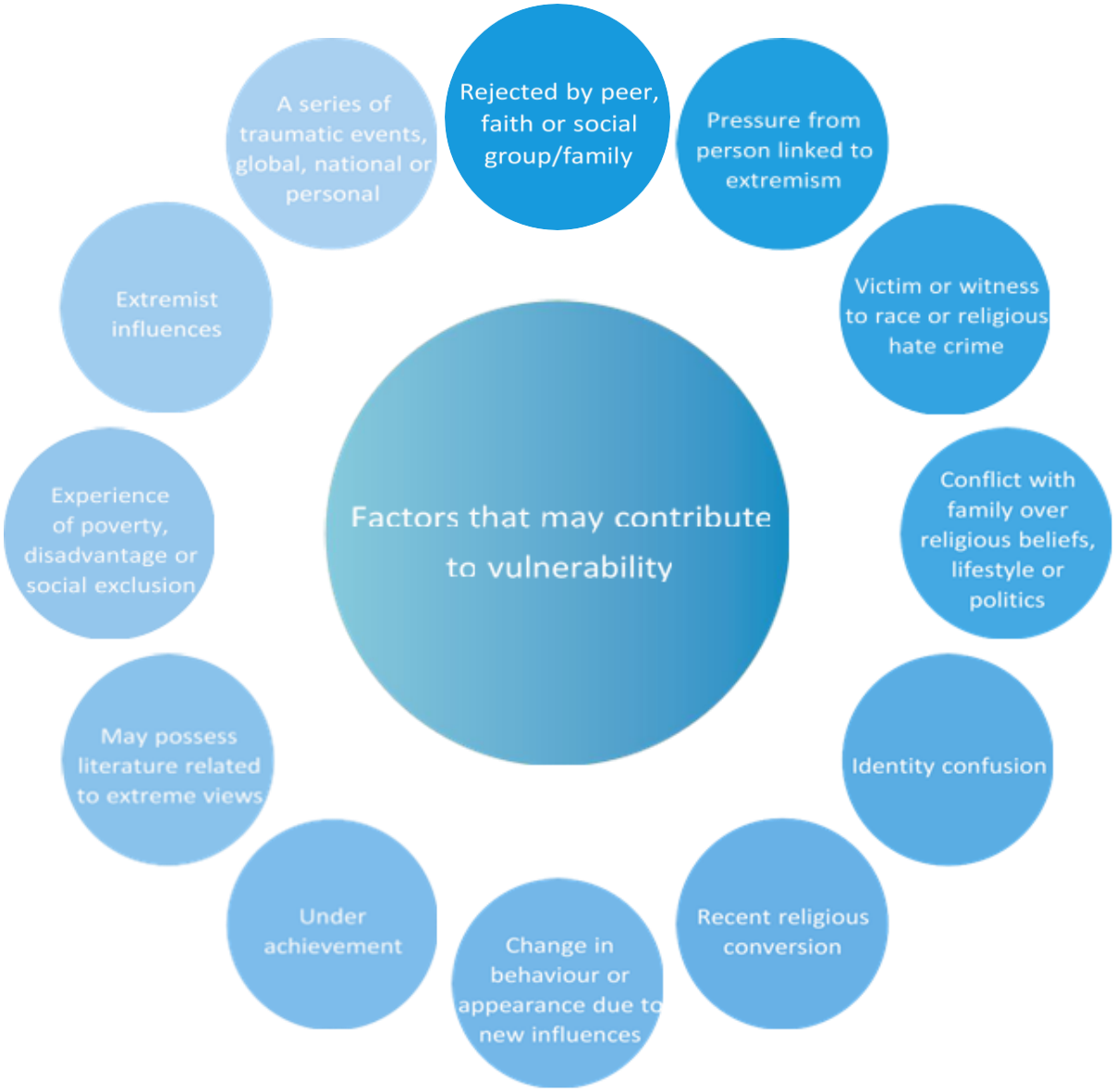
APPENDIX 1

Vulnerabilities & Indicators of Radicalisation

Vulnerabilities	Indicators
Peer pressure	Withdrawn
Unsettled family life	Change in engagement levels
Need to belong/fit in	Using extremist language, passionate about extremist views
Accessing extremist material	Preaching
Isolation and social exclusion	Change in appearance - dress/body art
Bullied	Change in behaviour within work and learning environment
Media influence	Change in social circles
Seeking purpose of focus for life	
Seeking revenge	
Seeking acceptance/social standing	

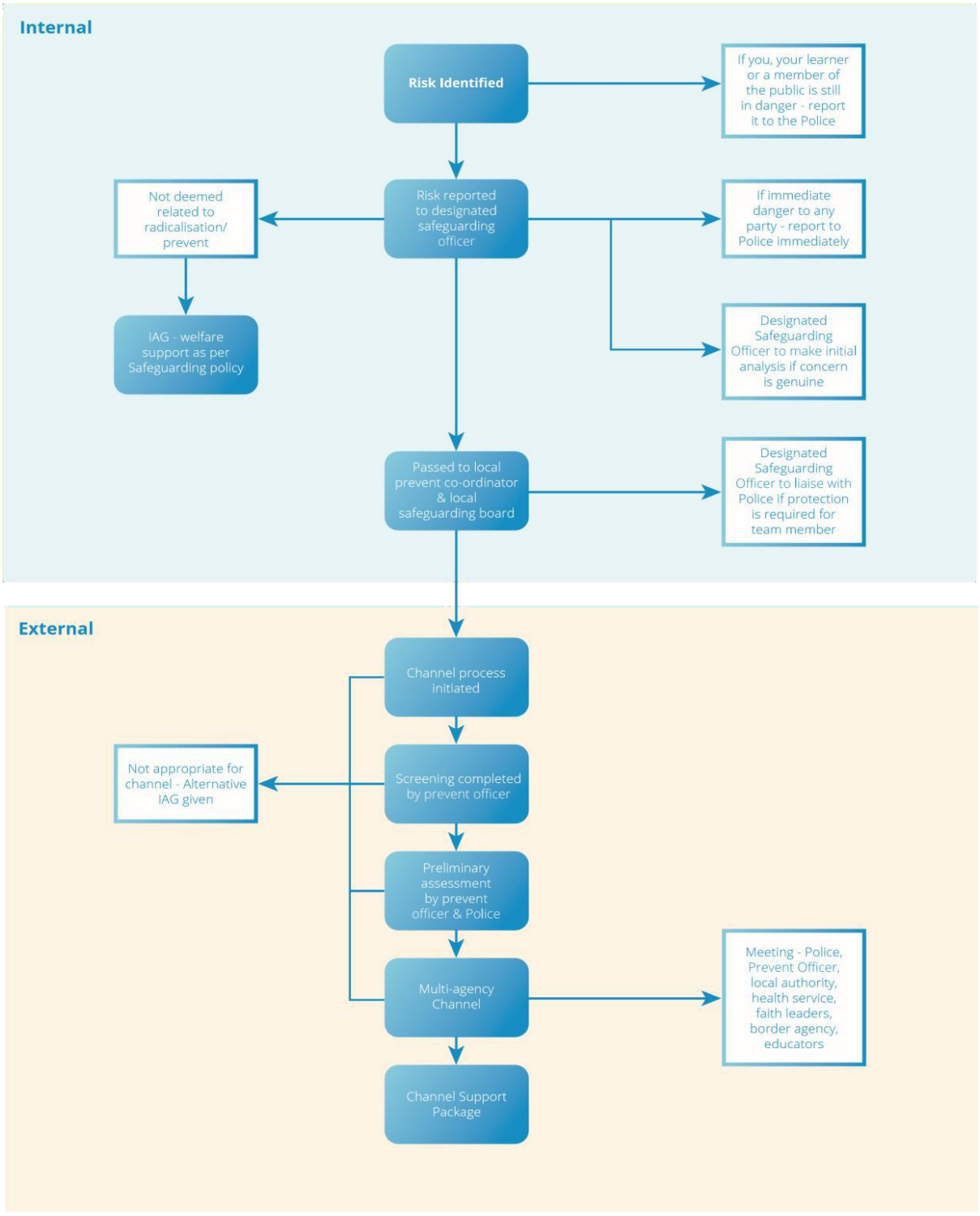
APPENDIX 2

Factors of Vulnerabilities



APPENDIX 3

Referral and Channel process



Prevent Duty - Reporting Procedure

APPENDIX 4

Disclosure Recording Form

For office use only
Case N.

Learner Name

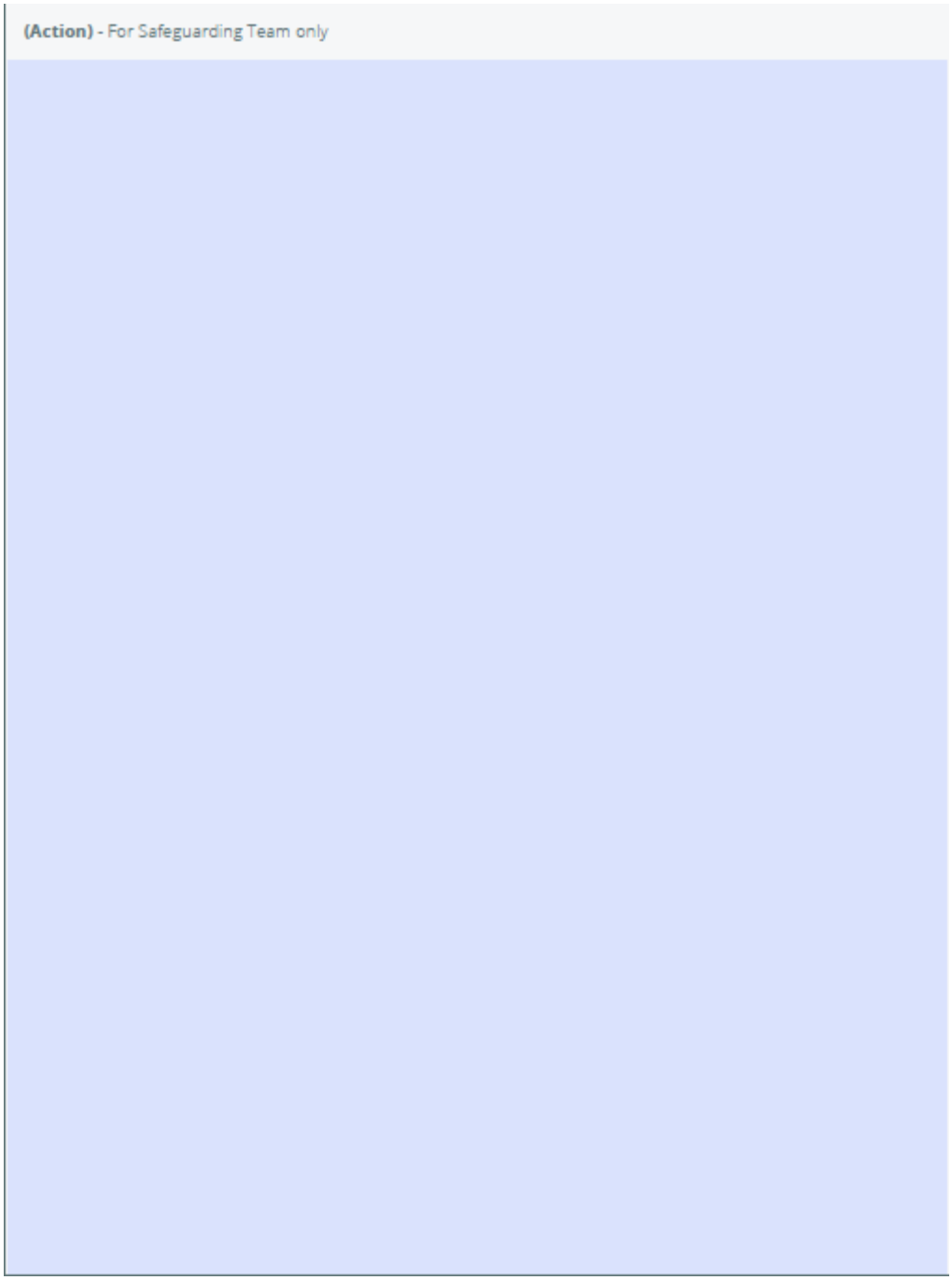
Location/Name of Site

DOB

Rockley Staff Name

Date of Disclosure

Details of the concern


(Action) - For Safeguarding Team only