

ROYAL TEMPLE YACHT CLUB

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WELFARE AND SAFEGUARDING POLICY: Protecting Young People

RYA Approved Framework

Document Information	Details
Policy Title	Welfare and Safeguarding and Policy: Protecting Young People
Organisation	Royal Temple Yacht Club
Version	1.0
Date Adopted	March 2026
Next Review Date	March 2027
Approved By	RTYC Board of Directors
RYA Framework	RYA Safeguarding Policy and Procedures
Governing Body	Royal Yachting Association (RYA)

This policy applies to all activities undertaken by the Royal Temple Yacht Club operating under the auspices of the Royal Temple Yacht Club.

1. Introduction and Policy Statement

The Royal Temple Yacht Club (RTYC) is fully committed to the welfare and safeguarding of all young people who participate in our programmes. This policy sets out our commitment to creating and maintaining a safe and positive environment for young people aged 13 to 18 who are transitioning from dinghy sailing into keelboat racing under the Club's Youth Development Programme.

This policy has been developed in accordance with the Royal Yachting Association (RYA) Safeguarding Policy and Procedures, the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006, and the Charity Commission guidance for charities working with young people.

RTYC affirms that:

- The welfare of every young person is paramount.
- All young people, regardless of age, ability, gender, race, religion or background, have the right to participate in sailing and keelboat racing in a safe and supportive environment.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Staff and volunteers working with young people will be appropriately recruited, trained, and supported.
- We will work in partnership with parents, carers, and relevant statutory agencies to safeguard and promote the welfare of young people.

2. Scope of this Policy

This policy applies to all individuals involved in RTYC youth activities, including but not limited to:

- All paid staff of RTYC
- All volunteers, coaches, instructors, and helpers
- Race officers and safety boat operators involved in Pathway activities
- All adult members of RTYC who interact with Pathway participants
- Contractors and third-party suppliers engaged in youth activities

It covers all youth development activities of RTYC wherever they take place, including on-water training, onshore briefings and debriefs, club premises, and any away events or competitions attended as part of the programme.

RTYC Youth Development Programme — Key Facts

Participants: Young people aged 13 to 18 years

Programme focus: Transition from dinghy sailing to keelboat racing

Operating venue: Royal Temple Yacht Club, Ramsgate

RYA affiliation: RTYC is an RYA-affiliated club

Hotel: Minimum age for hotel guests is 25 years — no young people under 18 accommodated

Bar and Restaurant: Young people may access the restaurant; bar areas subject to licensing law restrictions

3. Legal and Regulatory Framework

This policy is informed by and compliant with the following legislation, guidance, and frameworks:

Legislation / Framework	Relevance
Children Act 1989 & 2004	Overarching duty to safeguard and promote welfare of children
Safeguarding Vulnerable Groups Act 2006	Regulated activity and DBS checking requirements
Protection of Freedoms Act 2012	Defines regulated activity with children
Working Together to Safeguard Children 2023	Statutory guidance for organisations working with children
Keeping Children Safe in Education 2023	Best practice reference for structured youth programmes
RYA Safeguarding Policy & Procedures	Sport-specific framework for sailing clubs and centres
Charity Commission Guidance CC30	Safeguarding responsibilities for charities
UK GDPR and Data Protection Act 2018	Protection of personal data, including young people's records
Licensing Act 2003	Restrictions on alcohol access for under-18s
Children and Young Persons Act 1933	Prohibitions relevant to alcohol and licensed premises

4. Roles and Responsibilities

4.1 Club Welfare Officer (CWO)

The Royal Temple Yacht Club must appoint a designated Club Welfare Officer (CWO) in accordance with RYA requirements. The CWO is the first point of contact for all safeguarding and welfare concerns relating to RTYC youth activities.

The CWO is responsible for:

- Implementing and monitoring this policy and all associated procedures
- Receiving, recording, and referring welfare and safeguarding concerns
- Acting as the liaison between RTYC and statutory agencies
- Ensuring all staff and volunteers are appropriately DBS-checked and trained
- Maintaining and reviewing safeguarding records in line with GDPR requirements
- Attending RYA Safeguarding training and keeping knowledge up to date
- Reporting annually to the RTYC Board on safeguarding matters

Club Welfare Officer Contact Details

Name: Joanna Brand

Email: jbrandx@gmail.com welfare@royaltempleyachtclub.co.uk

Telephone: 07423575122

Availability: During all RTYC youth development sessions and events

Deputy CWO: [To be completed upon appointment]

4.2 Board of Directors / Trustees

The RTYC Board holds overall accountability for safeguarding. The Board must:

- Ensure a designated CWO is always in post and supported
- Ensure adequate resources are provided for safeguarding training and DBS checking
- Receive and act upon the CWO's annual safeguarding report
- Ensure this policy is reviewed annually and following any safeguarding incident
- Satisfy Charity Commission reporting requirements regarding serious safeguarding incidents

4.3 Coaches, Instructors, and Volunteers

All adults working with young people through the RTYC Youth Development Programme are responsible for:

- Consistently reviewing, comprehending, and complying with this policy
- Maintaining appropriate professional boundaries with young people
- Never being alone with a young person in circumstances that could cause concern
- Reporting any welfare or safeguarding concerns immediately to the CWO
- Never making promises to a young person to keep information secret
- Completing all required safeguarding training before working with young people

4.4 Parents and Carers

Parents and carers play a vital role in safeguarding. RTYC will:

- Provide parents and carers with a copy of this policy upon enrolment
- Seek signed consent before any young person participates in Pathway activities
- Keep parents and carers informed of any welfare concerns about their child (unless doing so would place the child at further risk)
- Provide a named point of contact for parental welfare queries

5. Safer Recruitment

5.1 Disclosure and Barring Service (DBS) Checks

All individuals engaged in regulated activity with young people at RTYC must have a current enhanced DBS check with barred list information before commencing any activity with young people. This requirement applies regardless of whether the individual is paid or a volunteer.

For RYA purposes, a DBS check is considered current where:

- It has been issued within the previous three years, or
- The individual is signed up to the DBS Update Service and their certificate remains clear

RTYC will maintain a secure register of all DBS certificates and renewal dates. No individual may work in regulated activity with Pathway participants without a satisfactory DBS check on file.

5.2 Recruitment Process

All staff and volunteers working with young people through RTYC will be subject to the following checks and processes:

- Completion of an application form with full employment/volunteering history
- Verification of identity documents
- Enhanced DBS check with barred list check
- Minimum of two satisfactory references (not family members)
- Formal interview including safeguarding-specific questions
- Induction including safeguarding training before unsupervised contact with young people

5.3 RYA Safeguarding Training

In line with RYA requirements, the following training standards apply:

Role	Required Training
Club Welfare Officer	RYA CWO Workshop (must be renewed every 3 years)
Coaches and Instructors (on-water)	RYA Safeguarding and Protecting Young People (online, updated every 3 years)
Volunteers with regular contact	RYA Safeguarding awareness level (online)
Board Members / Trustees	Charity Commission safeguarding awareness
Race Officers (Pathway events)	RYA Safeguarding awareness level (online)

6. Codes of Conduct

6.1 Code of Conduct for Adults

All adults working with young people at RTYC must adhere to the following standards of behaviour:

Adults **MUST**:

- Ensure that all young individuals are treated with respect and dignity at all times.
- Ensure another adult is present or nearby when working with young people
- Maintain a professional relationship with all participants
- Communicate with young people through official Pathway channels only
- Challenge any behaviour by other adults which causes concern
- Follow RTYC and Charity Commission guidance on social media
- Ensure continuous and proper supervision while individuals are present in or near the water.
- Record and report any injuries or welfare concerns on the same day

Adults **MUST NOT**:

- Spend time alone with a young person away from others
- Take a young person in a vehicle without prior parental written consent
- Engage in physical contact beyond what is necessary for safety or instruction
- Photograph or record young people without written parental consent
- Share or post images of young people on personal social media accounts
- Use language that is offensive, discriminatory, or sexual
- Supply alcohol to any person under 18 years of age in any area of the club
- Develop personal relationships with young people outside the structured Pathway programme

6.2 Code of Conduct for Young People

All RTYC Youth Development Programme participants aged 13 to 18 must agree to the following:

- Treat all coaches, instructors, volunteers, and fellow participants with respect
- Adhere to safety instructions provided by qualified personnel at all times.
- Report any concerns, bullying, or uncomfortable situations to the CWO or their coach
- Not access the bar areas of the club
- Not consume or be in possession of alcohol, tobacco, or illegal substances on club premises or Pathway activities
- Behave in a manner that reflects positively on the Pathway and RTYC
- Represent the club respectfully at all away events and regattas

7. Recognising Abuse and Neglect

All adults working with young people must be aware of the signs and indicators of abuse. The four main categories of abuse, as defined by Working Together to Safeguard Children 2023, are:

Type of Abuse	Key Indicators
Physical Abuse	Unexplained injuries, bruising, flinching at touch, reluctance to change for sailing, wearing concealing clothing in warm weather
Emotional Abuse	Low self-esteem, excessive anxiety, withdrawal, extreme behaviour, not permitted to make own choices
Sexual Abuse	Age-inappropriate sexual knowledge, self-harm, nightmares, regression, reluctance to be with certain adults
Neglect	Poor hygiene, tiredness, hunger, inadequate clothing for conditions, untreated medical needs

Additional indicators that may be relevant in a sailing club context include:

- A young person making disclosures or indirect comments about problems at home
- Unexplained deterioration in performance or enthusiasm for the programme
- Evidence of self-harm or unexplained marks
- Bullying behaviours within the group, including online or social media bullying
- Grooming behaviour by adults, including excessive gift-giving or special treatment of one young person

If you are ever unsure whether a concern meets the threshold for referral, always consult the CWO. It is not your responsibility to investigate — only to report.

8. Reporting and Responding to Concerns

8.1 Receiving a Disclosure

If a young person makes a disclosure of abuse or harm to you, you must:

- Stay calm and listen carefully without displaying shock or disbelief
- Reassure the young person that they have done the right thing in telling you
- Not ask leading or investigative questions — only ask open questions to clarify
- Explain honestly that you will need to pass the information on to keep them safe
- Never promise confidentiality
- Record what was said using the young person's own words as soon as possible after the conversation

8.2 Reporting Procedure

All welfare and safeguarding concerns must be reported to the CWO without delay on the same day the concern arises. The CWO will assess the concern and determine the appropriate response, which may include:

- A welfare discussion within the club
- Referral to the RYA Safeguarding team
- Referral to statutory agencies — Children's Social Care or Kent Police
- In emergencies, calling 999 directly

Key Contacts for Reporting

RTYC Club Welfare Officer: Jobbrandx@gmail.com

RYA Safeguarding: safeguarding@rya.org.uk | 023 8060 4226

NSPCC Helpline (adults with concerns): 0808 800 5000

Childline (young people): 0800 1111

Kent Children's Social Care: 03000 41 11 11

Emergency services: 999

Charity Commission (serious incidents): report at [gov.uk/report-serious-incident-charity](https://www.gov.uk/report-serious-incident-charity)

8.3 Recording Concerns

All safeguarding records must be:

- Written contemporaneously (on the same day) and signed and dated
- Factual and objective, recording observations and the young person's own words
- Stored securely in a locked file accessible only to the CWO, Deputy CWO, and RTYC Chair
- Retained for a minimum of 25 years or until the young person reaches the age of 25, whichever is longer
- Handled in accordance with UK GDPR and the Data Protection Act 2018

8.4 Allegations Against Adults

If an allegation is made against a member of staff, volunteer, or any adult connected to RTYC youth activities:

- The CWO must be informed immediately (or the RTYC Commodore if the CWO is implicated)
- The individual against whom the allegation is made should be removed from contact with young people pending investigation

- The matter must be referred to the Local Authority Designated Officer (LADO) in Kent within one working day
- Kent LADO contact: lado.referral@kent.gov.uk | 03000 41 08 88
- The RYA Safeguarding team must also be informed
- Confidentiality must be maintained throughout — only those who need to know should be informed

9. Club Premises and Young People

9.1 Bar and Licensed Areas

RTYC holds a premises licence under the Licensing Act 2003. The following restrictions apply specifically to young people participating in RTYC youth activities:

- No person under 18 years of age may be served alcohol or consume alcohol on RTYC premises
- Young people participating in Pathway activities must not enter or loiter in the bar areas of the club
- All coaches, instructors, and volunteers must ensure young people are directed away from bar areas
- Any adult who supplies or attempts to supply alcohol to a young person under 18 will face immediate suspension from all club activities pending investigation and possible referral to the police
- The Duty Manager of the club and Pathway supervisors share responsibility for ensuring compliance

9.2 Restaurant

Young people may use the RTYC restaurant for meals when accompanied by a responsible adult from the Pathway coaching team, subject to the following:

- Adult supervision is maintained at all times
- The Pathway programme coordinator has confirmed the visit in advance with restaurant management
- Non-alcoholic beverages only may be ordered on the young person's behalf or by the young person

9.3 Hotel — Age Restriction

The RTYC hotel operates a strict minimum age policy of 25 years for all guests. This means:

- No person under the age of 25 may be accommodated in the RTYC hotel under any circumstances
- This restriction applies to Pathway participants (aged 13 to 18), parents, carers, and young coaches
- No exception to this policy may be authorised by any single individual — it requires a Board resolution
- RTYC youth events that require overnight accommodation must use alternative arrangements such as approved host families, youth hostels, or hotels that are appropriate for young people
- Any away events requiring overnight stays must have a full risk assessment and parent/carer consent form completed in advance

9.4 Photography and Media

RTYC takes a strictly responsible approach to photography and filming of young people:

- Written parental consent must be obtained before any photographs or video are taken of young people for any purpose
- Images must be used only for the purposes stated at the time of consent
- Images must never be posted on personal social media accounts of staff or volunteers
- Young people must never be photographed in a state of undress

- All media content featuring identifiable young people must be stored securely and deleted when no longer needed

10. On-Water Safety and Supervision

The RTYC Youth Development Programme operates on the water and in a marine environment, which presents additional safeguarding and safety considerations. The following standards apply to all on-water activities:

- A qualified RYA coach or instructor must be present and leading all on-water training sessions
- A ratio of no fewer than one adult to six young people must be maintained on water at all times
- A safety boat with a qualified operator must be on the water whenever young people are sailing
- All participants must wear a CE or ISO-approved personal flotation device (PFD) at all times on the water
- A pre-session safety briefing must be given to all participants before every on-water session
- Coaches must hold a current, valid RYA first aid certificate
- Weather and tidal conditions must be assessed and documented before each session; sessions must be cancelled or modified if conditions pose a risk
- Young people must never be permitted to sail unaccompanied outside agreed and supervised training exercises
- All incident, injury, and near-miss events must be recorded and reviewed by the CWO and Pathway Coordinator

The RTYC Emergency Action Plan is a separate document and must be read by all adults working with young people at RTYC before commencing any activities.

11. Anti-Bullying Policy

RTYC operates a zero-tolerance approach to all forms of bullying, including physical, verbal, relational, and cyber-bullying. Bullying can affect any young person and can seriously impact their wellbeing and enjoyment of the programme.

Bullying is defined as repeated behaviour intended to hurt, harm, humiliate, or demean another person. It may include:

- Verbal abuse, name-calling, taunting, or use of offensive language
- Physical aggression or intimidation
- Deliberate exclusion from activities or social groups
- Online bullying via social media, messaging apps, or online platforms
- Discriminatory behaviour based on race, gender, disability, sexual orientation, or religion

Any young person who experiences or witnesses bullying should report it to the CWO, their coach, or any other trusted adult at the club. All reports will be taken seriously, investigated sensitively, and responded to proportionately. Parents and carers will be informed where appropriate.

12. Social Media and Online Safety

The use of social media and digital communication presents specific safeguarding risks when working with young people. The following policy applies to all adults connected with RTYC youth activities:

12.1 Adults

- Adults must not connect with young people (aged under 18) on personal social media accounts
- All communication with young people must be via official Pathway channels only (email, club-sanctioned group messaging platforms), with parents/carers copied in
- Adults must not share images of young people on personal social media accounts
- Adults must not send private messages to individual young people

12.2 Young People

- Young people are encouraged to engage positively and respectfully online
- The Pathway will provide guidance on online safety as part of the programme induction
- Young people must report any online contact from adults connected to the Pathway that makes them uncomfortable to the CWO immediately
- Cyber-bullying within the Pathway group will be treated with the same seriousness as other forms of bullying

13. Parental Consent and Communication

Prior to any young person participating in the RTYC Youth Development Programme, the following consents and information will be obtained from parents or carers:

- Signed programme enrolment and participation consent form
- Emergency contact details and medical information form
- Photography and media consent form
- Consent for any off-site or away events (specific consent per event)
- Acknowledgement of receipt of this Welfare and Safeguarding Policy

RTYC is committed to clear and regular communication with parents and carers. Parents and carers will be:

- Informed of session times, venues, and responsible adults before each programme block
- Contacted promptly in the event of any accident, injury, or welfare concern relating to their child
- Invited to an annual information evening about the Pathway programme and safeguarding arrangements
- Provided with contact details for the CWO and the RYA Safeguarding team

14. Policy Review and Compliance

This policy will be reviewed:

- Annually by the RTYC Board and CWO as a minimum
- Immediately following any safeguarding incident or near-miss
- When there are relevant changes to legislation, statutory guidance, or RYA policy
- When there are relevant changes to the club’s structure or charitable arrangements

All changes to this policy must be approved by the RTYC Board. Updated versions will be circulated to all relevant staff, volunteers, coaches, and parents within 30 days of adoption.

RTYC is an affiliated member of the Royal Yachting Association and is subject to RYA oversight of its safeguarding arrangements. The RYA reserves the right to audit safeguarding compliance as a condition of affiliation.

Signatures	
Signed: (Commodore, RTYC):	Date:
Signed: (Vice Commodore, RTYC): Situation Vacant	Date:
Signature: (Club Welfare Officer)	Date:
Next Review Due: March 2027	Date:

Appendix A: Key Contacts Summary

Internal Contacts
Club Welfare Officer: Joanna Brand Jobrandx@gmail.com welfare@royaltempleyachtclub.co.uk
Deputy Club Welfare Officer: Sailing Instructor TBC
Commodore / Chair: Judy Pearson-Parish
Youth Development Programme Coordinator: TBC [Name to be completed]

External Contacts
RYA Safeguarding Team: safeguarding@rya.org.uk 023 8060 4104
Kent Children's Social Care: 03000 41 11 11 www.kent.gov.uk
Kent Local Authority Designated Officer (LADO): lado.referral@kent.gov.uk 03000 41 08 88
NSPCC Helpline: 0808 800 5000 help@nspcc.org.uk
Childline (for young people): 0800 1111
Charity Commission: 0300 066 9197 www.gov.uk/government/organisations/charity-commission
Emergency Services: 999

Appendix B: Definitions

Term	Definition
Child / Young Person	Any person under 18 years of age
Safeguarding	Action taken to promote the welfare of children and protect them from harm
Child Protection	Part of safeguarding — activity undertaken to protect specific children at risk
Regulated Activity	Work with children of a specified nature or frequency requiring DBS barred list check
CWO	Club Welfare Officer — the designated safeguarding lead at RTYC
LADO	Local Authority Designated Officer — responsible for allegations against adults working with children
DBS	Disclosure and Barring Service — issues criminal record certificates
RYA	Royal Yachting Association — the national governing body for sailing in Great Britain

Appendix C: Related Documents

The following documents should be read alongside this policy:

- RTYC Emergency Action Plan
- RTYC Equal Opportunities Policy
- RTYC Anti-Bullying Policy (standalone)
- RTYC Social Media Policy
- RTYC Youth Development Participant Consent Forms
- RYA Safeguarding Policy and Procedures (available at www.rya.org.uk)
- RYA Guidance on Working with Young People
- RTYC DBS Register (restricted access — CWO only)
- RTYC Safeguarding Incident Log (restricted access — CWO only)

Appendix D: Document History

Version	Date
1.0	March 2026