

**TECTONA TRUST LTD**  
**and**  
**SAILING TECTONA CIC**

**Safeguarding Policy**

**Draft 2, 29th January 2019**

## **INTRODUCTION**

Tectona Trust Ltd is a registered charity whose objectives are to help people of all ages to develop and become mature and responsible individuals through experience of sail training activities in traditional sailing craft, including maintaining and conserving the craft, such people to include the socially disadvantaged and those suffering mental health and addiction problems.

To help achieve these objectives, Tectona Trust owns the sail training vessel Tectona and has an associate company Sailing Tectona CIC, (a community interest company), which operates Tectona and carries out other related activities.

The two companies are legally separate entities, each with its own Board of Directors, but who liaise closely.

This document is based on guidelines produced by the Royal Yachting Association which are available on [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### **Definition of a child**

The Children Act 1989 defines any person under the age of 18 as a 'child'. In the context of safeguarding, the terms 'children' and 'young people' are used synonymously, recognising that some teenagers may prefer not to be referred to as 'children' although they are still children in the eyes of the law.

### **Vulnerable Adults**

The term "Vulnerable Adult" refers to a person age 18 or over who

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

Although many of the safeguarding principles for children may also apply for vulnerable adults, there is a key difference. In the case of a child we have a duty to act if we suspect that the child has been harmed or is at risk of harm. In the case of an adult, the starting assumption must be that an adult has the capacity to make a decision and has the right to do so unless it can be established that he/she lacks capacity.

The decision on whether a person has capacity should be taken by the legal carers, based on a professional assessment for the specific activity.

### **Overview**

Reasons for having this Policy and associated Guidelines include:

- to safeguard children and vulnerable adults from physical or emotional harm, both on and off the water
- to assure parents and carers that children and vulnerable adults are as safe at our organisation as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all involved in running our activities so that they know what to do if they are concerned about safeguarding issues, whether the concern relates to Tectona activities, or something happening elsewhere that a child or vulnerable adult discloses to someone they trust with Tectona.
- to protect staff, instructors, officials or volunteer helpers by giving them some practical, common sense guidance to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers

- to protect the organisation, by showing that we have taken ‘all reasonable steps’ to provide a safe environment.
- to emphasise that safeguarding children, young people and vulnerable adults is the responsibility of everyone involved in running Tectona activities.

### **Policy Statement**

Tectona Trust Ltd and Sailing Tectona CIC are committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children and vulnerable adults taking part in our activities. We recognise that the safety, welfare and needs of the child or vulnerable adult 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.

We take all reasonable steps to ensure that, through appropriate procedures and training, children and vulnerable adults participating in our activities do so in a safe and enjoyable environment.

We strive to:

- Create a safe and welcoming environment, both on and off the water, where individuals can have fun and develop their skills and confidence.
- Run Tectona and our activities to high safety standards.
- Treat all engaged in our activities with respect and celebrate their achievements.
- Recognise that safeguarding is the responsibility of everyone involved in running our activities.
- Carefully recruit and select all staff, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Regularly review safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.
- Share good practice with other sail training organisations.

### **Guidelines**

Guidelines based on the following shall apply:

- RYA Safeguarding and Child Protection Policy and Guidelines
- RYA Safeguarding Vulnerable Adults Policy and Guidelines.

### **Recruitment**

All staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Welfare Officer and those regularly instructing, coaching or supervising young people and vulnerable adults will be asked to apply for an Enhanced Disclosure and Barring Service check.

### **Implementation**

This Policy applies to all staff, contractors and volunteers involved in running Tectona activities. The Welfare Officer of Sailing Tectona CIC shall ensure that all involved understand the Policy and associated Guidelines, and put them into practice. The Welfare Officer shall receive reports of any concerns or allegations and shall notify the Board of Sailing Tectona CIC without delay. The Chair of Tectona Trust shall be advised of any infraction of this Policy.

Any person failing to comply with the Safeguarding policy may be subject to disciplinary action.

**Good Practice**

All involved with Tectona activities should follow the Good Practice Guidelines issued by the RYA as Part 5 of their document "RYA Safeguarding and Good Practice Policy and Guidelines". Those working or volunteering with young people should be aware of the RYA guidance on recognising abuse.

The vessel Tectona is not fitted with showers. Instead, shower facilities at marinas are used. Adults are requested not to enter showers at times when children are using them. If this is unavoidable it is advised that they are accompanied by another adult.

We will seek written consent from parents/carers before taking photos or video of a child or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If we publish images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Welfare Officer.

**Concerns**

Anyone who is concerned about a young member's or participant's welfare, should inform the Sailing Tectona CIC Welfare Officer immediately, in strict confidence. The Welfare Officer will follow the procedures as described in the RYA Guidelines.

**Review of Policy**

This Safeguarding Policy will be reviewed annually by the Boards of Tectona Trust and Sailing Tectona CIC.