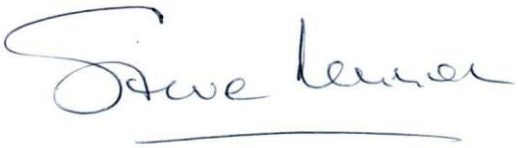
Ocean Youth Trust North Safeguarding Policy

Document Control

This policy is effective from 17th April 2026
This policy will be reviewed in April 2027



Name: Steve Lennon
Position: Managing Director
Date: 14/04/2026

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The Designated Safeguarding Lead is Steve Lennon, who can be contacted on 016974 78511 or 07769 893070, or e mail:
steve.lennon@oytnorth.org.uk

Alternatively, please call OYT North on 0191 257 1212.
Or email: office@oytnorth.org.uk.

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Safeguarding Policy Statement of Intent

It is the policy of the Ocean Youth Trust North (OYT North) to safeguard the welfare of anyone participating in OYT North activities by protecting them from all forms of abuse, including physical, emotional, or sexual harm.

In formulating this policy, we rely upon the guidance to be found in the **Department for Education (2023) *Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children***[1] and the **Care Act 2014**[2]**.** The principles and good practice found in our approach to protecting children and young people are transferable to safeguarding adults at risk.

OYT North provides *Adventure under Sail*® for children and young people.
For the purposes of this policy[3]:

A 'child' is defined by the Children Act 1989 as 'anyone under the age of 18'; and safeguarding children means to:

- protect children from abuse and maltreatment.
- prevent harm to children's health or development.
- ensure children grow up with the provision of safe and effective care.
- take action to enable all children and young people to have the best outcomes.

The term 'adult at risk', introduced in the Care Act 2014, applies to anyone aged 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 is at risk of, abuse or neglect.
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

An adult at risk of abuse may:

- have an illness affecting their mental or physical health.
- have a learning disability.
- suffer from drug or alcohol problems.
- be frail.

OYT North will take all reasonable steps to ensure that anyone participating in OYT North activities do so in a safe environment. This will be achieved through this policy, our Safety Management System (SMS), and the training and continued development of OYT North employees and volunteers.

We recognise that the safety and welfare of any child, young person or adult at risk is paramount; and that all children, young people, or adults at risk whatever their age, gender, disability, cultural or ethnic origin, colour, religion or belief, social status or sexual identity have a right to be treated with respect and protected from abuse.

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[1] Available at https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2026_-_statutory_guidance.pdf

[2] The Care Act 2014 applies to England only, however, the principles and good practice set out in this policy apply to the other countries of the UK. See http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted

[3] See *The Charity Commission* guidance at https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#children-adults-at-risk

This policy applies to anyone engaged in activities with children, young people, and adults at risk on behalf of OYT North, including trustees and volunteers, or anyone acting under the supervision of OYT North staff or volunteers. It will be kept under periodic review.

Any issues or comments regarding this policy, child protection or safeguarding adults at risk should be notified to OYT North, Managing Director/ Designated Safeguarding Lead.

For the purposes of this policy:

'Sea staff' means any person (whether a paid employee, contractor, or unpaid volunteer) engaged in sail training activities afloat on any vessel used by OYT North.

'crew' means any child or young person (or person acting as their 'leader' not being an 'OYT North employee, contractor or unpaid volunteer') engaged in a sail training voyage or any other activity organised or operated by OYT North.

OYT North:

- will create a safe and inclusive environment where children, young people and adults at risk can develop personal and social skills.
- recognises that safeguarding is the responsibility of everyone, not just those who work with them.
- will ensure that all sail training voyages (or any other OYT North activity) are delivered to the highest possible safety standards.
- will regularly review our way of working to incorporate good practice and lessons learned.

We will:

- treat all children, young people and adults at risk with respect and dignity.
- celebrate the achievements of all participants in OYT North activities.
- apply a *Safer Recruitment* process in managing applications and the selection of all OYT North employees, including volunteers (see page 10).
- operate a robust procedure for handling any allegations or concerns reporting poor practice, or suspected or actual abuse of children, young people, or adults at risk.

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Safeguarding Procedures: Reporting and managing allegations or concerns.

The management of allegations or concerns involving people who work with children and young people is an essential element of this Safeguarding Policy and the guidance set out in part 4 of Keeping Children Safe in Education (2023) applies. These principles are to be extended to the management of any allegations or concerns involving adults at risk.

OYT North will exercise our duty of care by providing a framework to manage allegations or concerns where 'there is reasonable cause to believe a child is suffering, or is likely to suffer, significant harm', this includes an 'allegation' where a person has:

- behaved in a way that has harmed a child or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

A 'concern' is where a child or young person may say something, or we observe any of the signs and indicators of neglect or abuse described in Appendix 2.

In the case of a concern about a child or young person contact will be made with the relevant Local Safeguarding Children Partnership (LSCP), this will often be the LSCP where the child or young person resides.

In considering the report of an allegation there are three options for further action:

- a police investigation of a possible criminal offence.
- enquiries and assessment by a local authority about whether the child needs protection or other services.
- consideration of disciplinary action of an individual.

Any allegation or concern about a member of staff or volunteer will be dealt with confidentially and be reported to the Designated Safeguarding Lead who will contact the relevant Local Authority Designated Officer (LADO or equivalent) to ensure that there is independent oversight of any allegation or concern, or the Police (as appropriate). When the allegation or concern is made during a voyage or other activity contact should be made via the Skipper or Instructor, unless the Skipper or Instructor is involved in the allegation or concern, in which case direct contact should be made with the Designated Safeguarding Lead.

When an allegation is made, or a concern is reported, then a written record will be kept with a summary of:

- the allegation or concern.
- details of how the allegation or concern was pursued and resolved.
- decisions and any action taken.

It is important that following the report of an allegation that support is provided for the child, young person or adult at risk involved, and, where appropriate, the person subject of the allegation or concern whilst any investigation is on-going[4].

The fact that an OYT North employee or volunteer is dismissed, resigns, or withdraws the offer to volunteer will not prevent an allegation or concern from being pursued. There is a legal duty to refer the moving or removal of an employee where harm has, or may have, occurred to a child or adult at risk to the Disclosure and Barring Service.

[4] Available at
Keeping children safe in education

Advice regarding allegations or concerns made against staff or volunteers can be found at Children and young people | North Tyneside Council

Child Protection

Ocean Youth Trust North's Mission is to support the personal and social development of children and young people through *Adventure under Sail*®.

The activities may take place aboard the STV *James Cook* (or any other vessel owned or chartered by OYT North) and are to be regarded as a 'regulated activity'[5] within the definition set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

OYT North may engage full-time paid employees or contractors, such as the Skipper, First Mate or any suitably qualified instructor for Royal Yachting Association (RYA) Cruising and Powerboat Scheme training for children and young people. These posts shall be regarded as being engaged in a 'regulated activity' and will require a Disclosure and Barring Service Certificate.

The Royal Yachting Association (RYA) provides advice on safeguarding issues and acts as the 'Umbrella Organisation' for the application for Disclosure and Barring Service (DBS) certificates. More information is available from the Association of Sail Training Organisation's (ASTO) website https://uksailtraining.org/dbs/

Volunteer 'sea staff' while aboard any vessel being operated by the OYT North will be supervised by the Skipper or First Mate and will fall within the statutory guidance for 'supervision'[6] and may not be regarded as being engaged in a 'regulated activity'. Nevertheless, anyone sailing in any capacity, other than crew, will be required to hold a DBS Certificate. The effective supervision of volunteer sea staff and the crew participants is a key element in managing any safeguarding risk to children, young persons, or adults at risk. A high level of supervision is naturally occurring within the OYT North's operating procedures.

It is an offence for OYT North to engage any person in a 'regulated activity' if that person has been barred from such activity by the Disclosure and Barring Service.

Safeguarding adults at risk

The principles and good practice for protecting children and young people (under the age of 18), set out in this policy, apply to adults at risk (those over the age of 18) but include additional considerations. **The role of OYT North staff or volunteers is to act as 'alerters' for allegations or to raise concerns of any safeguarding issue.**

The *Social Care Institute for Excellence* suggests 6 principles in the safeguarding of adults[7]:

Empowerment

People being supported and encouraged to make their own decisions and informed consent.

Prevention

It is better to take action before harm occurs.

[5] What is a 'regulated activity'? There is more information available at
Regulated activity with children in England and Wales - GOV.UK
Regulated activity with adults in England and Wales - GOV.UK

[6] What is 'supervision'? More information is available at Supervision of activity with children - GOV.UK (www.gov.uk)

[7] More information is available at Safeguarding adults: sharing information - SCIE

Proportionality
The least intrusive response appropriate to the risk presented.
Protection
Support and representation for those in greatest need.
Partnership
Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
Accountability
Accountability and transparency in safeguarding practice.

Capacity

Where we might suspect a child is subject of abuse or neglect, we have an absolute duty to act and report our suspicions, however, adults at risk or any adult who finds themselves in vulnerable circumstances are assumed to have the *capacity* to make decisions about their situation. This requires informed consent from the individual concerned regarding any actions that may be taken regarding concerns or allegations. For example, an adult at risk may make the choice to remain in an abusive situation, and this will limit how we might report or share information.

The Mental Capacity Act 2005 describes *capacity* or *mental capacity* as the ability to make a decision at a particular time and proposes five principles[8]:

1. **A presumption of capacity**: Every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise; it cannot be assumed that someone cannot make a decision for themselves just because they have a particular medical condition or disability.
2. **Individuals being supported to make their own decisions**: A person must be given all practicable help before anyone treats them as not being able to make their own decisions.
3. **Unwise decisions**: People have the right to make decisions that others might regard as unwise or eccentric.

Where it has been judged, by professionals who are trained and qualified to make such a judgement, that an adult lacks capacity then decisions should consider:

4. **Best interests**: Anything done for or on behalf of a person who lacks mental capacity must be done in their best interests.
5. **Less restrictive option**: Someone making a decision or acting on behalf of a person who lacks capacity must consider whether it is possible to decide or act in a way that would interfere less with the person's rights and freedoms of action, or whether there is a need to decide or act at all.

It is not the responsibility of OYT North staff or volunteers to judge whether an adult at risk sailing with us or participating in an OYT North activity 'lacks capacity' but we should be mindful of our duty of care in considering the individual's wishes outlined in the principles 1. to 3. above. A discussion with a group leader or the emergency contact should be considered.

It is expected that any additional support for adults at risk or who may be at risk, or matters concerning capacity will be raised and discussed before commencement of the voyage to allow sea-staff to be prepared and to make any reasonable adjustments. Where necessary a risk assessment will be conducted to ensure that any reasonable adjustment is necessary and proportionate. Where

[8] See https://www.scie.org.uk/mca/introduction/mental-capacity-act-2005-at-a-glance

a safeguarding concern or allegation in respect of an adult at risk is raised whilst on-voyage or engaged in OYT North activities then the reporting procedures set out on page 5 will apply.

Specific Responsibilities

Board of Trustees

The **Board of Trustees** are the senior responsible owners for this Safeguarding Policy and Code of Conduct. The **Trustee** responsible for this Safeguarding Policy and the oversight of any child protection or safeguarding adults at risk matters is **Peter Strike** Contact Details: 07747 760915

The **Trustee** will:

- review and maintain this Safeguarding Policy and Code of Conduct.
- support the Designated Safeguarding Lead in arranging training for OYT North staff and volunteers, including anyone sailing in any capacity other than crew.
- be contacted as soon as practicable, but in any event within one day, with the details of any safeguarding allegation or concern.
- support the Designated Safeguarding Lead in dealing with any allegations or concerns reported by children, adults, staff, or volunteers of child protection issues; ensuring that confidentiality is maintained in all cases.
- (as appropriate) liaise with any local safeguarding partnership or the Police regarding any allegation or concern.

Designated Safeguarding Lead

The **Managing Director,** reporting to the Board of Trustees, is the **Designated Safeguarding Lead** and is responsible for the application of this Safeguarding Policy and the procedures arising from it.
Contact details: **Steve Lennon** Phone: 016974 78511 or 07769 893070
e mail: steve.lennon@oytnorth.org.uk
The **Designated Safeguarding Lead** will:

- maintain contact details for local safeguarding partnerships and Police.
- apply the principles of the safer recruitment of employees and volunteers.
- be responsible for arranging safeguarding training for OYT North staff and volunteers, including anyone sailing in any capacity other than crew.
- ensure that anyone engaged in OYT North activities are aware of this Safeguarding Policy and comply with the requirements of the Safety Management System (SMS).
- deal with any allegations or concerns reported by children, adults, staff, or volunteers of safeguarding issues ensuring that confidentiality is maintained in all cases.
- in the event of a concern, complaint or allegation in contravention of the principles of protecting and safeguarding children, young persons or adults at risk will ensure that the report is immediately brought to the attention of the named Trustee and agree the appropriate action to be taken.
- act as Designated Checker for applications to the Disclosure and Barring Service.

Shorebased Administrator

The **Shorebased Administrator** will be the first point of contact for general enquiries (or when the Managing Director is unavailable).
Contact details:**Caroline Saunders** P:07395 257331 email: caroline.saunders@oytnorth.org.uk

The **Shorebased Administrator** will:

- act as a first point of contact ashore for general matters and, when the Managing Director is unavailable, in the event of a concern, complaint or allegation in contravention of the principles of protecting and safeguarding children, young persons and adults at risk will ensure that the report is immediately brought to the attention of the named Trustee.
- administer the safe recruitment process for employees and volunteers.
- Manage the storage and use of photographic images.

The Skipper (or Instructor)

The **Skipper** of any OYT North vessel will be responsible for the application of this Safeguarding Policy and other operating procedures for sea staff and crew whilst aboard that vessel. The Skipper will:

- act as the first point of contact at sea in the event of an allegation or concern.
- contact the **Designated Safeguarding Lead** immediately (or as soon as is reasonably practicable) by telephone should there be an allegation or concern relating to child protection issues made by anyone aboard any OYT North vessel.
- in the event of a child protection allegation or concern, manage actions on the vessel in line with OYT North procedures, maintain a written record and submit a written *Incident Report* on or before the final day of the voyage (where possible within 24 hours of the incident being reported).
- in the event of an allegation or concern relating to an adult at risk discuss this with the adult concerned to establish and confirm their wishes.
- act as Designated Checker for applications to the Disclosure and Barring Service.

The **Instructor** of any Royal Yachting Association (RYA) Cruising and Powerboat Scheme activity will take responsibility for the application of this policy as if they were the Skipper (except for acting as a designated checker).

Other employees and volunteers

This Safeguarding Policy will be made available to anyone engaged in OYT North activities. It is to be found in the Safety Management System (SMS) folder aboard any OYT North sailing vessel and is available by request from the Shorebased Administrator. Sea staff and volunteers are required to familiarise themselves with these guidelines so that they are aware of good practice to ensure that children and young people engaged in sail training or other OYT North activities are protected from harm.

OYT North operates an open culture, it is the responsibility of all OYT North staff and volunteers to raise any concern they may have regarding child protection or any safeguarding issue and that in doing so be sure that they will be taken seriously and treated in confidence.

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Safer Recruitment

A ‘safer recruitment’ process will be applied to the recruitment of full-time employees and volunteers to help deter, reject, or identify people who might abuse children or young persons, or who are otherwise unsuitable to work with them or adults at risk.

This process will include:

- giving a clear message to candidates about OYT North’s commitment to child protection and safeguarding adults at risk.
- the use of application forms. CVs will not be accepted as stand-alone documents.
- require candidates to make a self-declaration concerning any criminal convictions and whether they are or have been barred from being engaged in a ‘regulated activity’.
- ensure that candidates’ identification documents are properly checked.
- taking up references regarding the suitability of candidates to work with children and young people.
- apply for a Disclosure and Barring Service Certificate.

It is a priority that candidates and new recruits are familiar and comply with this Safeguarding Policy and Code of Conduct, and any other safeguarding arrangements.

Recruitment of ex-offenders

OYT North is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential, and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for any role or post based upon their skills, qualifications, and experience.

As the activities of OYT North fall within the definition of a ‘regulated activity’ we will request production of a Disclosure and Barring Service Certificate (or equivalent). Such a request is only made after a thorough risk assessment has indicated that this is both proportionate and relevant to the position concerned.

Self-declaration of criminal convictions or cautions (or pending criminal investigation or prosecution) forms part of the application form; this information will be dealt with in confidence and will only be seen by those who need to see it as part of the safer recruitment process. The activities of the OYT North allow us to ask these questions about an applicant’s criminal record, and not just about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

During the safer recruitment process, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or the opportunity to volunteer.

Induction

Prospective OYT North volunteers will be offered an ‘induction voyage’, a voyage for volunteer applicants only or with experienced volunteers. If a prospective volunteer has trouble in booking their induction voyage, then, subject to a detailed risk assessment and at the discretion of the

Managing Director/ Designated Safeguarding Lead they may be invited to complete their induction voyage as part of a sail training voyage.

As part of the induction voyage, new recruits will be briefed on the Safety Management System, such as this policy, fire precautions and emergency procedures.

As part of the DBS process induction voyage candidates **must** provide an original proof of identity (copies will not be accepted), this must include a form of photo-identification, such as a passport or driving licence (acceptable proofs of identity can be found here: ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK (www.gov.uk)

Once a recruit has completed the DBS application process and their induction voyage they may embark upon the OYT North/ RYA Watch Leader Programme and will be able to book a voyage berth as trainee sea staff.

Any instructor/freelance skipper who is to be engaged in an OYT North activity involving young people (such as sail training or RYA Cruising and Powerboat Scheme training) will be provided with an induction session, including a briefing on this Safeguarding Policy and Code of Conduct. A written record will be made confirming that this has been done.

Disclosure and Barring Service (DBS)

DBS checks are processed through the RYA Online DBS System using ASTO as an intermediate Business Unit. See appendix 4. All candidates are encouraged to register with the DBS Update Service.

Training

OYT North will arrange single-agency safeguarding training for all paid or volunteer staff. Full-time staff are required to complete refresher training as necessary. Volunteers are required to complete refresher training every three years.

OYT North can also provide access to on-line learning modules across a range of safeguarding topics[9], these are provided by EduCare for ASTO members at a nominal charge. Please contact OYT North at 0191 2571212 for more information.

Good Practice

All OYT North employees must follow the **Code of Conduct** (Appendix 1) and the **Social Media Policy**[10]. They should also be aware of the **Definitions, signs and indicators of Abuse and Neglect** (Appendix 2) and the **Types of adults at risk abuse** (Appendix 3).

Images taken whilst engaged in OYT North activities

OYT North aims to minimise the risk of anyone inappropriately taking or using images of participants involved in any of our activities. All participants in OYT North activities are requested to give written informed consent for the taking of still and video images, and there are guidelines on the use of these images (see the OYT North Social Media Policy). For more information, please contact the Shorebased Administrator. **Any concerns about inappropriate or intrusive photography or the use of images should be reported to the Managing Director/ Designated Safeguarding Lead.**

[9] For more information please see Online Safeguarding Courses – UK Sail Training
[10] Available at Social-Media-Policy.pdf

Appendix 1 – Code of Conduct

OYT North expects that anyone engaged in our activities will demonstrate the highest standards of professional conduct and behaviour. You should comply with the principles of good ethical practice in working with children, young people, and adults at risk.

This Code of Conduct covers the good practice for working with children, young people, and adults at risk. It extends to our expectations of professional conduct and behaviour for full- and part-time office and sea staff, volunteers, or anyone else sailing with us in any capacity, other than crew. It should be read in conjunction with the OYT North Safeguarding Policy and Procedures which is part of the OYT North Safety Management System (SMS).

It is recognised that you would not be involved with our activities unless you were committed to developing the potential of young people and the values of the OYT North. As an OYT North employee or volunteer you are often in a position of trust and it is our expectation that you will act professionally in developing a positive working relationship with young crew participants, and less experienced sea staff or volunteers. This Code of Conduct extends to senior sea staff and more experienced volunteers when coaching or supporting new or younger sea staff and volunteers.

All staff and volunteers (including group leaders) should lead by example and be aware of their own conduct when working with children and young people; you should:

- complete the induction process (see page 11), including the *OYT North Safeguarding training* (or provide evidence of attendance at equivalent training). Applies to staff & volunteers only
- treat everyone equally with respect and dignity.
- report any concerns that you may have about the conduct or behaviour of the young crew or other members of staff to the Skipper (during a voyage) or the Designated Safeguarding Lead (in any other instance).
- be aware that you are in a position of trust and influence and recognise the boundaries between professional conduct and personal friendship.
- develop an appropriate working relationship with the young crew and other sea staff based on mutual trust.
- avoid unacceptable situations that may be an abuse of trust, for example, engaging in an intimate relationship with a young person who is over the age of consent or an adult at risk.
- prioritise the safety and well-being of children, young people and adults at risk involved in our activities, ensuring that the activities are appropriate for the age, maturity, experience, and ability of the individual or group.
- avoid spending any significant time working with children in isolation.
- challenge negative or disruptive attitudes and behaviour.
- take allegations or concerns of abuse seriously and report them to the Skipper (whilst during a voyage) or the Designated Safeguarding Lead (in any other situation).
- avoid being drawn into inappropriate attention-seeking behaviour, such as tantrums or crushes.
- remember that your behaviour or actions may be misinterpreted by others, even if they are well meant, for example, consoling a crew member suffering from seasickness.
- if you are unsure or require advice and guidance, seek support from other staff or volunteers.
- clarify with those attending as crew aboard any OYT North vessel at the outset of a voyage exactly what is expected of them and what they are entitled to expect in return. This may require a negotiated and agreed behaviour contract.

You should never:

- allow or engage in inappropriate touching of any form.
- allow crew to use inappropriate language unchallenged or use inappropriate language yourself, this includes the spoken word or when writing in e mails or using social media (see OYT North Social Media Policy).
- trivialise or allow inappropriate or abusive conduct or behaviour to go unchallenged, such as bullying.
- take part in inappropriate behaviour or contact, this can be physical, verbal, or sexual.
- engage in games with young people that involve physical contact or roughhousing.
- make sexually suggestive comments to a child, even in fun.
- undertake any activity that could be construed as being 'personal care' (this type of support should have been identified during the booking process and appropriate arrangements made).

Crew quarters

The layout of vessels used by OYT North will vary; the crew quarters may present different challenges in supervising the activities of young crews and sea-staff. The Skipper of the vessel or other senior sea-staff have the responsibility to ensure that crew quarters are effectively monitored and supervised to effectively manage the crew and the compliance with OYT North Safeguarding Policy and this Code of Conduct.

Appropriate dress code

Refer to OYT North dress code policy.

Shore-based toilet/ shower facilities

Extra vigilance may be required if there is public access to shore-based facilities. In an emergency, it may be necessary for a member of sea staff to enter a changing area for the opposite gender, in such circumstances it is advised that they are accompanied by another adult of the opposite gender.

First aid and medical treatment

First aid is part of our routine duty of care. The Skipper must be made aware of and supervise any matters relating to medication or medical treatment (these matters should be disclosed and captured in the booking process).

A record of any self-administered medication by any member of the crew or sea staff will be made in the Ship's Log. Where, in an emergency, it is necessary for the Skipper to administer medication to any member of sea staff or crew, then this will be recorded in the First Aid Book.

Appendix 2 – Definitions, signs and indicators of Child Abuse and Neglect

If you are concerned about possible abuse, please contact the Designated Safeguarding Lead (or during a voyage, the Skipper). It is their responsibility to make the decision to contact Children's or Adult's Social Care Services or the Police. It is not their responsibility to decide if abuse is taking place, but it is their responsibility to act on your concerns.

Physical Abuse	Signs and indicators may include:
A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately induces illness in a child.	• Multiple bruising/ scratching, adult bite marks, outline bruising (e.g. belt, hand, fingertips), bruises to the eyes and ears; • Burns and scalds, cigarette burns. • difficulty in moving limbs. • blood in the white of the eye. • injuries to 'not-yet mobile' babies. • injury to the mouth. • drowsiness from head injury or poisoning. • aggressive or withdrawn behaviour. • poor concentration.
Emotional Abuse	Signs and indicators may include:
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 conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.	• self-harm. • developmental delay. • eating disorders. • poor self-image. • unwillingness to join in. • fear of failure, lack of confidence. • few friends. • low self-esteem. • may bully others. • difficulty in forming relationships. • fear of new situations. • obsessive rocking/ thumb sucking. • attention seeking behaviour. • witnessing domestic violence. • frozen watchfulness.
Sexual Abuse	Signs and indicators may include:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. May also include non-contact activities, such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the Internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.	• injuries to genital and or anal area. • sexually transmitted disease. • unwanted pregnancy. • bruises, scratches, burns or bites. • eating disorders. • self-harm. • bleeding from the vagina or anus. • pain in passing urine or faeces. • persistent discharge. • frequent masturbation. • wetting, soiling, smearing excreta. • sexual awareness inappropriate to developmental stage. • acting out sexual activity. • aggression/ withdrawal.
Neglect	Signs and indicators may include:
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 occur during pregnancy as a result or maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: • provide adequate food, clothing and shelter (including exclusion from home or abandonment); or • protect a child from physical or emotional harm or danger; or • ensure adequate supervision (including the use of inadequate caregivers); or • ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.	• delayed physical development. • underweight and small structure. • overweight or obese. • chronic nappy rash. • slow growth. • frequently smelly. • persistently dirty. • persistent hunger. • impairment of health. • infections slow to clear. • persistent head lice. • low self-esteem. • destructive tendencies. • stealing or hiding food.

Bullying is a deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive, and perhaps anxious or insecure and may have been singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

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Appendix 3 – Types of Adult at Risk abuse

These descriptions are taken and adapted from the Royal Yachting Association *Safeguarding Children, Young People and Adults at Risk (2022) (Reviewed 2023)* [11], and are based on the statutory guidance supporting the implementation of the Care Act 2014.

Abuse is a violation of an individual's human and civil rights by another person or persons. Adults at risk may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. This won't happen at a club/centre, but there could be concerns about a participant's home situation.

Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections 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.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

Financial or material abuse - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase sailing clothing or equipment they don't need.

Discriminatory abuse - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; or in a water sports context, failing to ensure that the person is adequately protected from the cold or sun or properly hydrated while on the water.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the person is not receiving adequate support or care or could be an indication of a mental health issue such as depression.

[11] Available at https://www.rya.org.uk/about-us/policies/policy

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Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude and inhumane treatment.

Not included in the Care Act 2014 but also relevant:

Bullying (including 'cyber bullying' by text, e-mail, social media etc) - may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may be another vulnerable 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, physically small, having a disability - or for belonging to a different race, faith, or culture.

Mate Crime – a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual'. Mate Crime is carried out by someone the adult knows. There have been serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

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.

Recognising abuse

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse.
- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators are similar to those for protecting children and young people but may also include:

- Self-harming.
- A person's belongings or money go missing.
- The person is not attending or no longer enjoying their sessions.
- A person has a fear of a particular group or individual.
- An allegation – someone tells you or another person that they are being abused.

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Appendix 4 – RYA Online DBS System

Overview:

- The Member Organisation will email to ASTO the Applicant's basic details to request we start their Application process.
- ASTO will set up the Applicant in the online system.
- The Applicant will complete the online form and submit this.
- The Organisation's ID Verifier (formerly called Designated Checker) will check the user's online details against the ID provided and confirm in system.
- Application will be reviewed by a specialist team at RYA, and processed onwards with DBS.
- DBS will complete the certificate and send out to the applicant.
- The nominated Designated Person will be advised and will need to contact the Applicant for any certificate details.

At various points in the process the system will auto-generate emails and will also send reminders if actions remain outstanding.

Useful links for ID Verifiers and Applicants, are available https://uksailtraining.org/dbs/

Note that charges will remain the same – Volunteer applicants will remain free of charge, whilst Employed applicants will be charged at £38 as per the current process.

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[1] Available at
https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2026_-_statutory_guidance.pdf

[2] The Care Act 2014 applies to England only, however, the principles and good practice set out in this policy apply to the other countries of the UK. See http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted

[3] See *The Charity Commission* guidance at https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#children-adults-at-risk

[4] Available at
Keeping children safe in education

Advice regarding allegations or concerns made against staff or volunteers can be found at Children and young people | North Tyneside Council

[5] What is a 'regulated activity'? There is more information available at
Regulated activity with children in England and Wales - GOV.UK
Regulated activity with adults in England and Wales - GOV.UK

[6] What is 'supervision'? More information is available at Supervision of activity with children - GOV.UK (www.gov.uk)

[7] More information is available at Safeguarding adults: sharing information - SCIE

[8] See https://www.scie.org.uk/mca/introduction/mental-capacity-act-2005-at-a-glance

[9] For more information please see Online Safeguarding Courses – UK Sail Training

[1]Available at Social-Media-Policy.pdf