

CRANSLEY SC Safeguarding Reporting Procedure

STAGE 1 – REFERRAL PROCESS

Concerns arise about the welfare of a child, young person, adult or adult at risk

Is there an immediate risk to a child, young person, adult or adult at risk?



Where concerns are raised against
RYA STAFF MEMBERS, VOLUNTEERS OR CREDENTIAL HOLDERS
Please contact the RYA Safeguarding Team straight away

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STAGE 2 – CLASSIFICATION, ASSESSMENT AND ACTION

Club Welfare Officer in conjunction with the Case Management Group (CMG) makes decision as to level of concern and acts accordingly

ADVICE

GENERAL CONCERNS

Club Welfare Officer will provide initial general guidance, advice and support

LEVEL 1

LOW LEVEL CONCERNS

Poor Practice / Conduct

Club Welfare Officer Investigates internally and notifies relevant authorities if necessary:
Health and Social Care, Children's Services, Police, LADO

LEVEL 2

SIGNIFICANT CONCERNS

Abuse is suspected

Cransley Sailing Club Case Management Group convened & relevant authorities are notified:
Health and Social Care, Children's Services, Police, LADO

Concern dealt with internally by Club Welfare Officer or Deputy Welfare Officer in consultation with the RYA Safeguarding team as appropriate using **Cransley Sailing Club** disciplinary procedures where appropriate. The **Cransley Sailing Club** Case Management Group can also be consulted if necessary.

The Club Welfare Officer makes a referral to the RYA Safeguarding Team and convenes the Club Case Management Group (CMG) who will make recommendations for immediate action to be taken (e.g., suspension of membership, suspension of paid employment etc). The Club Welfare Officer will support the police / LADO in any ongoing investigations.

Cransley Sailing Club will await the outcome of the police / LADO / other investigation. Once outcome is received, the CMG is reconvened, and a recommendation is made as to whether an internal investigation is required. Examples of next steps and recommendations may include:

IN THE CASE OF A CLUB MEMBER, STAFF OR VOLUNTEER

An internal investigation will be carried out by the Club Welfare Officer with support from the CMG to determine misconduct against the code of conduct and appropriate sanctions applied.
Support can be sought from the RYA Safeguarding Team

IN THE CASE OF AN RYA CREDENTIAL HOLDER

An internal investigation will be carried out by the Club Welfare Officer with support from the CMG to determine misconduct against the code of conduct and appropriate sanctions applied.
The RYA is also able to carry out an internal investigation in line with their Safeguarding Policy and Procedures and can issue sanctions where appropriate.

An appeals process can be initiated in line with the disciplinary policy and procedure and constitution