

Broom Owners Club

Safeguarding & Child Protection Policy

(RYA Affiliated Motorboat Club)

Policy Adopted: 18th May 2026

Next Review Date: [17th May 2027]

RYA Affiliation Number: [Insert if applicable]

Club Welfare Officer (CWO):

Name: Linda Varney

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Deputy Welfare Officer:

Name: Samatha Hallam

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1. Policy Statement

The Broom Owners Club is an RYA-affiliated motorboat club committed to safeguarding children, young people and adults at risk. We recognise our duty of care and fully endorse the principles set out in the RYA Safeguarding and Child Protection Policy.

The welfare of the child is paramount.

We are committed to:

- Providing a safe, inclusive and welcoming environment.
- Ensuring boating activities are delivered in line with RYA safeguarding standards.
- Taking all reasonable steps to protect children and adults at risk from harm.
- Responding appropriately and promptly to safeguarding concerns.
- Promoting equality, respect and fair treatment for all members.

This policy applies to all:

- Members
 - Instructors and coaches (RYA qualified and assistants)
 - Volunteers and committee members
 - Staff (paid or voluntary)
 - Visiting instructors and contractors
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2. Alignment with RYA Requirements

As an RYA-affiliated club, we will:

- Adopt and implement the RYA Safeguarding Policy.
 - Appoint a Club Welfare Officer (CWO).
 - Follow RYA guidance in *Safe and Fun*.
 - Ensure appropriate DBS checks are completed for relevant roles where required
 - Report serious safeguarding concerns to the RYA Safeguarding Team where appropriate.
 - Cooperate fully with statutory authorities and the RYA.
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3. Definitions

Child / Young Person: Anyone under 18 years of age.

Adult at Risk: An adult who may be vulnerable to abuse due to disability, illness, age, or other circumstances.

Abuse may include:

- Physical abuse
 - Emotional abuse
 - Sexual abuse
 - Neglect
 - Bullying (including cyberbullying)
 - Grooming or exploitation
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4. Roles and Responsibilities

The Club Committee Will:

- Ensure safeguarding is a standing agenda item.
- Support the Club Welfare Officer.
- Ensure safe recruitment procedures.
- Ensure risk assessments are completed for all training and club activities.
- Promote a culture of openness and safeguarding awareness.

The Club Welfare Officer (CWO) Will:

- Be the first point of contact for safeguarding concerns.
- Maintain confidential safeguarding records.
- Refer concerns to Children's Services, Police, or the RYA where appropriate.
- Provide advice to instructors, volunteers and members.
- Ensure safeguarding procedures are followed.

If the CWO is unavailable and a child is at immediate risk, contact:

- Police: 999
 - Local Authority Children's Services: [Insert local number]
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5. Safe Recruitment

For instructors and volunteers working with children:

- Application form completed.
 - Role description provided.
 - References obtained where appropriate.
 - DBS checks conducted for regulated roles.
 - Safeguarding awareness provided (RYA training recommended).
 - Clear expectations outlined in codes of conduct.
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6. Codes of Conduct

Adults Must:

- Prioritise the welfare of children.
- Treat everyone with dignity and respect.
- Avoid being alone with a child where possible.
- Ensure communications with under-18s include parents/carers.
- Avoid physical contact unless necessary for safety or instruction.
- Never engage in inappropriate behaviour, language, or relationships.
- Challenge and report poor practice.

Young People Must:

- Follow safety instructions.
 - Respect others and equipment.
 - Report concerns to a trusted adult.
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7. Good Practice for Motorboat Activities

Given the nature of powerboating, additional safety measures apply:

- Written parental consent for under-18s.
- Emergency contact and medical information recorded.
- Appropriate instructor-to-student ratios (in line with RYA course requirements).
- Clear supervision arrangements ashore and afloat.

- No single adult alone with a child in enclosed spaces.
 - Risk assessments for:
 - Launching and recovery
 - Slipways and pontoons
 - Refuelling
 - Towing activities
 - Adverse weather conditions
 - Lifejackets/PFDs worn as required.
 - Clear embarkation/disembarkation supervision.
 - Safe changing arrangements where possible.
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8. Photography and Social Media

- Written parental consent required for images of under-18s.
 - No naming of children alongside images without consent.
 - No private one-to-one messaging between instructors and under-18s.
 - Official club communications via approved channels.
 - Social media accounts managed by authorised individuals only.
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9. Anti-Bullying Policy

Bullying, harassment, discrimination or victimisation will not be tolerated.

All concerns will be taken seriously and addressed promptly in line with RYA guidance.

10. Reporting Procedures

Anyone with a safeguarding concern must:

1. Record factual details as soon as possible.
2. Report immediately to the Club Welfare Officer.
3. Not investigate or confront the alleged person.
4. Not promise confidentiality.

If a child is in immediate danger, call 999.

The CWO will:

- Assess the concern.
- Seek advice from Local Authority Children's Services if necessary.
- Inform the RYA Safeguarding Team where appropriate.
- Keep confidential written records.

11. Managing Allegations Against Staff or Volunteers

If an allegation is made:

- The CWO must be informed immediately.
- The Local Authority Designated Officer (LADO) will be contacted where required.
- The RYA will be informed in serious cases.
- The individual may be suspended pending investigation.
- The club will cooperate fully with statutory authorities.

12. Confidentiality & Data Protection

- Information will be shared on a need-to-know basis.
- Records will be securely stored.
- Data handled in accordance with UK GDPR and Data Protection Act 2018.
- Safeguarding concerns override confidentiality obligations.

13. Review

This policy will be reviewed:

- Annually
- After any safeguarding incident
- Following updates to RYA safeguarding guidance
- Following legislative changes