

# SAFEGUARDING POLICY

*for*

## THE ARDOYNA PROJECT

### Introduction

THE ARDOYNA PROJECT ('**the Ardoyna Project**') is a charity run for the following purpose:

(1) For the public benefit, to advance the education of young people aged 10 to 25 with autism or other learning disabilities by providing meaningful participation in sailing, boat maintenance, and helping to run the organisation, in particular by:

- developing physical and mental wellbeing in these young people by providing them with new capabilities, competencies, and skills in a new environment;
- developing the skills and self-confidence of these young people through providing safe access to the unique experience of sailing a classic yacht;
- supporting the development of new skills and self-confidence through learning by doing; working as part of a small team alongside skilled and experienced sailors.

(2) Following from this primary object, and also for the public benefit, to advance the public understanding of the potential and individuality of people with autism or other learning disabilities through social inclusion and by highlighting positive interactions in online published media.

The Ardoyna Project is based at:

Lady Bee Marina in Shoreham Port, with administration contact at:

34 Norfolk Square  
Brighton  
BN1 2PE

The Ardoyna Project has adopted this safeguarding policy for working with young people with a learning disability ('**Crew Members**') and expects every adult working or helping at the Ardoyna Project to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of the Ardoyna Project.

### Purpose of the Policy

This policy is intended to protect Crew Members who receive any service from us, including those who are the Crew Members of adults who may receive services from us. Under this policy, the term Crew Members shall mean any person between 10 to

25 with autism or other learning disabilities benefitting from participation in the project.

The Ardoyna Project believes that no Crew Member or young person should experience abuse or harm and is committed to the protection of Crew Members and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to Crew Member protection and safeguarding.

### **The Risks to Crew Members**

Crew Members can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of Crew Members can cover a wide range of circumstances and behaviours. For example, Crew Members can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyberbullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, Crew Members can be placed at risk by family members or by members of the community.

### **Safeguarding Principles**

Safeguarding Crew Members from harm and abuse is an essential responsibility for the Ardoyna Project. We are committed to ensuring that any Crew Member who comes into contact with our services is properly safeguarded. Every person under

this policy must ensure that they play an active role in ensuring that Crew Members are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to Crew Members
- guarding Crew Members against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of Crew Members engaging with us as a charity
- reporting concerns expeditiously and appropriately, in line with Crew Member protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of Crew Members
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of Crew Members

### **Safeguarding Officers**

The management and oversight of all Crew Member safeguarding matters is allocated to:

The Trustees, with the following trustee as safeguarding lead: Samantha Reidie  
(the Allocated Safeguarding Officers)

### **Confidentiality and Data Protection**

All personal information we may process relating to Crew Members, shall be processed and stored in accordance with our data protection privacy policy which can be located at: ON OUR WEBSITE (WHEN FINALISED).

## **Responding to a Safeguarding Concern**

Where a Crew Member is at immediate risk of serious harm, any adult present should call 999. Thereafter, an available Allocated Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with an available Allocated Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any Crew Member makes a disclosure relating to harm or abuse to an adult, it is important to:

- listen calmly and carefully, showing that their their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating Crew Members and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the Crew Member (because any concern of abuse/harm must be shared with an Allocated Safeguarding Officer and any subsequent safeguarding referral)
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of Crew Members making disclosures should be avoided
- refer all relevant information to an available Allocated Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, an Allocated Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Crew Members' Services department.

## **Reporting concerns about other adults within the charity**

Where any person has a concern regarding the conduct of an adult connected to the Ardoyna Project, which poses or may pose a safeguarding risk to Crew Members such as:

- harming a Crew Member either physically or emotionally
- exposing a Crew Member to behaviour which may cause physical or emotional harm

- engaging in criminal activity concerning a Crew Member

this must be raised in the first instance with an available Allocated Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Ardoyna Project.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Ardoyna Project will include either:

- further initial enquiries
- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Ardoyna Project
- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Ardoyna Project who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by an Allocated Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Ardoyna Project who has allegations made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair, with the safety of any Crew Member concerned at the heart of the process.

Any person from within the Ardoyna Project who makes an allegation against another person from within the Ardoyna Project shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

### **Disclosure and Barring Service (DBS) Checks and Reporting**

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

- All volunteers who will sail with any Crew Members

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

## **Safeguarding Crew Members at Events and Activities**

### Responsibilities and planning

Typically, we may arrange the following types of events and/or activities which could involve Crew Members:

Sailing trips out of Shoreham harbour, accompanied and supervised by typically two suitably qualified and experienced sailing volunteers who will also have current enhanced DBS checks, first aid, health and safety, safeguarding and appropriate sailing training.

Working to help maintain the boat, usually accompanied by a parent or carer and alongside other volunteers and crew members.

The Allocated Safeguarding Officers shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities for the purpose of a specific event.

Although the Allocated Safeguarding Officers and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of Crew Members at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving Crew Members, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which are specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians, carers etc.) in advance. They should be read carefully and adhered to by all involved.

### Venues

The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for Crew Members. Sailing safety, fire and other safety procedures and precautions shall be made clear to all those involved.

### First Aid

We have the following first aid procedure within the the Ardoyna Project:

The first aid policy and procedures will be published on our website (ardoyna.org) in advance of taking Crew Members on sailing trips

Any accident or injury to a volunteer or Crew Member should be brought to the attention of the nearest first aider and for any Crew Member should thereafter be formally reported to an available Allocated Safeguarding Officer.

### Consent forms

We shall always obtain written consent from a parent or guardian for any event which takes place with Crew Members in attendance without their responsible parent or guardian present. Consent will be obtained via:

Online forms located on our website and confirmed verbally in person before sailing.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for Crew Members. Consent forms will also include (opt in) permission for photographs of Crew Members to be published, with a range of permission options.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

### Supervision

For most activities and events, our procedure for supervision of Crew Members is as follows:

Sailing trips will normally include four people, two of whom will be trained volunteers as described above. Two Crew Members or young people with learning disabilities or on the autism spectrum may sail with the sailing volunteers unaccompanied or with their carer/s. The boat can accommodate up to 6 people when conditions are appropriate.

Where we hold any events or activities whereby a Crew Member attends alongside their parent or guardian, parents and guardians should ensure that Crew Members are properly supervised.

### **Managing Behaviour of Crew Members Generally**

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a Crew Member or with conflict between Crew Members, they must:

- treat each Crew Member fairly and equally
- approach the situation in a calm and neutral manner

- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the Crew Member or others
- wherever it is justified to physically restrain a Crew Member or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to an available Allocated Safeguarding Officer

### **Managing risks posed by other Crew Members**

It is important for all adults engaged by us to recognise that Crew Members can face harm from their peers. This may take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another Crew Member
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between Crew Members at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

- Any such instance will be discussed openly with the person suspected, explaining the nature of the problem and that such behaviour is not tolerated within the organisation.
- All such incidents will be reported in writing within 1 day of the discussion above to the Safeguarding lead and to the carer of the suspected perpetrator as well as the person or people affected.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

The safeguarding lead trustee will decide on what further action should be taken, which may include the immediate removal from the organisation of any person who they deem to have behaved inappropriately or is considered to be at risk of behaving inappropriately in future.

All steps in relation to the prevention or management of bullying should be taken in consultation with an Allocated Safeguarding Officer.

## **Photography**

On some occasions, we may take photographs featuring Crew Members. We recognise that photography of Crew Members carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on Crew Member's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a Crew Member and their parent/guardian before taking and sharing any image of them
- always ensure that a Crew Member and their parent/guardian are properly informed how an image will be used and shared by us
- always ensure that a Crew Member's identity is protected as far as is possible within any published material
- ask that parents, guardians, Crew Members and any other person connected to them who may wish to share any of our published images which features other Crew Members to refrain from doing so unless they have the permission of the other Crew Members and their parent/guardian
- always store photos in accordance with our data protection policy.

We ask that any members of the public attending our premises, events or activities do not take photographs (unless they have the advance consent of any people included in their photographs).

## **Other Policies**


We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy
- Our first aid policy

## **Legal Framework**

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Ardoyna Project in the jurisdictions it operates within.

This Policy is approved and robustly endorsed by THE ARDOYNA PROJECT and is due for review every YEAR.

**Signed:**  (Andreas Pfeiffer - Secretary)

**Date:** 21st March 2022