



JUBILEE SAILING TRUST
changing lives

Safeguarding Policy, Guidelines and Toolkit

Board Approval granted 22 June 2017
Next review due by June 2019

Jubilee Sailing Trust
12 Hazel Road, Woolston
Southampton,
SO19 7GA
www.jst.org.uk

DOCUMENT CONTROL

<i>Date</i>	<i>Version</i>	<i>Reason/ key changes</i>	<i>Author</i>
23 June 2016	1.0	Board approval, final version	Paul Fairhurst, Tanya Knowlton
June 2017	1.1	Scheduled policy review <ul style="list-style-type: none"> • Change definition of “Abuse” in glossary to clarify that it includes neglect (and replacement throughout of “abuse or neglect” with “Abuse”) • Defined term “Adult” replaced by “Vulnerable Adult” (see definition for explanation) • Clarify arrangements for relief crew to acknowledge and comply with policy • Add Guidelines Part 4 “Managing safeguarding on ships” 	Paul Fairhurst

Table of Contents

Introduction	5
About this document	5
Key terms used in this document	5
Does this Policy apply to me?	6
Policy Statements	7
JST Safeguarding Team	9
Guidelines Part 1: Aims of Guidelines and outline of duties	11
Aims of Guidelines	11
When do safeguarding duties apply?	11
What is meant by an adult with “needs for care and support”?	11
What is Abuse?	11
Detecting abuse	13
Abuse outside of the JST environment	14
Guidelines Part 2: action to take when there is a suspicion or allegation of Abuse	15
Raising the initial concern or complaint	15
Protecting the safety of the individual: the first priority	15
Preserving the evidence	15
Understanding the allegations	15
Making and keeping a record of the incident	16
Reporting the incident	17
Obtaining consent of the Vulnerable Adult or Young Person to share information	17
Raising a Safeguarding Alert with the external authorities	18
What happens after a Safeguarding Alert is raised?	19
Other possible steps after an incident or allegation is reported	19
Guidelines Part 3: protecting yourself	21
How to minimise the risks to you	21
Sexual Relationships with Young People; coping with crushes	22
Guidance for staff and volunteers on communications and E-Safety	23
Guidelines Part 4: managing safeguarding on the ships	24
Landing Vulnerable Adults and Young People	24
Bunk and cabin allocation where large numbers of Young People	24
Guidelines Part 5: complaints and escalation procedures	26

Toolkit Part 1: Forms to use	27
Toolkit Part 2: Useful contacts	28
Toolkit Part 3: Glossary	30
Toolkit Part 4: Case studies	31
Toolkit Part 5: Training, further information and resources	32

Introduction

About this document

This document sets out the JST Safeguarding Policy, related Guidelines and a toolkit of useful contact numbers, forms and other resources. It should be read in conjunction with the Disclosure and Barring Service Policy and Procedures (“DBS Policy”).

This document has been developed to reflect the guidance and procedures of the Southampton Local Safeguarding Adults Board and the Southampton Local Safeguarding Children Board. We are grateful to them, and to the Association of Sail Training Operators for their guidance and advice in the development of this document. This document also reflects the principles set forth in the RYA's Safeguarding and Child Protection Policy and Guidelines (updated January 2016).

At the JST we strive to continually improve our key policies to ensure they align with industry best practice, and the constantly changing world we operate in. As such, this policy will be reviewed periodically (preferably annually and at least every 3 years) and updated as necessary.

This document replaces entirely the June 2015 version of the Policy.

Key terms used in this document

The Toolkit includes a Glossary, which defines key words and phrases used in this document. The following words and phrases are especially important.

Abuse is a form of maltreatment of a Young Person or Vulnerable Adult. Somebody may abuse a Young Person or Vulnerable Adult by inflicting harm, or by failing to act to prevent harm. Young Persons or Vulnerable Adults may be abused in a family or in a community setting by those known to them or, more rarely, by others. They may be abused by an adult or adults, or another child or children. Abuse includes neglect (which is the persistent failure to meet a Young Person or Vulnerable Adult's basic physical and/or psychological needs, likely to result in the serious impairment of health or development).

Needs of care and support refers to an adult who is in, or may be in need of, community care services by reason of mental or other disability, age or illness; and who is, or may be unable, to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Significant harm means ill treatment (including sexual abuse and forms of ill treatment which are not physical); the impairment of, or an avoidable deterioration in, physical or mental health; and/ or the impairment of physical, intellectual, emotional, social or behavioural development.

Vulnerable Adult means an adult with **needs of care and support**. The Trust is aware that the term “Vulnerable Adult” ceased to be used in legislation when the *Care Act 2014* came into force and was replaced by the term “Adult”. The 2016 version of this Policy adopted the term “Adult”. However, this version of the Policy reverts to the term “Vulnerable Adult” reflecting concerns raised by users of the Policy that terms used

within the Policy should be clear and unambiguous.

Young Person or Young People means anyone under the age of 18 (eighteen).

Does this Policy apply to me?

This Policy applies to:

- every JST employee (full time, part time and relief, offshore and onshore). Failure by an employee to observe this policy may be a disciplinary matter
- supernumerary seafarers, offshore volunteers (Bosun's Mates, Cook's Assistants, maintainers and volunteer doctors) and Watch Leaders. Failure by a supernumerary, volunteer or Watch Leader to observe this policy may result in the termination of their relationship with the JST
- onshore volunteers who come into regular contact with Vulnerable Adults or Young People in their work with the Trust.

If you do not understand how this Policy affects you or have any other questions regarding the Policy, Guidelines or Toolkit, please contact one of the Safeguarding Officers or the Designated Safeguarding Lead. Their contact details are set out in the Toolkit.

Policy Statements

The Jubilee Sailing Trust:

- has a mission to promote inclusiveness and diversity by providing life-changing adventures to people of all ages, backgrounds and levels of physical ability. Our voyages change lives by improving self-esteem, building confidence, and providing fantastic leadership and life skills. To do that we seek to create a safe and welcoming environment, where people can have fun and develop their skills; and where we treat everyone with respect and celebrate their achievements;
- actively seeks to ensure that all JST voyages and activities are run to the highest possible standards of safety and welfare;
- believes that living a life that is free from Abuse is a fundamental right of every person;
- recognises its responsibility to safeguard Young People and Vulnerable Adults from the risk of and / or actual Abuse;
- acknowledges that when Abuse does occur, it needs to be dealt with swiftly, effectively and in ways that are proportionate to the concerns raised;
- recognises that safeguarding Vulnerable Adults and Young People from the risk of and / or actual Abuse is the responsibility of everyone, not just those who work with them;
- recognises that an effective approach to safeguarding requires people and organisations working together to prevent and stop both the risks and experience of Abuse, while at the same time making sure that the individual's wellbeing is promoted including having regard to their views, wishes feelings and beliefs in deciding on any action.

The Board of Trustees recognise the importance of safeguarding to the mission and operation of the JST. The Trustees take these matters very seriously and are committed to establishing policies and practices that safeguard Young People and Vulnerable Adults from the risk of and / or actual Abuse.

The Jubilee Sailing Trust's Safeguarding Policy is as follows:

Zero tolerance of abuse

- We do not tolerate, and we must safeguard Vulnerable Adults and Young People from, Abuse.

Awareness of policy and procedures

- All JST employees (full time, part time, offshore and onshore) must read this document and understand how the policies and procedures are applied in practice. All new joiners must be given a copy of this document as part of their on-board familiarisation. All staff must confirm that they have read and understood this document and that confirmation will be recorded in personnel records. All Seafarer Employment Agreements (SEA) issued to relief crew will include a statement to the effect that by entering into the SEA the relief crew member understands and agrees to be bound by this document.
- A copy of this document must be:
 - sent to all JST volunteers (in hard copy or electronically), including onshore volunteers whose work with the Trust does not bring them into regular contact

- with Vulnerable Adults or Young People;
- made available on the JST website;
- kept onboard our ships and made available to Sail Trainees; and
- made available in alternative formats to those with visual impairments upon request.

Duty to follow good practice guidelines

- All JST staff and volunteers, whatever the setting they work in:
 - have a role in preventing Abuse occurring and for taking action when any concerns arise in accordance with this Policy and the Guidelines
 - should know the identity of the Designated Safeguarding Lead and the Safeguarding Officers.
- In particular, those working or volunteering with Young People or Vulnerable Adults should be aware of the guidance on recognising Abuse.

Duty to report Abuse and to take appropriate steps

- Anyone who suspects Abuse has a duty to act on it immediately by taking the steps set out in the Guidelines.
- If necessary, we will take appropriate steps to protect the Vulnerable Adult or Young Person.

Transparency and duty to report

- We must enable transparency and the reporting of concerns.
- All JST staff and volunteers must act as a whistleblower whenever there is a suspicion of Abuse by a member of staff by ensuring concerns are passed on as a matter of urgency in the way set out in the Guidelines. Failure to act as a whistleblower may result in disciplinary action or termination of your relationship with the JST.

Handling of reports and concerns

- Any report of concerns about Abuse will be taken seriously and must be looked into in a fair, reasonable and proportionate manner.
- Disclosure of historical abuse or current abuse must be reported by taking the steps set out in the guidelines

Safer recruitment of staff and volunteers

- We must carefully recruit and select all employees and screen volunteers and others who sail regularly with us who are in a perceived position of authority and trust, in order to deter those who might Abuse Young People or Vulnerable Adults.
- To that end:
 - we will write and request references for anyone whose role brings them into regular contact with Young People and Vulnerable Adults ;
 - we will require self-declaration of any previous offenses;
 - Enhanced Criminal Records Disclosure will be required in accordance with the DBS Policy;
 - a criminal record will not necessarily be a bar to acceptance, although any past record of proven abuse will result in an automatic bar.

Training

- All Permanent, Relief, Supernumerary Crew and Shore Staff whose work brings them into regular contact with Young People and Vulnerable Adults are required to read

and acknowledge the Educare Safeguarding Training materials referenced in the Toolkit. That acknowledgement will be added to personnel records and updated along with all certification and training records.

- In addition, the Designated Safeguarding Lead and Safeguarding Officers are required to complete Level 2 Safeguard training,
- The Safeguarding Training materials will be provided to volunteers upon request.

JST Safeguarding Team

Our team

In line with safeguarding best practice, the JST has designated individuals with formal responsibilities for safeguarding matters. The team comprises a Designated Safeguarding Lead (DSL) and Safeguarding Officers (onshore and offshore). Their contact details are below and in the Toolkit. Their roles are as follows:

- The Designated Safeguarding Lead has overarching responsibility for safeguarding matters with a particular responsibility for handling any allegations made against staff.
- The onshore Safeguarding Officer provides day to day support to the DSL and acts as deputy DSL when the DSL is on leave or unavailable.
- When a ship is at sea, the offshore Safeguarding Officers have responsibility for the initial handling of a report of Abuse; and the DSL and onshore Safeguarding Officer seek to provide 24/7 support and guidance to the offshore Safeguarding Officers.
- With regard to safeguarding incidents arising whilst at sea, ultimate responsibility remains with the DSL, except when the DSL cannot be contacted in an emergency situation, in which event the Master assumes ultimate responsibility for that incident until the DSL is contacted.

The responsibilities of the safeguarding team are as follows:

- To advise and act upon all suspicions, belief or evidence of Abuse reported to him/her
- To raise Safeguarding Alerts with the external agencies
- To be the first point of contact with the external agencies in respect of safeguarding matters
- To monitor the keeping, confidentiality and storage of records relating to reports of Abuse.

Onshore team

Role: Designated Safeguarding Lead
Name/ position: Paul Fairhurst, Operations Director
Mobile: + 44 (0)7710 967504
Office tel: + 44 (0)23 8044 9108
Email: paul.fairhurst@jst.org.uk

Role: Safeguarding Officer(onshore)
Name/ position: Tanya Knowlton, Bookings Supervisor
Mobile: + 44 (0) 7429 566872
Office tel: + 44 (0) 23 8044 9138
Email: tanya@jst.org.uk

Offshore team

Role: Safeguarding Officer (offshore)
Name/ position: Master

Role: Safeguarding Officer (offshore)
Name/ position: Medical Purser

Annual Trustee Review

The Trustees will nominate a member of the Board to lead an annual review of the effectiveness of this Policy and the DBS Policy, which will include discussions with the DSL and other Safeguarding Officers as to numbers of safeguarding alerts raised, satisfaction as to how our reporting procedures work, outcomes, lessons learned and improvements required. The outcome of that review will be reported to the Trustees to enable them to affirm that these policies and procedures fulfil the Trust's aims/ legal obligations and are aligned with current best practice.

Role of the Medical Advisory Committee

The Medical Advisory Committee (MAC) contains Honorary Medical Officers (many of whom are distinguished, retired doctors, working voluntarily), nurses and the Trust's professional seafarers, including Medical Purser. The MAC provides specialist advice to the Trust particularly in the routine achievement of crews who can play an active role in helping sail our ships, despite the fact that some of the Voyage Crew will have disabilities (and some of whom may be Vulnerable Adults). Many of the members of the MAC have knowledge or experience of safeguarding matters by virtue of their professional or other voluntary roles. As such the MAC is well placed to provide support to the Designated Safeguarding Lead and Safeguarding Officers and guidance to the Trustees with regard to safeguarding matters.

At their twice yearly meetings the MAC will review the workings of the Safeguarding Policy and guidelines, discuss any safeguarding incidents on a confidential, no names basis, and consider any guidance to the Designated Safeguarding Lead and the Trustees as to any revisions to be made to the Policy and Guidelines.

Guidelines Part 1: Aims of Guidelines and outline of duties

Aims of Guidelines

The aims of these Guidelines are to:

- raise awareness amongst our staff (both onshore and offshore), volunteers and voyage crew of the issues of Abuse and our duties in relation to it, so that our community as a whole can play its part in preventing abuse wherever possible, and in identifying and responding to Abuse;
- help people understand the different types of Abuse and to recognise the signs of Abuse;
- guide people as to what to do when Abuse is suspected, including how to record and report it;
- inform people as to what happens when a concern of Abuse is raised;
- help our community to keep themselves safe from Abuse; and
- provide useful contact details and references.

When do safeguarding duties apply?

Safeguarding duties apply:

- to Young People; and
- to a Vulnerable Adult who:
 - has needs for care and support (whether or not those needs are being met) and;
 - is experiencing, or at risk of, Abuse; 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.

What is meant by an adult with “needs for care and support”?

Under the *Care Act 2014* the definition of care and support needs is based on a person’s ability to achieve key outcomes in their daily life. The following table outlines the range of needs that fall within this definition.

What are the key outcomes of daily life?

- Maintaining personal hygiene
- Managing toilet needs
- Being appropriately clothed
- Managing and maintaining nutrition
- Being able to make use of their home safely
- Maintaining a habitable home environment
- Developing and maintaining family and other personal relationships
- Accessing and engaging in work, training, education or volunteering
- Making use of necessary facilities or services in the local community
- Carrying out any caring responsibilities for a child.

What is Abuse?

Abuse is a form of maltreatment of a Young Person or Vulnerable Adult. Abuse may occur in a family or in a community setting by those known to them or, more rarely, by others. A person may be Abused by an adult or adults, or another child or children. Intent is not an issue at the point of deciding whether an act or a failure to act is Abuse; it is the impact of the act on the person and the harm or risk of harm to that individual.

Abuse may:

- consist of a single act or repeated acts affecting more than one person;
- occur as a result of a failure to undertake action or appropriate care tasks;
- be an act of neglect or an omission to act;
- occur where a Young Person or Vulnerable Adult is persuaded to enter into a financial or sexual transaction to which they do not, or cannot, consent;
- occur in any relationship and any setting and may result in significant harm to or exploitation of, the individual
- in many cases Abuse may be a criminal offence.

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 jewellery has been left lying around. The table below describes the different types of Abuse and examples of behaviours that amount to Abuse.

Type of abuse	Behaviours include
<p>Physical abuse may involve inflicting physical harm</p>	<ul style="list-style-type: none"> ▪ Hitting, shaking, pushing, kicking, throwing, poisoning, burning or scalding, drowning or suffocating ▪ Restraint or inappropriate sanctions ▪ Misuse of medication ▪ Giving Young People alcohol or inappropriate drugs ▪ In a sail training environment, physical abuse may occur when the nature and intensity of the physical demands exceeds the Young Person or Vulnerable Adult's physical capacity.
<p>Emotional abuse is persistent emotional maltreatment such as to cause severe and persistent adverse emotional effects.</p>	<ul style="list-style-type: none"> ▪ intimidation, coercion, harassment, verbal abuse, serious bullying (including cyber bullying), causing a Young Person or Vulnerable Adult frequently to feel frightened or in danger ▪ conveying to someone that they are worthless, unloved or inadequate ▪ not giving the Young Person or Vulnerable Adult opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate ▪ imposing expectations which are beyond the person's age or developmental capability ▪ overprotection and limitation of exploration and learning or preventing the person from participating in normal social interaction ▪ emotional abuse in a sail training environment might also include situations where Young Person or Vulnerable Adult is subjected to constant criticism, bullying or pressure to perform at a level that they cannot realistically be expected to achieve.
<p>Sexual abuse involves an individual (male or female, or another child)</p>	<ul style="list-style-type: none"> ▪ physical contact (eg. kissing, touching, masturbation, rape or oral sex) ▪ indecent exposure

forcing or enticing a Young Person or Vulnerable Adult to take part in sexual activities to gratify their own sexual needs.	<ul style="list-style-type: none"> ▪ involving a Young Person or Vulnerable Adult in looking at, or in the production of, sexual images ▪ sexual teasing or innuendo or encouraging a Young Person or Vulnerable Adult to behave in sexually inappropriate ways ▪ grooming a Young Person in preparation for sexual Abuse or exploitation (including via the internet) ▪ in a sail training environment the potential for physical contact could create situations where sexual abuse may go unnoticed.
Financial or material abuse	<ul style="list-style-type: none"> ● Theft, fraud, exploitation ● The misuse or misappropriation of property, possessions or benefits
Discriminatory abuse	<ul style="list-style-type: none"> ● Racism, sexism or acts based on a person's disability, age or sexual orientation. ● Other forms of harassment, slurs or similar treatment such as disability hate crime
Neglect is the persistent failure to meet a Young Person or Vulnerable Adult's basic physical and/or psychological needs, likely to result in the serious impairment of health or development.	Failing to: <ul style="list-style-type: none"> ▪ ensure adequate supervision ▪ ensure access to appropriate medical care or treatment ▪ respond to a Young Person or Vulnerable Adult's basic emotional needs ▪ neglect in a sailing situation might occur if an instructor or coach fails to ensure that a Young Person or Vulnerable Adult is safe, or exposes them to undue cold or risk of injury or repeatedly fails to involve them an individual in activities
Self-Neglect	Covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding

Signs of grooming

The signs of grooming aren't always obvious. Groomers will go to great lengths not to be identified. Young People may:

- have access to drugs and alcohol
- have new things such as clothes or mobile phones they can't or won't explain
- be very secretive, including about what they are doing online
- have older boyfriends or girlfriends
- go to unusual places to meet friends

In older children, signs of grooming can easily be mistaken for "normal" teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

Detecting abuse

It is not always easy to spot when a person has been Abused. However, some of the

more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- sexually explicit language or actions;
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- the Young Person or Vulnerable Adult describes what appears to be an abusive act involving him/her;
- a Young Person has a general distrust and avoidance of adults, especially those with whom a close relationship would be expected;
- an unexpected reaction to normal physical contact;
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a Young Person or Vulnerable Adult could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that they are being Abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the Young Person or Vulnerable Adult's behaviour, first talk to them. It may be that something has happened which has caused them to be unhappy, but which does not raise any concern about Abuse.

If you have concerns that a Young Person or Vulnerable Adult may be being Abused, don't assume that someone else is doing something about the situation.

Abuse outside of the JST environment

You may become concerned that a Young Person / Vulnerable Adult who you meet on a JST voyage or activity has been Abused outside of the JST environment (for example the Young Person or Vulnerable Adult may divulge something which is happening or has happened at home, school, college or care facility). Even though the concern relates to possible Abuse outside of the JST environment, our Policy still applies and you should follow these Guidelines.

Guidelines Part 2: action to take when there is a suspicion or allegation of Abuse

Raising the initial concern or complaint

Anyone suspecting or hearing a complaint of Abuse should:

- listen carefully and calmly to what they are being told;
- report their concerns immediately to:
 - any Safeguarding Officer (or if the concern relates to a Safeguarding Officer to the DSL); or
 - to the DSL (or if the concern relates to the DSL to the CEO); or
 - the Chairman of Trustees, if the concern relates to the CEO.

When at sea, the Master must be informed of all concerns (unless the concern relates to the Master).

You may be upset about what the young or vulnerable person has said or you may worry about the consequences of your actions. However, you cannot ignore it. If you are concerned that a Young Person or Vulnerable Adult may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report in accordance with these guidelines.

Protecting the safety of the individual: the first priority

When a concern of Abuse is raised, the first priority of the Safeguarding Officers and the DSL is to secure the safety and wellbeing of the person at risk. You must ensure that the young or vulnerable person is safe and feels safe. If the person is in immediate danger the relevant emergency services must be contacted. If the concern arises aboard the ship, the Master should consider whether, in order to secure the safety of the person at risk, it is necessary to discharge the individual suspected of Abuse. If time permits, the Master should discuss such steps with the onshore safeguarding team.

Preserving the evidence

Any forensic or other evidence (scribbled notes, mobile phones containing photos or text messages, clothing etc) must be preserved if possible.

Understanding the allegations

The Safeguarding Officer should discuss the concern with the Young Person or Vulnerable Adult concerned. The Safeguarding Officer should:

- listen clearly and calmly and keep an open mind;
- show and tell the Young Person or Vulnerable Adult that you are taking what he/she says seriously;
- reassure the Young Person or Vulnerable Adult that they have done the right thing by raising the concerns;
- be careful about physical contact, it may not be what the Young Person or Vulnerable Adult wants;
- be honest, explain that you will have to pass the information to the DSL, who will ensure that the correct action is taken;
- seek clarification from the DSL if he or she is uncertain how to proceed;
- avoid being seen to make a judgement or express a view about the information gained to any alerter or alleged abused.

The Safeguarding Officer should not:

- make a decision as to whether Abuse has taken place;
- give a guarantee of absolute confidentiality;
- ask leading questions (as they may jeopardise any formal investigation).

What is a leading question?

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing a person to explain things in their own words. An example would be asking 'did X hit you?'. Use open questions such as 'how did you get that bruise?' and 'what happened next?'

Making and keeping a record of the incident

It is vital that the Safeguarding Officer makes a written record of any incident or allegation of Abuse as soon as possible after the information is obtained. Written records must reflect as accurately as possible what was said and done by the people initially involved in the incident.

What to record

- Details of the alleged victim (name, contact details, DOB, gender, ethnicity, language, any disability, any communication needs)
- Details of the alleged abuser and whether they are also a Vulnerable Adult at risk or Young Person
- Action already taken to protect the person at risk and any information already shared
- Nature of the concerns, reasons and context for these and how they came to light
- Any impression of the seriousness related to the situation
- Any concerns or doubts about the mental capacity of the person at risk
- The perspective of the person at risk about the situation and whether the person is aware of and has consented to the referral
- Any other professionals, carers and significant family members, friends, neighbours involved

Confidentiality and use of records

The notes you keep must be kept safe as it may be necessary to make records available to the authorities or to a court. All information must be treated as confidential and only shared with those who need to know.

If the allegation or suspicion concerns Abuse of a Young Person/Vulnerable Adult by someone within the JST, only the young persons parents/carers, the DSL and the CEO (unless they are the subject of the allegation) and the relevant authorities should be informed.

If the alleged abuse relates to a Young Person and took place outside the JST environment, the Local Authority will decide who else needs to be informed, including the Young Person's parents/carers. It should not be discussed by anyone within JST other than the person who received or initiated the allegation, the Safeguarding Officer and the DSL.

Confidential information must be stored securely. Outlook is not secure and should not be used to store confidential data. All documents should be stored electronically in a password protected file on JST's internal storage file (WP51). All printed copies must be stored in a locked filing cabinet.

Confidential information should be retained for at least 3 years and then destroyed by secure means, e.g. by shredding or burning.

Reporting the incident

The Safeguarding Officer must report the incident or allegation of Abuse within 24 hours of the disclosure or expression of concern of Abuse. If that timescale cannot be met, the reasons should be recorded. The Safeguarding Officer should make the report:

- to the DSL; or
- to the CEO, if the concern relates to the DSL; or
- to the Chairman of Trustees, if the concern relates to the CEO.

A template report form is included in the Toolkit.

Obtaining consent of the Vulnerable Adult or Young Person to share information

It is best practice to gain the consent of a Vulnerable Adult or Young Person before sharing their information. Ordinarily, anyone over the age of 16 should give informed consent to their information being shared. "Informed consent" means that the Young Person or Vulnerable Adult must understand the situation and willingly agree to their information being shared. In practice, that means that:

- the Safeguarding Officer must assess whether the Young Person or Vulnerable Adult is capable of giving informed consent. If they are, their consent should be sought
- there should be some form of communication (written, verbal, sign language) where the individual knowingly indicates their consent;
- if the Young Person or Vulnerable Adult states that they do not want to share their information, their wishes should ordinarily be respected;
- In certain circumstances, the Safeguarding Officer can share information even though the Young Person or Vulnerable Adult does not give their consent. Those circumstances are:
 - where it is in the public interest to do so because not acting will put others at risk;
 - where there is a duty of care to intervene (eg a crime has or may have been committed).

In some circumstances the Safeguarding Officer should not seek the Young Person or Vulnerable Adult's consent before sharing their information. Consent should not be sought where doing so would:

- place the Young Person or Vulnerable Adult at increased risk of significant harm; or

- prejudice the prevention, detection or prosecution of a serious crime.

In those circumstances you can communicate the information without consent. In fact, you have a duty of care to do so. You will not be breaching any confidentiality legislation as long as the information is shared in a confidential manner with the DSL.

Raising a Safeguarding Alert with the external authorities

The DSL will not investigate the complaint; rather the DSL will make the decision as to whether the report requires that a Safeguarding Alert should be raised with the Local Authority. The DSL will raise a Safeguarding Alert with the Local Authority if the following criteria are satisfied:

Is there an allegation of Abuse of a Young Person?	Is there an allegation of abuse of an adult with needs of care and support?
	AND Is the adult unable to take care of him or herself?
	OR Is the adult unable to protect him or herself against significant harm or exploitation?
If the answer is YES, then the DSL should raise a 'Safeguarding Alert'	

A Safeguarding Alert should be raised by the DSL within 24 hours of the disclosure or expression of concern of abuse to the DSL. If that timescale cannot be met, the reasons should be recorded.

A Safeguarding Alert will be raised with one or more of the following contacts, as appropriate.

If a Vulnerable Adult is at risk	Southampton City Council Single Point of Access Team (SPA) Telephone: [02380 833003] Out of Hours team: 023 8023 3344 Email: adult.contact.team@southampton.gov.uk
If a Young Person is at risk	Southampton Local Safeguarding Children Board (LSCB) Telephone: 023 8091 5535 Out of hours team: 023 8023 3344
If a Young Person is at risk from another Young Person ("child on child incident")	Southampton Multi Agency Safeguarding Hub (MASH) Telephone: 023 8083 3336 Out of hours team: 023 8033 3336
If a Young Person is at risk from a JST employee ("member of staff on child")	Southampton Local Authority Designated Officer (LADO) (currently Sue Sevier) Telephone: 023 8091 5535 Mobile: 07789 616092 Email: sue.sevier@southampton.gov.uk
If a crime has been or may have been committed	Contact the Police in the relevant geographic area.

These contact details will be reviewed every three months by the onshore Safeguarding Officer and any updates will be communicated to all Safeguarding Officers and to the DSL.

Each Local Authority will have a single point of contact for safeguarding alerts/referrals. If the Young Person or Vulnerable Adult is already allocated within the Local Authority, the referral will be directed to the team holding the case. If the Young Person or Vulnerable Adult is not known to the Local Authority the alert/referral will be directed to the Multi Agency Safeguarding Hub or equivalent team.

In many cases, the Young Person or Vulnerable Adult will have a home address in a Local Authority other than Southampton. If so, consideration should be given to informing that Council, in addition to Southampton, as responsibility for any on-going investigation may be the responsibility of the person's "home" Council. Southampton City Council will give advice about this.

What happens after a Safeguarding Alert is raised?

Not all alerts will necessarily result in a safeguarding process for example, where there is no abuse, or the person requires signposting to another service or a review of their current care. The Local Authority will initiate the following process.

- Within 24 hours of the Safeguarding Alert, the Local Authority will screen the information to determine whether or not the circumstances of the case engage the statutory duty to make a safeguarding enquiry
- Within 72 hours of the alert, the Local Authority will make initial contact with the Vulnerable Adult or the parent or carers of the Young Person to ascertain their views and determine the outcomes the Vulnerable Adult or the parent or carer wishes to see. Immediate safety will be discussed. An initial safeguarding support plan will be agreed
- Within 7 days of the initial contact, if it is decided that there is a duty to conduct a safeguarding enquiry, the Local Authority will hold a planning meeting and agree a safeguarding action plan and lead roles
- Within 28 days of the planning meeting, the Local Authority will conduct the safeguarding enquiry. The purpose of the safeguarding enquiry is to establish with the individual and/or their representatives, what (if any) action is needed in relation to the situation and to establish who should take such action.

In addition, the following steps will be taken after a Safeguarding Alert:

- The DSL will inform the CEO that a Safeguarding Alert has been raised (or if the alert concerns the CEO, the DSL will inform the Chairman). The Board of Trustees will also be informed. No details of the incident or allegation will be disclosed to the CEO, Chairman or Board at this stage, as this may prejudice the outcome of a Local Authority investigation
- The DSL will discuss with the Local Authority whether to (1) inform the person against whom the allegation was made of the fact that an investigation is taking place and what the likely process will involve; (2) refer the matter to the Disclosure and Barring Service (if the individual concerned has caused harm or poses a future risk of harm to Young People or Vulnerable Adults); and (3) inform the Care Quality Commission

Other possible steps after an incident or allegation is reported

If the reported incident or allegation concerns a JST employee the issue will be

considered in accordance with the Trust's internal disciplinary procedures.

It is possible that the incident or allegation might not require a Safeguarding Alert to be raised but nevertheless still does represent inappropriate behavior or poor practice by the member of staff/volunteer.

It is also possible that the allegation might be shown to be false or malicious.

Guidelines Part 3: protecting yourself

At the Jubilee Sailing Trust we strive to promote good practice to minimise situations where adults are supervising Young People or Vulnerable Adults unobserved. Good practice protects everyone – including volunteers and staff.

Given the unique nature of the work the Jubilee Sailing Trust does, there are inevitably going to be situations requiring support to Young People or Vulnerable Adults. In fact, that is central to our buddy system. We must never stop or discourage that support, but we must ensure that the support is provided in a way that is appropriate, that cannot be misconstrued by the Young Person or Vulnerable Adult or by Onlookers and that does not expose the person providing the support to the risk of false or malicious allegations. These guidelines are designed to foster the supportive ethos, which is at the heart of the JST.

How to minimise the risks to you

- Avoid spending any significant time working with a Young Person or Vulnerable Adult in isolation
- Do not socialise alone with a Young Person or Vulnerable Adult ashore
- Avoid being alone in a cabin with a Young Person or Vulnerable Adult, this does not restrict buddying/berth arrangements (a buddy is not a person in a position of authority or trust)
- Do not take a Young Person or Vulnerable Adult alone in a car or Ship's boat, however short the journey
- Do not take a Young Person or Vulnerable Adult to your home
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of a senior member of staff or crew, or the individual's parents or guardian
- If you find yourself in a situation where you need to help or handle a Young Person or Vulnerable Adult (for example if they have fallen over), apply good judgement; be polite and whenever possible, request permission from them before you handle them, particularly if there is no-one else around.

You should never with a Young Person or Vulnerable Adult:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Use physical restraint, except in certain limited circumstances (see the box below)
- Allow a Young Person to use inappropriate language unchallenged, or use such language yourself when with them
- Make sexually suggestive comments even in fun
- Do things of a personal nature that they can do for themselves, or with a known buddy or carer
- Fail to respond to an allegation of Abuse.

When is physical restraint permissible?

Any physical restraint is only permissible when a Young Person or Vulnerable Adult is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to defuse the situation have failed and **after a verbal warning has been given.**

Another member of staff/volunteer should, if possible, be present to act as a witness.

Only "reasonable force" should be used – in proportion to the circumstances of the incident and the seriousness of the behaviour or consequences it is intended to prevent and always be **the minimum needed to achieve the desired result.** All incidents of the use of physical restraints should be recorded in writing and reported immediately to the Safeguarding Officer or DSL.

Sexual Relationships with Young People; coping with crushes

It is an offence under the Sexual Offences Act 2003 for a person over 18 to have a sexual relationship with a Young Person where that person is in a position of trust in respect of that Young Person. The law uses the age of 18 to recognise that many young people, while over the age of consent for sexual activity (16), are still reliant on adults who hold some responsibility for their care and that young people are, therefore, vulnerable to the potential abuse of power by those adults. The offence acknowledges that a person in a position of trust is expected to respect their position and not abuse it.

Sexual relationships are defined as including:

- sexual activity including sexual touching through to intercourse
- causing or inciting sexual activity with a child
- sexual activity in the presence of a child
- causing a child to watch a sexual act

Sexual relationships between any member of JST staff and any Young Person, will be treated as 'gross misconduct', and will almost certainly result in dismissal. The Trust undertakes to report to the Disclosure and Barring Service, within one month of leaving the Trust any person (whether employed, a volunteer, a member of voyage crew or a contractor) whose relationship with the Trust is terminated because he or she is considered unsuitable to work with Young People. Such reports would contain as much evidence as possible. The Trust recognises that failure to make a report constitutes an offence.

Managing a Young Person's crush can be difficult. The adult concerned can feel isolated and vulnerable, and uncertain how to deal with this unwanted attention without offending the Young Person. An adult who suspects that they are the subject of a Young Person's crush must always seek help and advice from a Safeguarding Officer in dealing with the situation at the earliest opportunity, rather than attempting to manage the situation on their own, which is likely to make matters worse and raise suspicions.

Guidance for staff and volunteers on communications and E-Safety

The following guidelines are to help staff protect themselves. We strongly recommend that they are followed by all permanent, relief, supernumerary, volunteer crew and office staff.

Do

- communicate with voyage crew regarding organisational matters, not for social or personal contact
- wherever possible, use a business phone or email address

When using social media

- it is recommended that you have separate personal and professional pages
- if you see a comment from a Young Person or Vulnerable Adult that is inappropriate, challenge it
- set your privacy settings as high as possible on your personal account

Don't

- give your personal mobile phone numbers or email addresses to Young People
- establish or seek to establish social contact with Young People by text or instant messaging, personal email or via social media for the purpose of securing a friendship
- engage in inappropriate electronic communication with a Young Person.

If a Young Person/Vulnerable Adult seeks to establish contact with you, you should exercise your professional judgement in making a response, and be aware that social contact could be misconstrued.

Guidelines Part 4: managing safeguarding on the ships

The following guidelines reflect matters that have arisen in practice in the course of voyages and day sails. These guidelines should be updated annually to create an evolving body of guidelines for how to address issues and questions arising in the application of this Safeguarding Policy and its other guidelines.

Landing Vulnerable Adults and Young People

- If the need arises to consider landing a Young Person or Vulnerable Adult, the Master and/or First Mate should, if circumstances (including time zones) permit, consult with the Designated Safeguarding Lead or Onshore Safeguarding Officer (who can in turn seek advice from the Southampton Local Authority).
- Factors to be considered in reaching that decision should include any risk of Abuse of the the Young Person or Vulnerable Adult on their return journey home and steps that can be taken to safeguard them from that risk of Abuse.
- If a decision is made that a Young Person or Vulnerable Adult should be landed, their NOK, guardian or agency should be contacted (usually by the Designated Safeguarding Lead or Onshore Safeguarding Officer) as soon as possible and asked to make or help make safeguarding arrangements.
- Safeguarding considerations could include the following:
 - If the Young Person or Vulnerable Adult are travelling with a known buddy that buddy should be asked to leave the voyage and accompany them on the journey home.
 - If the voyage is in the UK a JST volunteer or member of staff should wait with them until their NOK, guardian or agency can collect them and take them home.
 - If the voyage is not in the UK a member of permanent crew or an appropriate volunteer should accompany them to the airport/station/hospital whilst the Designated Safeguarding Lead or Onshore Safeguarding Officer should seek support from the police or the local consular..
 - Can the Young Person or Vulnerable Adult safely complete all of the journey home alone or should they be accompanied for part of it?
 - If the voyage is not in the UK, can a member of permanent crew or a volunteer accompany the Young Person or Vulnerable Adult to the airport check in and arrange for a member of airport staff to accompany them to the boarding gate? Will their NOK, guardian or agency meet them on arrival? Should assistance be requested from the local police, a local consular office or or other authority?

Bunk and cabin allocation where large numbers of Young People

For Safeguarding Policy purposes, there is no concept of a youth voyage or day sail and there is no distinct policy requirement driven by the number of Young People aboard. This policy applies just as it would to any voyage .

- If the voyage is a charter voyage for Young People (for example with the Guides, the Cadets, a school charter etc), the following guidelines apply:

- safeguarding should be discussed with the partner organisation at an early stage in the planning process (and before the contract is signed)
- those discussions should establish any particular safeguarding needs or expectations (both on the part of the partner and JST)
- bunk and cabin allocation should be part of that discussion, including whether areas should be allocated by gender and whether adults should sleep amongst the Young People's bunks or in separate areas
- the partner should be advised if any arrangements requested will reduce the number of bunks available
- those discussions should also address responsibility for safety, safeguarding and welfare whilst aboard the ship: ordinarily, whilst the Master will retain ultimate authority and legal responsibility for everyone aboard, any teachers, leaders or carers will be expected to retain an active role and responsibility for the welfare and safeguarding of the Young People
- the permanent crew should be advised early and as part of the project brief.

Guidelines Part 5: complaints and escalation procedures

If you are concerned that action to safeguard has not been followed in accordance with this Policy or these Guidelines you should first raise your complaint with the DSL (or if your complaint concerns the DSL, with the Trust's CEO. Your complaint should be in writing (or if that is not practicable, by telephone) and should:

- explain your concern in as much detail as possible;
- describe the outcome you are hoping for;
- include your contact details (name, address, daytime telephone number and/ or email).

We will aim to acknowledge your complaint within 48 hours and to respond to your complaint with a resolution within 10 working days.

If, for any reason, you are not satisfied with our response and wish to take your complaint further, please contact Southampton City Council.

Contact details for the DSL, CEO and Southampton City Council are set out in the Toolkit.

Toolkit Part 1: Forms to use

Form to be used by Safeguarding Officer reporting to the Designated Safeguarding Lead. *This form should be submitted within 24 hours of the disclosure or expression of concern of Abuse.*

PRIVATE & CONFIDENTIAL: FOR ATTENTION OF THE JST DESIGNATED SAFEGUARDING LEAD ONLY

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of Young Person or Vulnerable Adult involved	
Nature of incident, complaint or allegation (Continue on separate page if necessary.)	
Action taken (Continue on separate page if necessary)	
If a crime has been reported to the Police, crime report reference number	
Name and position of person completing form	
Contact telephone number	
Signature of person completing form	

Date and time form completed	

Toolkit Part 2: Useful contacts

JST Onshore team

Role: Safeguarding Manager
 Name/ position: Paul Fairhurst, Operations Director
 Mobile: + 44 (0)7710 967504
 Office tel: + 44 (0)23 8044 9108
 Email: paul.fairhurst@jst.org.uk

Role: Onshore Safeguarding Officer
 Name/ position: Tanya Knowlton, Bookings Supervisor
 Mobile: + 44 (0) 7429 566872
 Office tel: + 44 (0) 23 8044 9138
 Email: tanya@jst.org.uk

JST Offshore team (Lord Nelson)

Role: Offshore Safeguarding Officer
 Name/ position: Captain

Role: Offshore Safeguarding Officer
 Name/ position: Medical Purser

JST Offshore team (Tenacious)

Role: Offshore Safeguarding Officer
 Name/ position: Captain

Role: Offshore Safeguarding Officer
 Name/ position: Medical Purser

JST Chief Executive Officer

Name: Duncan Souster
 Mobile: +44 (0)7843 516864
 Office tel: +44 (0)23 8042 6854
 Email: Duncan.Souster@jst.org.uk

Chairman of Trustees

Name: James Crill
 Mobile: +44 (0)7797 735137
 Email: chairman@jst.org.uk

Southampton Local Authority and Police Contacts

If a Vulnerable Adult is at risk	Southampton City Council Single Point of Access Team (SPA) Telephone: [02380 833003] Out of Hours team: 023 8023 3344 Email: adult.contact.team@southampton.gov.uk
If a Young Person is at risk	Southampton Local Safeguarding Children Board (LSCB) Telephone: 023 8091 5535 Out of hours team: 023 8023 3344
If a Young Person is at risk from another Young Person ("child on child incident")	Southampton Multi Agency Safeguarding Hub (MASH) Telephone: 023 8083 3336 Out of hours team: 023 8033 3336
If a Young Person is at risk from a JST employee ("member of staff on child")	Southampton Local Authority Designated Officer (LADO) (currently Sue Sevier) Telephone: 023 8091 5535 Mobile: 07789 616092 Email: sue.sevier@southampton.gov.uk
If a crime has been or may have been committed	Contact the Police in the relevant geographic area.

Other relevant authorities

Hampshire Police	Tel: 0845 045 45 45 Email: cru@hampshire.pnn.police.uk In emergencies call 999
Care Quality Commission	03000 616161 enquiries@cqc.org.uk
DBS Helpline	03000 200 190 PO Box 181, Darlington DL1 9FA

Toolkit Part 3: Glossary

Abuse Abuse is a form of maltreatment of a Young Person or Vulnerable Adult. Somebody may abuse a Young Person or Vulnerable Adult by inflicting harm, or by failing to act to prevent harm. Young Persons or Vulnerable Adults may be abused in a family or in a community setting by those known to them or, more rarely, by others. They may be abused by an adult or adults, or another child or children. Abuse includes neglect (which is the persistent failure to meet a Young Person or Vulnerable Adult's basic physical and/or psychological needs, likely to result in the serious impairment of health or development).

Designated Safeguarding Lead or DSL means the person nominated by the Trust as having overarching responsibility for safeguarding matters. The DSL has a particular responsibility for handling any allegations made against staff. The DSL's contact details are set out in the Toolkit.

Guidelines means the Guidelines contained in this document.

Needs of care and support refers to a person who is in, or may be in need of, community care services by reason of mental or other disability, age or illness; and who is, or may be unable, to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Safeguarding Alert means an alert regarding abuse of a Young Person or Vulnerable Adult raised by the DSL with the Local Authority. The DSL will raise a Safeguarding Alert if certain criteria are satisfied, as set out in the Guidelines.

Safeguarding Officer means the person(s) nominated by the Trust as having supporting responsibility for safeguarding matters. The Safeguarding Officer's contact details are set out in the Toolkit.

Significant harm means ill treatment (including sexual abuse and forms of ill treatment which are not physical); the impairment of, or an avoidable deterioration in, physical or mental health; and/ or the impairment of physical, intellectual, emotional, social or behavioural development.

Toolkit means the toolkit set out in this document.

Vulnerable Adult means an adult with **needs of care and support**. The Trust is aware that the term "Vulnerable Adult" ceased to be used in legislation when the *Care Act 2014* came into force and was replaced by the term "Adult". The 2016 version of this Policy adopted the term "Adult". However, this version of the Policy reverts to the term "Vulnerable Adult" reflecting concerns raised by users of the Policy that terms used within the Policy should be clear and unambiguous.

Young Person means anyone under the age of 18 (eighteen) years.

Toolkit Part 4: Case studies

Examples of where there is or might be a safeguarding concern that should be reported to a Safeguarding Officer.

A member of staff or Voyage Crew buys alcohol for a Young Person/ excessive alcohol for a Vulnerable Adult and encourages drunken/inappropriate behaviour.
A member of staff or Voyage Crew repeatedly makes sexually suggestive comments towards a Young Person or Vulnerable Adult, or touches them inappropriately
A Vulnerable Adult with an acquired head injury caresses Vulnerable Adult with a physical or learning disability in a cabin or in a taxi
A Watchleader repeatedly and knowingly fails to include a Vulnerable Adult in watch activities.
A buddy who is a carer at home for a Young Person or Vulnerable Adult is witnessed abusing the Young Person or Vulnerable Adult (physically or verbally) or seen to neglect them.

Examples where there is not or probably is not a safeguarding concern

A Vulnerable Adult engages in a fully consensual sexual relationship on board
Consensual relationship between two 16/17 year olds.
A person with a physical disability consumes too much alcohol and caresses another person with a physical disability, but where neither individual has needs for care and support or where both individuals are able to protect themselves from Abuse
Comforting someone who is upset

Toolkit Part 5: Training, further information and resources

Educare's Safeguarding Young People program:

<http://lms.educareforeducation.com/>

Further information and resources

Southampton City Council Health & Social Care

www.southampton.gov.uk/health-social-care

Southampton City Council Multi Agency Safeguarding Policies

<http://4lscb.proceduresonline.com>

<http://southamptonlscb.co.uk/safeguardingadults/>

NSPCC Safeguarding Information and Advice

www.safenetwork.org.uk

[NSPCC: Grooming at a glance](#)

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/>