



BUSA Safeguarding Policy Statement 2026–2027

Introduction

BUSA recognises its commitment towards Safeguarding and this policy is in place to ensure BUSA and its members are committed to creating a safe, welcoming and inclusive cultures and to respond appropriately when safeguarding concerns are raised.

Purpose of the Policy

Through the provisions outlined in this policy, BUSA aims to:

- Prevent incidents of harm for all individuals wherever possible
- Ensure our members and volunteers are clear on BUSA expectations, roles and responsibilities in safeguarding
- Provide reassurance to members and volunteers of the rigour, commitment and comprehensive approach BUSA takes to safeguarding
- Ensure that any concerns or disclosures that are raised to BUSA are dealt with in a confidential, responsible, appropriate and timely manner
- Establish clear timelines for the review of BUSA Safeguarding Policy

What does the Policy apply to

The policy applies to any BUSA delivered sailing events. The following events are

- BUCS/BUSA Fleet Racing Championships
- BUCS/BUSA Team Racing Championships
- BUCS/BUSA Match Racing Championships
- BUCS/BUSA Yachting Championships

BUSA does not take responsibility for safeguarding for events that are hosted and delivered by members. In these cases, BUSA considers the responsibility for safeguarding to sit with the universities. *However, if needed please contact the welfare officer for guidance.*

Review

BUSA Safeguarding Policy will be reviewed annually by the BUSA Welfare officer, supported by the RYA Safeguarding Team. The review will be presented to the committee for approval. The date of the next review is May 2027, unless changes in policy, governance or other circumstances require a review prior to this date.

Safeguarding Procedures & Contact Details

Reporting a Concern

A report should be made to BUSA when there is concern for the welfare and safety of an individual at BUSA delivered sailing events. An individual must not deal with the situation alone.

In the event of a safeguarding concern the Individuals should report the incident/concerns to the Welfare officer by phone to seek guidance and support in addressing any immediate concerns for an individuals welfare and safety.

Club Welfare Officer	Karen Rawson 07480 133323 secretary@busa.co.uk Neil Collinridge 07973 431662
Emergency services	999
Police non-emergency	101
NHS non-emergency	111
RYA Safeguarding Team (<i>Contact for help and support on safeguarding case management and to report concerns involving RYA qualification holders</i>)	02380 012796 Ext 1 safeguarding@rya.org.uk

All incidents must be reported formally through the [BUSA Safeguarding Referral Form](#) in order to be investigated.

This form will capture information included, but not limited to

- Name and contact details of individual reporting
- Details of incidents or concerns
- Information relating to the incident being reported, including as much detail as possible and the reason they are particularly concerned about the situation
- The names and relevant details of all parties who were involved in the incident, including any witnesses.
- What was alleged to have been said or done and by whom.
- Contact details of those involved.

What happens after a report is made?

Once the welfare officer has received notification of a concern being reported through the referral form, they will review the report and make an initial assessment of if the concern meets the threshold of a safeguarding incident. BUSA will provide notification of the outcome of the initial assessment within 7 working days, where reasonably practicable.

BUSA owns the process so as soon as BUSA receives a report through the referral form notifying of an incident, concern or disclosure they assume management of the case (provided it is not being dealt with by the police, Local Authority Services, or another relevant third party).

Should a concern require investigation, then the BUSA executive committee shall convene to discuss and investigate further. BUSA aims to resolve all investigations within 14 working days. In circumstances where BUSA does not have the information it needs to continue with the investigation; the investigation timeline will be paused until a time in which the required supporting information has been obtained. Therefore, there may be instances due to circumstances arising from the investigation or unforeseen events, where the investigation takes longer than the intended 14 working days however, BUSA will keep individuals involved updated at regular intervals. To support with effective case management and investigation, BUSA reserves the right to share information with relevant third parties (including but not limited to the RYA and BUCS) where necessary.

Information sharing, confidentiality & data storage

BUSA may collect personal information for safeguarding purposes. This may be shared with the RYA, BUCS and other relevant authorities when it is necessary to do so. Following completion of an investigation, BUSA shall share the outcome and any associated sanctions and recommendations with RYA, BUCS, and any other relevant third party, to ensure ongoing maintenance of high standards of safeguarding. The legal basis for processing this information may be legitimate interest. The affiliate may keep personal information for safeguarding purposes for as long as you are a member of a University Sailing Club affiliated to the Organisation and for as long afterwards as it is in the Organisation' legitimate interest to do so or for as long as is necessary to comply with our legal obligations.

Any information provided in connection with safeguarding will be kept secure and access shall be limited to those who need to know.

Types of harm and abuse

What are the various forms of abuse we need to be aware of? There are 10 categories of abuse recognised in legislation concerning adults and adults at risk.

Physical abuse: The mistreatment of one person by another that may or may not lead to physical injury.

Domestic Violence or Abuse: A pattern of controlling, coercive, or threatening behaviour, violence, stalking, or abuse between individuals aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality.

Sexual Abuse: Involvement in sexual activities or relationships that a person does not want, has not consented to, or cannot understand.

Psychological or Emotional Abuse: Actions or neglect by a caregiver or another person that severely impair the psychological well-being of the individual, without physical harm.

Financial or Material Abuse: Misappropriation or misuse of a person's money or assets, including transactions made without consent or under intimidation or deception.

Modern Slavery: The use of coercion, deception, or force by traffickers and slave masters to subject individuals to abuse, servitude, and inhumane treatment.

Discriminatory Abuse: Any form of abuse motivated by discrimination based on race, culture, belief, age, gender, disability, sexual orientation, etc.

Organisation or Institutional Abuse: Repeated incidents of poor professional practice or neglect, often resulting from inflexible services designed to meet providers' needs rather than those of the individuals receiving care.

Neglect or Acts of Omission: Persistent or severe failure by caregivers to meet an individual's physical and/or psychological needs.

Self-Neglect: A range of behaviours reflecting an individual's neglect of their personal hygiene, health, or living environment.

There are 4 categories of abuse recognised in legislation concerning children.

Emotional Abuse: Persistent emotional maltreatment of a child that causes severe and lasting adverse effects on their emotional development.

Physical Abuse: Deliberate harm inflicted on a child, resulting in physical injury. This category also includes instances where a parent or caregiver fabricates symptoms or intentionally induces illness in a child.

Sexual Abuse: Forcing or enticing a child or young person to engage in sexual activities, which may not necessarily involve a high level of violence, regardless of the child's awareness of the situation.

Neglect: A persistent failure to meet a child's basic physical and/or psychological needs, likely leading to serious impairment of the child's health or development. Neglect may also occur during pregnancy due to maternal substance abuse.

If you would like to learn more about the signs and indicators of various types of abuse, please refer to the following resources: [[Signs of Abuse for Adults](#)] and [[Signs of Abuse for Children](#)].

Safeguarding Legislation

England & Wales

[Legislation and statutory guidance | CPSU](#)

[Safeguarding Adults at Risk Key Legislation and Government Initiatives](#)

Scotland

[Guidance from Child Wellbeing & Protection including Adult wellbeing | Children First](#)

Associated Policies

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- [Constitution updated April 2022.docx](#)
 - [Standing Orders updated April 2022.docx](#) including code of conduct
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Guidance on dealing with a safeguarding concern

Being the recipient of a safeguarding concern can be difficult. However, choosing not to respond is **not** an option, regardless of how uncomfortable the recipient is. Below is a list of dos and don'ts to support anyone if they receive a disclosure.

Dos

- Keep calm and remain receptive and approachable
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the person give you information in their own time
- Use the person's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me
- Thank the person for telling you and acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame
- Let them know that you will do your best to help them.
- Advise the person who has given you the information what will happen next
- Make a written record as soon as you can
- Report the disclosure to the Club Welfare Officer
- If a concern involves an RYA credential holder (Instructor, Coach or Race Official) report it to the RYA safeguarding team
- **Adults:** Gain consent from the individual to share the information – If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the person disclosing
- **Children and Young People:** Gain consent from the parent / carer to share the information – only speak with the parents / caregivers of the person disclosing victim if this does not pose a risk to the child

Don'ts

- Don't make a promise to keep secrets
- Don't ask leading questions or put words in the mouth of the person disclosing
- Don't repeatedly ask the person disclosing to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told – **you must pass it on**
- Don't confront or contact the Subject of Concern
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

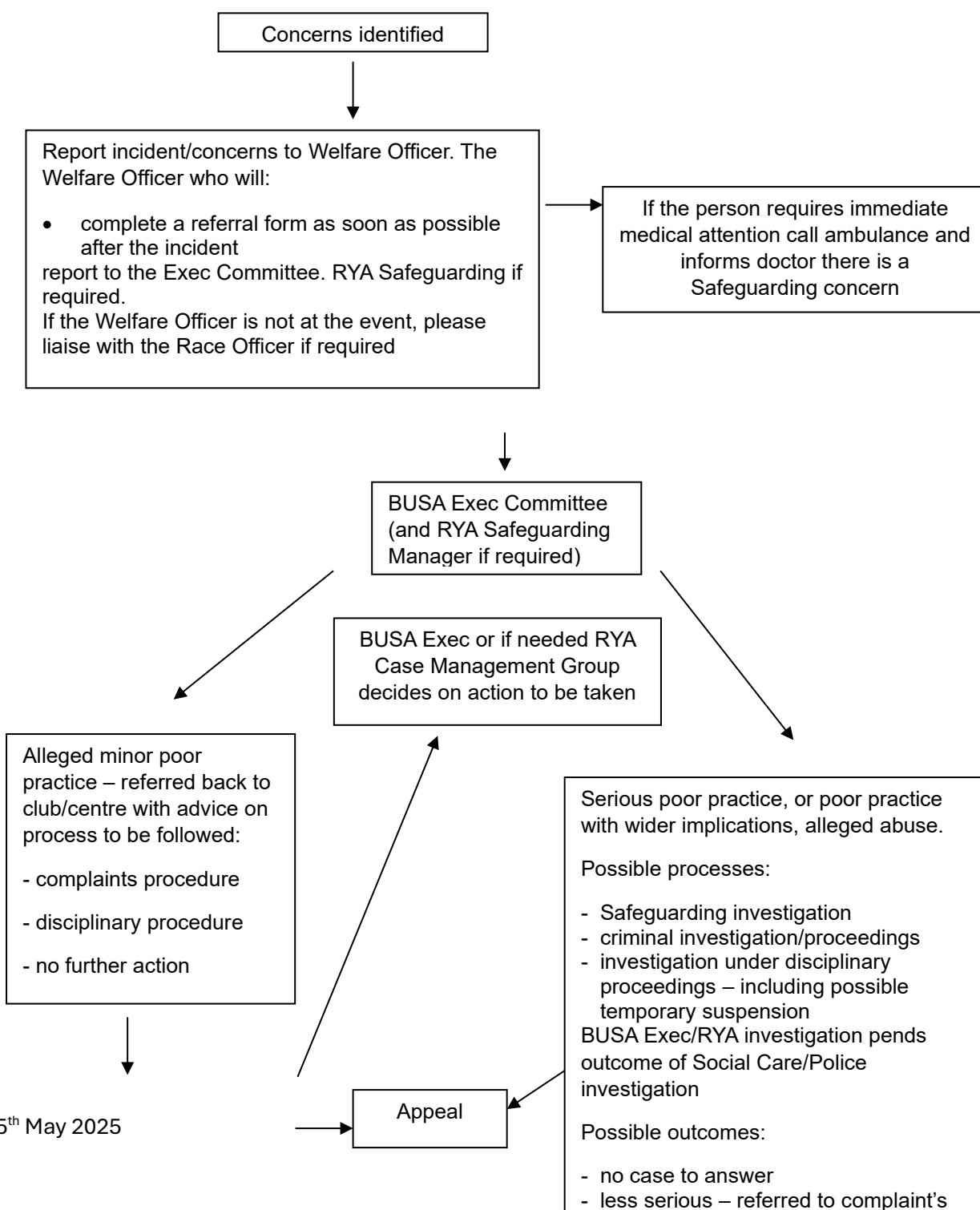
8. Privacy Policy

The personal information you provide to BUSA for safeguarding purposes is highly likely to include personal data and so be subject to the Data Protection Act 2018. All details can be found [BUSA Privacy Policy 2025 - Google Docs](#)

Appendix 1 - Actions to take if a person makes an allegation of abuse

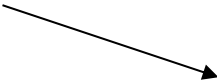
An individual must not deal with the situation alone and should inform the welfare officer immediately. The Safeguarding reporting procedures must be followed in all incidences to ensure the person is protected and any investigation is not delayed.

The Welfare officer will follow the following procedures:



Possible outcomes:

- no case to answer
- complaint resolved with agreement between parties
- training/mentoring agreed
- more significant concerns emerge
- disciplinary sanction



BUSA Exec reviews practices.
RYA Safeguarding Manager informed of outcome.

