Junior Sailor Safeguarding Policy
and Host Club Event Standards

Source basis: RYA, 'Safeguarding Policy for Affiliates & Recognised Training Centres (England, Wales & Northern Ireland)' and the RYA's 'Code of Conduct'.

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PART A - RS500 ICA JUNIOR SAILOR SAFEGUARDING POLICY

1. Policy statement

The RS500 International Class Association (ICA) is committed to supporting a safe, respectful and inclusive environment for everyone involved in RS500 racing, with particular care for sailors under the age of 18. Every junior sailor should be able to take part in class activities free from abuse, neglect, bullying, harassment, discrimination, intimidation or other avoidable harm.

The ICA recognises that international regattas are normally delivered with a host sailing club and may involve travel, accommodation, social activities, changing facilities, transport and time ashore as well as racing. Junior sailors are only allowed to enter in international regatta organised under the auspices of the ICA when accompanied by a parent or adult guardian when ashore during the event.

This policy establishes the minimum safeguarding standards the ICA expects for events organised, sanctioned or promoted by the ICA. It explains the responsibilities of the ICA, host clubs, event organisers, volunteers and participants; how concerns must be reported; and how information will be handled.

The ICA will respond to concerns promptly and proportionately, will not tolerate retaliation against anyone who raises a concern in good faith, and will review any failure to follow this policy. A breach may lead to steps under the ICA's or host club's applicable disciplinary or event procedures, subject to fair process.

2. Who and what this policy covers

This policy applies to ICA committee members, officers appointed by the ICA, appointed volunteers, and participants in ICA events where their conduct relates to the event or the safety and welfare of junior race participants. It applies before, during and after the regatta to event-related conduct, including official social functions, event communications and online activity.

For this policy, a junior or child means a person under 18. The host club's own safeguarding policies and local legal definitions may apply in addition and will take the lead at regattas. However, the ICA accepts that it has a duty of care which sits alongside that of any host club, and it will be the ICA that acts as a representative for its junior crews.

This policy does not replace the Racing Rules of Sailing or the procedures that govern on-water racing conduct. Race-rule matters should be handled through the appropriate racing procedures; safeguarding concerns, including abuse, harassment, exploitation or risks to welfare, must still be reported through safeguarding channels where relevant.

3. Responsibilities

3.1 The ICA

- Appoint an ICA 'Safeguarding Lead' when juniors participate and will publish their contact details to members and event organisers.
- Provide this policy and Host Club Safeguarding Checklist to the host club before each event.
- Ask the host club to identify its safeguarding lead and confirm the event-specific arrangements in writing when our junior racers have entered an ICA led regatta.

- Ensure concerns reported to the ICA are recorded securely, considered promptly and referred to the appropriate local or national body where required.
- Cooperate with the host club and relevant authorities whilst respecting privacy but being satisfied of the need to share personal information where necessary.
- Review incidents and lessons learned, updating the policy and event process when appropriate.

3.2 Host sailing club and event organising team

- Maintain responsibility for the venue's own safeguarding arrangements, facilities, staff and volunteers, in accordance with applicable law and the club's policies.
- Name a club safeguarding contact for the event and confirm how to reach them.
- Complete and return the ICAs Host Club Safeguarding Checklist before the event, identifying any gaps and how they will be addressed.
- Confirm to the parents/guardians of junior sailors how to report a concern and who will respond.
- Make sure event staff and volunteers understand the behavioural standards and the process for escalating concerns.
- Inform the ICA 'Safeguarding Lead' promptly of any safeguarding concern connected with ICA participants at the event, subject to urgent protective action and applicable law.

3.3 Participants, volunteers and parents/guardians

- Treat junior sailors and all other participants with respect and dignity.
- Do not engage in bullying, harassment, discrimination, sexualised conduct, threatening behaviour, exploitation or unwanted physical contact.
- Follow reasonable safeguarding instructions and the host club's published rules.
- Report a concern promptly; do not assume someone else has already done so.
- Parents/guardians remain responsible for agreeing supervision, travel, accommodation, medical information and emergency arrangements for their own child.

4. Behavioural standards

Everyone covered by this policy is expected to:

- Act in a way that protects the safety, dignity and wellbeing of junior sailors.
- Use age-appropriate language and behaviour, maintain appropriate boundaries and respect personal space.
- Communicate with juniors in a professional, transparent and appropriate manner, including in messages and social media.
- Avoid being alone with a junior in a secluded or private setting where this can reasonably be avoided; use visible, accountable arrangements.
- Respect privacy in changing rooms, toilets, accommodation and medical situations.
- Raise concerns through the identified reporting process and cooperate with communicated safeguarding measures.

Unacceptable behaviour includes:

- Physical or emotional abuse, exploitation, bullying, harassment, threats or intimidation.
- Sexualised comments, jokes, messages, images or contact involving a junior, or any unwanted or unnecessary physical contact.
- Discriminatory or degrading conduct.
- Taking, sharing or publishing images or personal information of juniors contrary to event rules, consent requirements or applicable law.
- Retaliating against, silencing or discouraging anyone who raises a concern.
- Ignoring a disclosure or concern.

5. Event planning and host-club minimum standards

Before an ICA regatta, the event organiser and host club should agree arrangements proportionate to the event, the number and ages of junior sailors, the activities planned and the local context. The completed checklist in Part B records the arrangements. If an essential safeguard is missing, the organiser must escalate it to the ICA 'Safeguarding Lead' before the event and agree whether the risk can be managed or changed.

- The host club will provide named safeguarding contacts, if there is a strong likelihood that the designated primary person may not always be on-site.
- Changing rooms and showers: explain available facilities, privacy arrangements and any separate or family options.
- Photography and communications: explain consent, appropriate image-taking and official communication channels.
- Emergency response: ensure people know how to contact relevant safeguarding personnel.
- Accessibility: provide a route for juniors or parents to raise concerns.

6. Supervision, recruitment and checks

The ICA and host club should assess the duties of each role rather than assume that every volunteer role requires the same checks. Where an individual will supervise or work directly with juniors, the organisation must determine that all background checks, references, training and other safe-recruitment steps have been undertaken for those roles.

The host club should confirm the applicable local requirements and explain how volunteers are briefed. No person should be assigned a role involving unsupervised responsibility for juniors unless the responsible organisation has determined that the person is suitable and any required checks have been completed.

The ICA: -

- Does not provide childcare or continuous supervision of individual young sailors.
- Does not assume that a check issued in one country is sufficient in another.

7. Guidance for reporting a safeguarding concern

Any person who is concerned about the safety or welfare of a junior sailor should report it immediately to the host-club safeguarding contact or the ICA Safeguarding Lead. A concern may be reported by the junior, a parent or guardian, a participant, a volunteer or another person.

When receiving a disclosure or concern:

- Stay calm, listen carefully and allow the person to explain in their own words.
- Reassure them and do not pass blame or judge them.
- Explain that information may need to be shared with people who can help keep them safe.
- Do not ask leading questions, repeatedly question the person, confront the person accused, or attempt to investigate the allegation yourself.
- Make a factual written record as soon as possible, distinguishing what was said from your own observations and recording the person's own words where possible.
- Pass the concern promptly to the safeguarding contact and the appropriate local authority or police. Do not delay urgent referral while trying to reach the ICA.

Safeguarding information is sensitive. It must be recorded factually, stored securely, and accessed only by people who need the information to assess the concern, raise with law enforcement and to protect someone.

A record should normally include the date, time and place of the incident and report; the identity and contact details of the person reporting; the names and relevant details of those involved and witnesses; what was said or observed; the actions taken, referrals made and the reasons for decisions, including a decision not to take further action.

If internal reporting is unsafe or unavailable, contact the appropriate external safeguarding authority or emergency service in the first instance.

The ICA have established a data retention period, access controls and secure deletion process under its data protection arrangements (see Privacy Policy – Appendix 1). The event organiser should transfer safeguarding records only through an approved secure route, not general event chat groups or broad mailing lists.

8. Breaches, review and related documents

An alleged breach should be referred promptly to the appropriate safeguarding contact. Protective measures may be needed while facts are assessed, but any disciplinary action must follow the relevant organisation's procedures and applicable law. Safeguarding referrals should not be delayed while an internal disciplinary process is considered.

The ICA should review this policy at least every three years and sooner following a serious incident, a material change in law or guidance, a change to the ICA's activities, or a lesson identified from an event.

Related documents should include, as applicable:

- ICA Code of Conduct
- ICA Data Protection / Privacy Policy and record-retention schedule
- ICA complaints and disciplinary procedures
- Event-specific safeguarding checklist and emergency plan
- Host club safeguarding, photography, social media and changing-room policies

9. Key terms

Safeguarding	Actions taken to promote welfare and protect people, particularly children and adults at risk, from harm.
Junior / child	For this policy, a person under 18.
Disclosure	Information shared by a person about an experience or concern that may indicate harm or risk.
Safeguarding concern	Any information, observation, allegation or behaviour that raises a question about someone's safety or welfare.
Host club	The sailing club or venue responsible for hosting the regatta and its local facilities and arrangements.
Person of trust	A person whose role gives them authority, influence or responsibility in relation to a junior or adult at risk.

10. Actions

The following sections Parts B to C, confirm once signed, that the host club accepts the ICA's duty of care towards its junior sailors under the ICA's Safeguarding Policy. Furthermore, the host club confirms that it has its own safeguarding Policy which will enhance this policy allowing the host club to take responsibility for such aspects, during the times and manner laid out in this document.

The sections below, require completion and return to the ICA, from the host club whenever junior sailors (under-18) are registered to compete at ICA promoted events with host clubs.

PART B — HOST CLUB SAFEGUARDING CHECKLIST AND DECLARATION

Complete this checklist with the host club before each RS500 ICA regatta. It is intended to make responsibilities visible and practical; it does not replace the club's own safeguarding policy or local legal requirements.

Event / regatta:	[insert name]
Host club / venue / country:	[insert details]
Event dates:	[including times outside the race calendar]
Host-club safeguarding contact and mobile:	[insert details]
Deputy / alternative contact:	[insert details]
ICA Safeguarding Lead and contact:	[insert]
Expected number of junior sailors / age range:	[ICA to insert, as known]

Checklist

☐ The host club has identified the safeguarding policies and local requirements applicable to the event.

☐ The host club has named a safeguarding contact and deputy and briefed them on availability during the regatta.

☐ The reporting path and contact details will be made visible to junior sailors, parents/guardians, volunteers and event participants.

☐ The event hosts are clear about what is and is not expected by the host club or ICA.

☐ Any staff or volunteers in roles involving juniors have been selected, briefed and checked as required by applicable law and the role.

☐ Changing rooms, showers and toilets have appropriate privacy arrangements where photography / filming is prohibited.

- ☐ Any accommodation and overnight arrangements have been assessed, with clear responsibility, rooming and emergency procedures.
- ☐ Social events have clear rules covering alcohol, adult behaviour and junior attendance.
- ☐ Photography, video, social media and direct messaging expectations have been communicated.
- ☐ The process for recording, storing and securely sharing safeguarding information is understood by the named contacts.
- ☐ Any identified gaps or risks have been recorded below, with an agreed action and owner before the event.

Outstanding actions / agreed mitigations

_____

_____

_____

_____

Host club declaration

On behalf of the host club, I confirm that the information above is accurate to the best of my knowledge; that the club has identified the safeguarding arrangements applicable to this event; and that the named contacts will be available or an alternative contact will be provided. I will notify the ICA event organiser promptly if arrangements change or a safeguarding concern arises. This declaration does not transfer the host club's legal duties to the ICA.

Name: _____ Role: _____

Signature: _____ Date: _____

ICA event organiser: _____ Date received: _____

PART C - SAFEGUARDING CONCERN RECORD (RESTRICTED ACCESS)

Store securely and share only with people who need the information. Complete as soon as practicable. Do not investigate or seek to prove the allegation; record facts, words used, and actions taken.

Event / location / date / time:

_____

Date and time first reported:

_____

Person(s) the concern relates to and age(s), if known:

_____

Name and contact details of person reporting (if different):

_____

Name and contact details of person recording:

_____

Witnesses / relevant people:

_____

What was said or observed/What immediate actions were taken? Record the person's own words where possible:

_____

Who was notified, when and how:

_____

Referral to police / other body and reference, if any:

_____

Official actions taken and by whom:

_____

Follow-up owner and date:

_____

Do not include unnecessary sensitive detail in general event records. Follow the ICA's approved privacy and retention arrangements and any directions from competent authorities.