

Appendix 1 - Safeguarding Officer / Safeguarding Co-ordinators

To the FPSC Safeguarding and Child Protection Policy

General terms of reference include:

- Maintaining an up to date policy and procedures, compatible with the RYA's. Seeing that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the General Committee and/or Management Committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services and Police.

If there is a concern, the Safeguarding Officer / Co-ordinator would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the FPSC's procedures and in conjunction with the person in charge and Flag Officers if appropriate.
- Keep the RYA informed as necessary.

Everyone in the organisation should know who the Safeguarding Officer and Co-ordinators are and how to contact them.

5th January. 2017