

# Sail HYSTS

## Safeguarding Training Policy

To be read in conjunction with the Sail HYSTS Safeguarding Policy and the Sail HYSTS Values, this policy focuses specifically on safeguarding training required for all trustees, staff members and volunteers of Sail HYSTS.

This policy may only be overridden in exceptional circumstances with the approval of the full Sail HYSTS Trustee Board.

### **1. Why we have a policy**

- 1.1. All trustees of UK charities have a legal obligation to protect people who come into contact with their charity through its work from abuse or mistreatment. As a charity responsible for the safety of young people the application of safeguarding best practices is central to all we do.
- 1.2. Sail HYSTS applies safeguarding best practices as required by the UK Charity Commission (CC) and the guidelines provided by the National Council for Voluntary Organisations (NCVO). The CC expects all trustees to ensure our charity:
  - a) has appropriate policies and procedures in place, which are followed by all trustees, volunteers and beneficiaries,
  - b) checks that people are suitable to act in their roles,
  - c) knows how to spot and handle concerns in a full and open manner,
  - d) has a clear system of referring or reporting to relevant agencies as soon as concerns are suspected or identified,
  - e) sets out identified risks and how they will be managed in a risk register which is regularly reviewed
  - f) follows safeguarding statutory guidance, good practice guidance and legislation relevant to their charity: this guidance links to the main sources of information,
  - g) is quick to respond to concerns and carry out appropriate investigations,
  - h) does not ignore harm or downplays failures,
  - i) has a balanced trustee board and does not let one trustee dominate its work – trustees should work together,
  - j) makes sure protecting people from harm is central to its culture,
  - k) has enough resources, including trained staff/volunteers/trustees for safeguarding and protecting people,
  - l) conducts periodic reviews of safeguarding policies, procedures and practice.
- 1.3. Safeguarding laws and best practices are constantly evolving. We need to ensure our trustees are aware of current safeguarding obligations and best practices and we must also ensure our staff and volunteers have appropriate training to carry out their roles.
- 1.4. This document sets out our policy for the training of trustees, staff and volunteers enabling us to apply best practice in meeting our safeguarding obligations and protecting our members, staff, volunteers and trustees.

## **2. Trustee Training**

- 2.1. We expect all trustees of Sail HYSTS to have taken relevant certificated safeguarding training within each two-year period on an ongoing basis.
- 2.2. Our preferred safeguarding training for our trustees is the NSPCC online course entitled: Charity trustees: your duties to safeguard and protect (2.0).
- 2.3. If a trustee has been trained on safeguarding in their work, or as a volunteer in another organisation, and can provide a certificate evidencing that training our Welfare Officer will review that training and decide if further training to meet the requirement of this policy is required.
- 2.4. If a trustee also acts as a volunteer only the training course in section 2.2 is required.

## **3. Staff and Volunteer Training**

- 3.1. All staff and volunteers must sign an SI agreement or volunteer agreement with Sail HYSTS which sets our expectations for conduct in their role.
- 3.2. We expect all staff and volunteers of Sail HYSTS aged 18 or over to have taken relevant certificated safeguarding training within each two-year period on an ongoing basis.
- 3.3. Our preferred safeguarding training for our staff and volunteers is the NSPCC online course entitled: Child protection in sport and physical activity.
- 3.4. If a staff member or volunteer has been trained on safeguarding in their work, or as a volunteer in another organisation, and can provide a certificate evidencing that training our Welfare Officer will review that training and decide if further training to meet the requirement of this policy is required.

## **4. Funding of Training**

- 4.1. The Sail HYSTS Welfare Officer will obtain the relevant training course from NSPCC online at Sail HYSTS expense and notify the trustee, volunteer or staff member when the course is ready to access.

## **5. Certification**

- 5.1. The Sail HYSTS Welfare Office will keep a record of all safeguarding certifications and notify each trustee, volunteer or staff member when re-certification is required.

## **6. Policy Revisions**

- 6.1. This policy will be reviewed annually and amended as necessary, or earlier in accordance with any forthcoming legislation or changes in regulations. All trustees or advisors should pass suggestions or recommendations for the revision of any aspect of the policy to the trustees.