

## RYA Summary Safeguarding Self-Assessment and Action Plan 2014-15

Key	Current level	Foundation	Developing	Embedding	Improving
	Priority	Maintain	Develop	Priority	

	SAT heading	Actions
1	Organisational commitment	<ul style="list-style-type: none"> <li>Report progress to Board</li> <li>Link Home Country Associations more closely to Steering Group</li> </ul>
2	Strategy and Action Plan	<ul style="list-style-type: none"> <li>Maintain up to date policy guidance and information on website</li> <li>Repeat annual online survey of Club, Class and Centre Welfare officers and review feedback when deciding priority areas for action</li> <li>Establish ways of seeking feedback from young people, parents and carers – surveys, questionnaires, conferences and events, focus groups etc.</li> </ul>
3	Accountability	<ul style="list-style-type: none"> <li>Continue to review and update job descriptions and person specifications for relevant posts</li> <li>Continue process of contacting clubs to obtain designated Welfare Officer contact details – phase 2 Champion Clubs (if not already contacted as OnBoard Clubs in phase 1), phase 3 Team15 Clubs.</li> </ul>
4	Influencing	<ul style="list-style-type: none"> <li>Annual update of Safeguarding Guidelines</li> <li>Circulate new club/centre poster and leaflet</li> </ul>
5	Procedures	<ul style="list-style-type: none"> <li>Continue to provide free access to DBS checks</li> <li>Continue to provide e-mail/phone advice to Welfare Officers</li> <li>Seek external expertise and/or consult with other NGBs to devise systems for measuring implementation</li> </ul>
6	Additional vulnerability of some children	<ul style="list-style-type: none"> <li>Continue to extend Disability Awareness training to all priority development clubs through Regional Development Officers</li> <li>Complete draft of Safeguarding Guidelines for vulnerable adults, consult on draft, pilot during summer season, obtain feedback and review, promote final version at Sailability Conference in February 2015</li> </ul>
7	Child friendly resources	<ul style="list-style-type: none"> <li>Obtain feedback from children/young people on web pages and other resources</li> </ul>
8	Codes of Ethics & Conduct	<ul style="list-style-type: none"> <li>Promote awareness and understanding of Codes of Conduct through Coach CPD, Instructor training and conferences</li> <li>Highlight Club/Class Code annually in relevant pre-season communications eg. Clubroom e-newsletter</li> </ul>
9	Openness & Communication	<ul style="list-style-type: none"> <li>Implement Safeguarding Communications Strategy</li> </ul>
10	Respecting children's views and contributions	<ul style="list-style-type: none"> <li>Obtain feedback from Youth and Junior members and young volunteers on a range of issues including safeguarding resources</li> <li>Seek examples of good practice from clubs/classes and share them with others</li> </ul>
11	Training and education	<ul style="list-style-type: none"> <li>Promote SPC workshop to clubs, arrange workshops on request using RYA and/or ScUK tutors, offer small number of open workshops linked to conferences/events/club workshops</li> <li>Work with CPSU, NGBs and CSPs on plans for generic 'Time to Listen' training delivered to Club WOs locally/regionally</li> <li>Training Resources team to continue to develop online training for instructors, coaches, club WOs and volunteers</li> </ul>