



**Hebe Haven Sailability Trust (HHST)**

**and/or**

**Sailability Hong Kong Limited (SHKL)**

**Child Protection**

**&**

**Vulnerable Adult Policy**

## 1 General Policy Statement:

### Safeguarding and Child Protection & Vulnerable Adult Policy Statement

For the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

It is the policy of Sailability Hong Kong ( HHST &/or SHKL (herinafter 'the charity') to safeguard children and vulnerable adults taking part in boating (or any other water based experience) from physical, sexual or emotional harm. The charity will take all reasonable steps to ensure that, through appropriate procedures and training, everyone participating in our activities does so in a safe environment. We recognise that the safety and welfare of the child and / or vulnerable adult is paramount and that all Sailability sailors, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse.

The charity actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children and / or vulnerable adults can have fun and develop their skills and confidence.
- Recognise that safeguarding children and / or vulnerable adults is the responsibility of everyone, not just those who work with children.(can delete this and finish at everyone)
- Ensure that charity organised training and events are run to the highest possible safety standards.
- Review its way of working to incorporate best practice.

We will:

- Treat all children and vulnerable adults with respect and celebrate their achievements.
- Carefully recruit and select all paid staff, employees & volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or evident child or vulnerable adult abuse.

This policy relates to all employees, contractors (e.g. Instructors and Safety boat drivers) and volunteers who work with children or vulnerable adults in the course of their SHKL

responsibilities and duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to our 'designated person' and/or their nominated deputies (see below).

## 2. Designated Persons (Welfare Officers)

Although everyone has a role to play in ensuring that children are safe, SHKL has appointed the following as 'designated persons':

Mrs. Kay Rawbone: Mobile: + 852 9808 0570 or Home: + 852 2199 7499  
e: [hrahk@netvigator.com](mailto:hrahk@netvigator.com) / [kay@sailability.org.hk](mailto:kay@sailability.org.hk) )

Mr. Edison Tang: Mobile: + 852 5692 1978  
e: [tasi1388@gmail.com](mailto:tasi1388@gmail.com)

Mr. Mark Gor: Mobile: + 852 5114 7873  
e: [markgor2009@gmail.com](mailto:markgor2009@gmail.com)

In the unlikely event that none of the 3 designated Welfare Officers are available – any matter arising under this policy should be reported to the Hebe Haven Yacht Club General Manager on +852 2719 9682 or via the HHYC General Office.

The designated person's general terms of reference could include:

- Maintaining an up to date policy and procedures
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures (see section 3)
- Advising the management committee on safeguarding and of child and vulnerable adult protection issues.

If there is a concern, the Welfare Officer shall:

- Be the first point of contact for any concerns or allegations, from children or vulnerable adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Police, Directors etc).
- Keep the Chairman & Directors informed as necessary.

It is essential that everyone in the organisation should know who the Welfare Officer(s) are and how to contact them. A notice is posted on the 'Sailability' Notice Board at HHYC accordingly.

### **3. Safe recruitment**

All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking carried out should be proportionate to the role and the level of risk involved and in line with any relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child, children or vulnerable adults, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor, coach or safety boat driver.

The Charity will always try to recruit and retain someone who is well suited to their role: With this objective in mind, the Welfare officers will:

- provide the applicant with a clear job or role description so that they understand what the work involves
- draw up a 'person specification' listing the key qualifications, skills, experience and qualities being sought
- check that the applicant is competent for the role, e.g. they hold an appropriate and valid Instructor certificate, coach qualification or powerboat/safety boat certificate
- provide induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with our organisation's operating procedures.

If the role involves contact with children and / or vulnerable adults, the charity will:

- ask applicants to attend an interview with a Welfare Officer
- ask them to provide information about their past career or relevant experience
- ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- explore their experience of and attitude towards working with children and / or vulnerable adults

If the role involves close or regular contact with children and / or vulnerable adults, training or supervising children and / or vulnerable adults or is a position of trust or authority over a person's welfare, the charity will ask the applicant to complete a self-disclosure form (no criminal records document and agree to be vetted by the Hong Kong Police). (Attachment A)



## Self-disclosure form for applicants for posts involving regular contact with children and/or vulnerable adults

The charity is committed to safeguarding children and/or vulnerable adults from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving frequent or regular contact with children and/or vulnerable adults to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as strictly confidential and managed in accordance with data protection legislation and guidance. You have a right of access to information held about you under the Data Protection Act.

Full Name .....

HK ID Card Number .....

1. Do you have any convictions, cautions, reprimands or final warnings from the Police?  
YES / NO

If yes, please supply details.

2. Have you ever been known to any Children Services Department or the Police as being an actual or potential risk to children and/or vulnerable adults? YES / NO

If yes, please supply details.

3. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children and/or vulnerable adults? YES / NO

If yes, please supply details.

Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for action as deemed fit by the charity as appropriate of the circumstances and/or the withdrawal of my appointment.

I understand that I may be asked to provide a Criminal Records Disclosure and consent to do so if required. I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children and/or vulnerable adults.

I understand that the information contained in this form and in the Disclosure, or relating to subsequent concerns about my behaviour, may be shared with regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard children.

Signed: ..... Date: 1<sup>st</sup> September 2015

Parent / Guardian ..... Date.....

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian