



Safeguarding Policy and Local Procedures

Porthtowan Surf Life Saving Club

Version 2.0 | September 2026

This document is Porthtowan SLSC's local implementation document. The governing safeguarding policy is the current Surf Life Saving GB (SLSGB) Safeguarding Policy. Where there is any conflict, the SLSGB policy and statutory safeguarding requirements take precedence.

Document control

Document	Porthtowan SLSC Safeguarding Policy and Local Procedures
Version	2.0
Date updated	September 2026
Primary governing policy	Surf Life Saving GB Safeguarding Policy (current supplied version; next scheduled SLSGB review May 2029)
Local review cycle	Annual, or earlier following legislation, SLSGB updates, a safeguarding incident, or significant organisational change
Approval	To be approved by Porthtowan SLSC Trustees / Committee October 2026

1. Status, purpose and scope

Porthtowan Surf Life Saving Club (Porthtowan SLSC) is a member club of Surf Life Saving GB. SLSGB's current Safeguarding Policy is the single governing safeguarding policy for member clubs. SLSGB states that clubs are required to adhere to that policy and associated procedures, and that local procedures may be used to support implementation provided they align with the SLSGB policy.

This document therefore records the club's local safeguarding arrangements, contacts and operating procedures. It applies to all club activities, training, events, competitions, trips, communications and online activity, and to children, young people and adults at risk as well as staff, volunteers, members, officials, parents, carers and spectators.

2. Safeguarding principles

Porthtowan SLSC adopts SLSGB's safeguarding principles and will apply them across club culture, governance and day-to-day activity.

- Safeguarding is everyone's responsibility and must run as a 'golden thread' through club decisions, training, activities and governance.
- The club will act to prevent avoidable harm and will not knowingly create or tolerate unsafe practice.
- The welfare, rights and voice of the child are paramount in decisions affecting children and young people.
- Safeguarding practice will be inclusive, equitable and accessible, with proportionate support for participants who may face additional vulnerability or barriers.
- Concerns will be handled in a way that promotes safety, trust, dignity, choice and wellbeing, including a trauma-informed approach where appropriate.

3. Club safeguarding roles and key contacts

All adults involved in the club share responsibility for safeguarding. The Club Safeguarding Officer (CSO) leads local safeguarding arrangements, supported by the Deputy CSO. The CSO does not replace statutory agencies or SLSGB and must escalate concerns in accordance with SLSGB procedures and local authority requirements.

Role / service	Name / contact	Details
Club President / whistleblowing contact	Gail Frost	07817 541160
Club Safeguarding Officer (CSO)	Adam Richards	07792 533331 safeguarding@porthtowanslsc.com
Deputy Club Safeguarding Officer	Dr Anna Shekdar	07810 354634
SLSGB safeguarding	Safeguarding team	safeguarding@sls.gb.org.uk
Cornwall Multi Agency Referral Unit (MARU)	Children's Social Care	0300 123 1116
Cornwall LADO	Local Authority Designated Officer	01872 326536

If there is an immediate risk of harm or a medical emergency, contact the emergency services without delay.

4. Responding to a safeguarding concern or disclosure

Any concern about abuse, neglect, exploitation, harassment, bullying, unsafe practice or a breach of professional boundaries must be taken seriously.

- Listen calmly and take what the person says seriously. Do not promise secrecy.
- Do not investigate, interview witnesses or ask leading questions. Clarify only what is necessary to understand the immediate concern.
- Record the facts promptly, using the person's own words where possible, including dates, times, location, people present and actions taken.
- Report the concern to the CSO or Deputy CSO as soon as possible. If the concern relates to the CSO, report it to the Deputy CSO, Club President and/or SLSGB safeguarding.
- Where a child or adult is believed to be at immediate risk of harm, contact emergency services or the appropriate statutory safeguarding authority without delay.
- Use SLSGB's safeguarding procedures and Threshold Reporting Guidance Tool when deciding how a concern should be escalated.
- Keep information confidential and share it only on a need-to-know basis for safeguarding purposes.

5. Concerns about an adult, position of trust or club volunteer

A safeguarding concern about an adult who works with, coaches, supervises or otherwise holds authority or influence over children must be treated as a position-of-trust concern. This includes conduct that may be abusive, harmful, sexually inappropriate, intimidating, discriminatory, exploitative, boundary-crossing or otherwise unsafe.

- Do not confront the adult or conduct a club investigation before safeguarding advice has been obtained.
- Report immediately to the CSO / Deputy CSO and SLSGB safeguarding.
- Where the concern meets or may meet the threshold for an allegation against an adult who works with children, the LADO should be contacted promptly.
- Any necessary protective action (for example temporary changes to duties or contact) must be proportionate, confidential and taken in consultation with safeguarding advice.

6. Safer recruitment, DBS checks and induction

Porthtowan SLSC will use safer recruitment to reduce the risk of unsuitable people working with children or adults at risk. Recruitment and appointment processes will include proportionate identity, reference, qualification and criminal record checks where the role is eligible and such checks are required.

- Coaches, assistant coaches, team managers, officials and regular youth helpers must complete the checks and safeguarding requirements applicable to their role.
- No volunteer should work unsupervised with children unless they have been appropriately appointed, checked and authorised for that role.
- All volunteers in contact with children must receive safeguarding induction covering this document, SLSGB policy and procedures, Codes of Conduct, reporting routes and professional boundaries.
- Safeguarding training and role-specific updates must be recorded.

Cross-ref

7. Safe coaching and physical contact

Surf lifesaving sometimes requires physical contact, for example during rescues, first aid, safety interventions or the teaching of a skill. Any contact must be necessary, appropriate to the activity, proportionate and consistent with professional boundaries.

- Explain the reason for contact before it occurs wherever practical.
- Seek the participant's agreement where practical; an emergency or immediate safety intervention may require action without prior consent.
- Use the minimum contact necessary and avoid sensitive or intimate areas except where essential for emergency first aid or lifesaving.
- Whenever possible, coaching demonstrations should be observable by others and never create a situation in which a child is isolated with an adult.
- If a participant appears uncomfortable, stop and use another safe teaching method.

8. Behaviour, discipline, bullying and discrimination

Behaviour management must be fair, proportionate and focused on safety, learning and respect. Humiliation, threats, intimidation, degrading treatment or physical punishment are not acceptable.

- Coaches may give a clear verbal reminder or warning where behaviour is unsafe or persistently disrupts a session.
- A participant may be removed from an activity where necessary to protect safety or restore an appropriate learning environment.
- As a last resort, a participant may be asked to leave a session in accordance with club procedures and with the parent/carer informed where the participant is a child.
- Bullying, harassment, discriminatory behaviour, sexual harassment, peer-on-peer abuse and harmful sexual behaviour are safeguarding concerns and must not be dismissed as 'banter'.
- Any child, young person or adult who raises a concern about bullying or discrimination must be listened to and supported.

9. Supervision and activity ratios

The club will plan and deliver activities with appropriate supervision and risk assessment. Coach-to-participant ratios must follow the current SLSGB activity-specific guidance, qualification requirements, venue rules and risk assessment for the conditions on the day.

Where conditions, participant needs, water state, visibility, staffing or competence increase risk, the planned ratio must be reduced or the activity modified or cancelled.

10. Changing facilities

For club swimming sessions at Truro School / other shared venues, changing areas may be used by adults, children and members of the public. The following local arrangements apply:

- Adults and children may use the changing area at the same time where this is the venue arrangement, but separate timings should be used where practical.
- Changing should take place in private cubicles. Children should not use communal changing areas where suitable private cubicles are available.
- Only one person should use a cubicle at a time. An adult must not share a cubicle with a child except where a parent/carer is assisting their own child and this is necessary.
- Mobile phones, cameras, smart watches or other image-capable devices must not be used for photography or recording in changing areas.
- A child leaving a session early must be handed directly to their parent/carer or nominated adult rather than sent alone to the changing area.
- Changing facilities may be supervised discreetly by nominated coaches/helpers at the beginning and end of sessions, while maintaining privacy and dignity.

11. Arrival, collection and parent/carer responsibility

For Nipper and Junior sessions where the club requires a parent, carer or nominated adult to remain present, that adult is responsible for bringing the child to the session, remaining available and collecting them at the end.

- If the nominated adult is not present at collection time, the club will contact them by phone.
- At least two appropriate club adults will remain with the child until collection wherever practicable.
- The child will not be released to another person without the parent/carer's permission.
- Any repeated or concerning collection issue should be recorded and referred to the CSO.

12. Photography, video and online communication

The club will use images and digital communications in a way that protects privacy, dignity and safety.

Consent for the use of images should be recorded through the applicable membership / consent process and respected.

- Parents/carers may photograph their own child, subject to venue rules and the privacy of others.
- For club publicity, competition coverage or official social media, photography/video should be undertaken by authorised club photographers or authorised volunteers acting on behalf of the club.
- No photography or recording is permitted in changing rooms, toilets or other private areas.
- Images should not be accompanied by unnecessary personal information that could increase risk.
- Club communications with children should use appropriate, transparent channels. One-to-one private messaging between an adult volunteer and a child should be avoided; parents/carers or another appropriate club adult should be included where direct communication is necessary.
- Safeguarding concerns arising from social media, messaging, live-streaming or other digital activity must be reported in the same way as in-person concerns.

13. Adults at risk

The SLSGB policy applies to adults as well as children. An adult at risk is an adult aged 18 or over who has care and support needs and is unable to protect themselves from abuse, neglect or exploitation because of those needs.

Concerns may include physical, sexual, psychological/emotional, financial, discriminatory or organisational abuse, neglect, self-neglect, domestic abuse or modern slavery. Any concern about an adult at risk should be reported to the CSO and escalated to the appropriate adult safeguarding authority where required.

14. Incidents, records, confidentiality and information sharing

- Coaches and leaders should record accidents, safeguarding concerns, disclosures, allegations, significant behaviour incidents and welfare concerns promptly and accurately.
- Safeguarding records must be factual, dated, securely stored and accessible only to those who need the information for safeguarding purposes.
- Parents/carers should normally be informed about an injury or welfare incident affecting their child, unless doing so could increase risk or compromise a safeguarding response.
- Safeguarding information may need to be shared without consent where this is necessary to protect a child or adult from harm. Decisions and reasons should be recorded.

15. Whistleblowing and speaking up

Anyone who is worried about unsafe practice, wrongdoing, a safeguarding breach or the way a concern has been handled should raise it. A concern may be raised with the CSO, Deputy CSO, Club President / whistleblowing contact, SLSGB safeguarding or a statutory agency as appropriate.

No person should be disadvantaged or subjected to retaliation for raising a safeguarding concern in good faith.

16. Training, governance and review

- The CSO and Deputy CSO will undertake safeguarding training and ongoing learning appropriate to their roles and keep a record of training completed.
- Coaches, volunteers and officials will complete safeguarding learning required for their roles and refresh knowledge when required.
- The Committee / Trustees will receive safeguarding updates sufficient to oversee safeguarding risk and support implementation.
- The club will review these local procedures annually and sooner if SLSGB changes its policy/procedures, legislation or statutory guidance changes, learning arises from a case, or the club's activities materially change.
- The club will seek feedback from children, young people, parents, volunteers and members where appropriate when reviewing safeguarding practice.

17. Key definitions used in this document

Term	Working definition
Child	Any person under the age of 18.
Adult at risk	An adult aged 18 or over with care and support needs who is unable to protect themselves from abuse, neglect or exploitation because of those needs.
Disclosure	When a child, young person or adult shares information indicating that they may be experiencing abuse, neglect, exploitation or harm.

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Poor practice	Behaviour below expected professional or organisational standards that does not itself meet the threshold of abuse, but which may increase risk if not addressed.
Position of trust	An adult aged 18 or over who holds authority, power or influence over children or adults at risk.
Peer-on-peer abuse	Abuse between children, including bullying, sexual harassment, harmful sexual behaviour, coercion, exploitation or physical violence.
Online safety	Measures to protect children and adults from harm through digital platforms, social media, live-streaming, messaging or online communication linked to club activity.

Appendix A - Cross-reference to the current SLSGB Safeguarding Policy

This matrix shows where the principal requirements in this local document are supported by the supplied SLSGB Safeguarding Policy. Some operational detail (for example changing-room arrangements and collection procedures) is a Porthtowan SLSC local procedure designed to implement the SLSGB principles; it is not presented as verbatim SLSGB policy.

Local topic	SLSGB section	Page(s)	How it relates
Status and scope	2.1-2.5	2	Single SLSGB policy; clubs adhere; local procedures may support implementation.
Golden thread / do no harm / child-centred / inclusion	3.1-3.7	3	Core safeguarding principles.
Reporting, escalation, records, whistleblowing	4.1	4	Urgent action, reporting routes, accurate records, protection for those who raise concerns.
Operating systems / threshold tool / online safety	4.2	4	Reporting structures, Threshold Reporting Guidance Tool and online safety procedures.
Risk assessment / safer recruitment / induction	4.3	4-5	Prevention, checks, induction and safe planning.
Codes of conduct / boundaries / position of trust	4.4	5	Behaviour expectations, zero tolerance, professional boundaries.
Equity and anti-discrimination	4.5	5-6	Equal protection, dignity, fairness and tailored support.
Safeguarding information and external support	4.6	6	Visible contacts, statutory services and accessible information.
Training	4.7	7	Role-appropriate training, ongoing learning and records.
Advice and support	4.8	7	Access to specialist advice and statutory contacts.
Monitoring and review	4.9	7-8	Review, recording incidents, learning and governance.
Responsibilities	5.1-5.6	8-9	Organisational and individual safeguarding responsibilities.
Definitions	Appendix 1	9-14	Abuse, adult at risk, bullying, online safety, peer-on-peer abuse, position of trust, safe practice, safer recruitment and related terms.

Appendix B - Actions arising from this 2026 update

- Replace references to obsolete page numbers from the club's 2025 summary with the current SLSGB section/page references above.
- Ensure current SLSGB procedures, Threshold Reporting Guidance Tool, Codes of Conduct and any operational safeguarding guidance are accessible to coaches, volunteers and Committee / Trustees.
- Review safeguarding contact details at least annually and whenever SLSGB or Cornwall Council changes its safeguarding routes.
- Display the CSO / Deputy CSO details and external safeguarding support information clearly at the clubhouse and in relevant member information.
- Record approval of this local document in Committee / Trustee minutes.

Safeguarding is everyone's responsibility.

Saving Lives Since 1955.