

# 29er UK Safeguarding Guidance for Coaches and Volunteers

Updated	Author	Details
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The 29er UK Class Association should be notified of all relevant concerns, allegations or complaints. The 29er UK CA Welfare Officer is: Helen Ahlheid. [welfare@29ersailing.org.uk](mailto:welfare@29ersailing.org.uk)

## General Advice

This advice supports RYA Safe & Fun course that all coaches should have completed. It is applicable to Coaches, Parents and other adult volunteers

- Try not to be alone in a room with u18s, leave door open if this is not possible
- Change in different changing rooms to u18s, or with other adults at the same time if facilities do not allow this
- If you need to go into a changing room you should be accompanied by another adult if there are children in there at the same time.
- Do not travel with u18s in your car without parental permission. In an emergency situation if you cannot get the parent's permission make sure you travel with a second adult.
- Use a professional email address to contact u18s
- Always copy in parents when contacting u18s or use a group Whatsapp chat. Please see the 29er UK Social Media Policy on communication between coaches who have until recently been an u18 sailor in the 29er Class.

Please refer to the 29er Social Media Policy for comprehensive guidance about keeping children and adults safe online, including a safe approach to online meetings.

*Please see links to further Safeguarding advice websites which can be found in the Appendix of the 29er UK Safeguarding Policy.*

## Dealing with a Safeguarding disclosure and Sharing information

Being the recipient of a safeguarding disclosure can be incredibly difficult, especially if the recipient is not a Safeguarding Lead. However, choosing not to respond to a disclosure can never happen,

regardless of how uncomfortable the recipient is. Below is a list of dos and don'ts to support anyone if they receive a disclosure.

## Dos ✓

- Keep calm and remain receptive and approachable
- Have the door open, if you are alone with them and seat yourself opposite them, avoiding contact
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the victim recount the details in their own time
- Use the victim's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me...  
Acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame
- Let them know that you will do everything you can to help them
- Advise the victim what will happen next
- Make a written record as soon as you can using the **29er UK Safeguarding Referral Form**
- Report the disclosure to the Class Welfare Officer or the RYA Safeguarding Team
- Adults: Gain consent from the victim to share the information - If you feel that the adult does not have sufficient capacity<sup>1</sup> to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the victim<sup>2</sup> (see "Assessing Capacity" in the 29er Safeguarding Policy - a flow chart created by the NHS)
- Children and Young People: Gain consent from the parent / carer to share the information – Only speak with the parents / caregivers of the victim if this does not pose a risk to the child

## Don'ts ✗

- Don't make a promise to keep secrets
- Don't ask leading questions or put words in the mouth of the victim
- Don't repeatedly ask the victim to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told – you must pass it on
- Don't confront or contact the Subject of Concern<sup>3</sup>
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

## Information Sharing

The sharing of personal information within an organisation is not prevented by law. While appropriate confidentiality should be maintained, it is important to make sure the right people within the organisation are informed if the circumstances require this. If you are the recipient of a safeguarding disclosure, contact the Class Welfare Officer who will advise on the next steps, which may or may not include sharing that information with external agencies, however the following considerations should be taken into account.

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<sup>1</sup> Capacity: The ability to understand and make a decision when it needs to be made

<sup>2</sup> Further reading on mental capacity:

[Mental Capacity Act - Making Decisions](#)

<sup>3</sup> Subject of Concern - The person to whom the complaint or concern has been raised against

## Children and Young People<sup>4</sup>

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many Serious Case Reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe. There are **six golden rules** to confidentiality and Information Sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or RYA Data Protection Officer, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, sharing falls within one of the specified lawful basis to do so, . You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear on the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared. If you are in any doubt, contact the RYA Data Protection Officer.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions. **Necessary, proportionate, relevant, adequate, accurate, timely and secure:** ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
6. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

## Adults

Confidentiality: Adults Individuals may not give their consent to the sharing of safeguarding information for several reasons. For example, they may be frightened of reprisals, they may fear losing control, they may not trust social services or other partners, or they may fear that their relationship with the subject of concern will be damaged. Reassurance and appropriate support along with gentle persuasion may help to change their view on whether it is best to share information.

If a person refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, their wishes should be respected. However, there are several circumstances where the person who has received the disclosure can reasonably override such a decision, including:

<sup>4</sup> Information was taken directly from the HM Government Information Sharing Guidance:  
[Government Information Sharing Advice](#)

- the person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- other people are, or may be, at risk, including children
- sharing the information could prevent a crime or the alleged subject of concern has care and support needs and may also be at risk
- a serious crime has been committed
- staff are implicated
- the person has the mental capacity to make that decision, but they may be under duress or being coerced
- In cases of domestic abuse, if the risk is unreasonably high and meets the criteria for a multi-agency risk assessment referral
- a court order or other legal authority has requested the information. If none of the above apply and the decision is not to share safeguarding information with other safeguarding partners, or not to intervene to safeguard the person:
  - support the person to weigh up the risks and benefits of different options
  - ensure they are aware of the level of risk and possible outcomes or offer to arrange for them to have an advocate or peer supporter
  - offer support for them to build confidence and self-esteem if necessary
  - agree on and record the level of risk the person is taking
  - record the reasons for not intervening or sharing information
  - regularly review the situation
  - try to build trust and use gentle persuasion to enable the person to better protect themselves.

If it is necessary to share information outside the organisation

- explore the reasons for the person's objections – what are they worried about?
- explain the concern and why you think it is important to share the information
- tell the person who you would like to share the information with and why
- explain the benefits, to them or others, of sharing information – could they access better help and support?
- discuss the consequences of not sharing the information – could someone come to harm?
- reassure them that the information will not be shared with anyone who does not need to know
- reassure them that they are not alone, and that support is available to them.

If the person cannot be persuaded to give their consent, then, unless it is considered dangerous to do so, it should be explained to them that the information may be shared without consent in some situations (as set out above). The reasons should be given and recorded. The safeguarding principle of proportionality should underpin decisions about sharing information without consent, and decisions should be on a case-by-case basis.

If it is not clear that information should be shared outside the organisation, a conversation can be had with the Data Protection Officer or the safeguarding partners in the police or local authority without disclosing the identity of the person in the first instance. They can then advise on whether full disclosure is necessary without the consent of the person concerned.

It is very important that the risk of sharing information is also considered. In some cases, such as domestic violence or hate crime, it is possible that sharing information could increase the risk to the individual. Safeguarding partners need to work jointly to provide advice, support and protection to the individual to minimise the possibility of worsening the relationship or triggering retribution from the abuser.