

SCR PART 1 – POLICIES  
CHAPTER 1  
Ref: SCR 1.1  
Issued: July 2025

# SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY

July 2025

ISSUED BY: Head of Safeguarding & Young People Support



202b Lambeth Road  
London SE1 7JY  
Telephone  
0207 654 7000  
[www.ms-sc.org](http://www.ms-sc.org)



Patron: HRH The Princess Royal  
A charity registered in England and Wales  
313013 and in Scotland SC037808

## Safeguarding Children, Young People & Adults at Risk Policy

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### CHANGE CONTROL RECORD

Change No	Date of Change	Change
1	16/03/20	Amended MSSC Policy in line with conversion from September 2018 version to SCR 2020 Edition format. Version Ref: SCR 1.7.20 No content has been changed from previous version. All previous hard copies should be destroyed.
2	02/08/20	Changes in Safeguarding team structure reflected Appendix 1: Malta references included
3	17/12/20	Zero tolerance approach paragraph added to 3. Policy Statement
4	01/02/21	Prevent Duty Legislation and Prevent Designated Lead information added. Policy updated to reflect Keeping Children Safe in Education DfE 2020 Details on the process for whistleblowing expanded. Record Keeping information amended. Designated Safeguarding Trustee arrangements added. Safeguarding Team contact information Appendix 1 updated.
5	01/03/21	Section 4.1 – amended wording from whistleblowing procedures to whistleblowing contact details for members of the public Section 6.1 pg. 4 - amended wording from adult learning to DfE funded learning Section 8.1 - amended wording to include SSR committee and membership of trustee with specialist safeguarding expertise
6	09/04/2021	Section 18.1 - amended to note date of policy review.  Amend Head of Safeguarding to Head of Safeguarding & Young People Support to reflect a change in role description.
7	28/10/2022	Policy review conducted. All references to legislation and statutory guidance reviewed and updated accordingly. Addition of responsibilities with regard to contractors added Responsibility for reporting to the Charity Commission added 18.2 Prevent Lead updated
8	15/03/2023	Title page change only

9	26/02/2024	<p>Policy review conducted.</p> <p>All references to legislation and statutory guidance reviewed and updated accordingly.</p> <p>The term vulnerable adults replaced throughout document and updated to adults at risk.</p> <p>Section 4.1 amend to include <i>training</i> and <i>regular</i> refresher training.</p> <p>Section: 10.3 amended to reflect changes in the safeguarding team to include the Senior Safeguarding Officer.</p> <p>Section 10.6 addition to reflect the role of the Young People Support Manager and Cadet Voice.</p> <p>12.2 Safer Working Practices – title amended.</p> <p>14. Title amend to include volunteers.</p>
10	18/06/2024	<p>Contents list amended to include para 19.</p> <p>Contact details for the Safeguarding Team</p> <p>18.2 Effective date of policy amended.</p> <p>18.2 Dedicated Lead for Prevent updated.</p>
11	11/07/2025	<p>Policy Review conducted.</p> <p>Administrative and editorial changes only. No changes to policy.</p> <p>All references to legislation and statutory guidance reviewed and updated accordingly.</p> <p>The term ‘vulnerable adults’ replaced by ‘adults at risk’. (Note: ‘vulnerable adults’ remains in Scotland, NI and Malta legislation).</p> <p>Para 8.1.c ‘Safety, Safeguarding and Risk Committee’ updated to ‘Safety, Safeguarding, Inclusion and Risk Committee’; membership includes a trustee with specialist safeguarding expertise.’</p> <p>10.2 References to SCRs added. SCR 4.1 and SCR PART 5 – GUIDANCE.</p> <p>18.2 CEO details updated.</p>

SCR 1.1 (250711)

# **Safeguarding Children, Young People & Adults at Risk Policy**

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## **PREFACE**

This Policy is applicable to all SCC volunteers and MSSC employees. It contains the Marine Society and Sea Cadets overarching Policy Statement, Aims and Legal Framework, and the requirements that must be followed by all. It should be read in conjunction with associated Safeguarding Procedures and Guidance that are referenced in this document.

This Policy is identical to the version under cover of an MSSC title page posted elsewhere on MSSC websites for branding consistency with other MSSC documents.

# Safeguarding Children, Young People & Adults at Risk Policy

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# Safeguarding Children, Young People & Adults at Risk Policy

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## 1. INTRODUCTION

- 1.1. Marine Society and Sea Cadets (MSSC) is a charity that works with children, young people, volunteers<sup>1</sup>, apprentices and seafarers across the youth and maritime sector. Our employees, volunteers and learning providers, provide support to enhance the personal and professional development of these individuals so they can pursue their chosen careers and interests through cadet activities, distance learning opportunities and ships libraries.

## 2. POLICY AIMS

- 2.1. This policy applies to employees and volunteers who work for or on behalf of MSSC. This policy also applies to our subcontracted learning providers who deliver apprenticeship and adult learning programmes on behalf of the Marine Society.
- 2.2. It reaffirms the responsibilities of Senior Management to ensure that all adults and providers who work for or on behalf of MSSC are fully aware of the need to act in ways which promote and enhance the welfare and safety of children, young people and adults at risk.

## 3. POLICY STATEMENT

- 3.1. 'At Marine Society and Sea Cadets (MSSC) we recognise our responsibilities to ensure that in line with our duty of care we safeguard and protect the children & young people and adults at risk with whom we work, doing all we can to promote their safety, health, well-being and happiness. We continually strive to be a respected and trusted organisation where everyone feels safe to participate in all our activities and our cadets and adults understand their right to be-protected from all forms of harm.'

## 4. ZERO TOLERANCE & WHISLEBLOWING

- 4.1. Marine Society and Sea Cadets takes safeguarding concerns very seriously and has a zero-tolerance approach to any abuse. Our specialist safeguarding team manages all safeguarding cases in line with this policy, the organisation's procedures and statutory responsibilities. The charity has a 24/7 safeguarding incident reporting line. people. All employees and volunteers are required to complete compulsory training and regular refresher training.



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<sup>1</sup> The term 'volunteers' applies to trustees, parent helpers, unit assist, parent supporters and any other adult who works with or on behalf of MSSC in a voluntary capacity.

The charity promotes a culture of safety. Alongside our safeguarding support systems, whistleblowing information on how to report safeguarding concerns for members of the public via our website and details of our safeguarding team and how to contact them are detailed in this document. For those who wish to report a concern via whistleblowing, the matter will be managed in the strictest confidence. MSSC also promote external support organisations including NSPCC & Childline.

## **5. LEGAL FRAMEWORK**

- 5.1. Each UK nation is responsible for its own policies and laws. These cover most aspects of safeguarding and child protection, please refer to [Appendix 1](#) for more details. Although safeguarding systems in each nation may differ in some detail, they are all based on similar principles and the related statutory guidance stipulates what each organisation should do to ensure the wellbeing and safety of children, young people and adults at risk.
- 5.2. This policy is in line with the legal requirements and statutory guidance <sup>2</sup>of England, Northern Ireland, Scotland and Wales. MSSC supports the principles outlined in relevant legislation and believes that safeguarding children, young people and adults at risk is everyone's business in all contexts of the charity's delivery model

## **6. PREVENT DUTY <sup>3</sup>**

- 6.1. MSSC recognises its statutory Prevent duty in relation to the delivery of our DfE funded learning and apprenticeship programmes.
- 6.2. MSSC is committed to tackling all forms radicalisation and extremism within communities. MSSC adopts the principles of the Prevent duty across all other areas of the charity and the services and programmes it delivers. MSSC remains vigilant to recognising and preventing radical and extreme behaviours. The charity has a Designated Lead for Prevent.



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<sup>2</sup> Working Together to Safeguard Children 2018 (England), Keeping children Safe in Education (DFE 2022) National Guidance for Child Protection in Scotland (2022), Co-operating to Safeguard Children and Young People in Northern Ireland 2017, Social Services and Wellbeing (Wales): Working Together to Safeguard People, Welsh Government (2022). Keeping Learners Safe: the role of local authorities, governing bodies and proprietors of independent schools under the education Act 2002

<sup>3</sup> [Prevent duty guidance: for further education institutions in England and Wales - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidancefor-scotland)  
<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidancefor-scotland>

## 7. KEY TERMS

- 7.1. The term **'Safeguarding'** refers to the actions taken by adults to promote the safety and welfare of children, young people and adults at risk to protect them from harm.
- a. **'Children'** refers to all cadets up to the age of 18 years. Whilst in the term **young person** is also used, should be understood to mean any child who has not yet reached their 18<sup>th</sup> birthday<sup>4</sup>.
  - b. **'Adults at risk' or 'vulnerable adult'** refers to a person aged over 18 years, or aged over 16 in Scotland, who is in receipt of, or may be in need of, support or care services by reason of learning or physical disability, age or illness and /or who may be unable to take care of themselves, against exploitation or harm.
  - c. **'Duty of care'** - All adults who work or volunteer for, or on behalf of, the MSSC are accountable for the way in which they exercise authority, manage risk and use resources. The duty of care applies to all employees and volunteers and requires them to always act in the best interest of children, young people and adults at risk taking, appropriate steps to ensure they are protected from harm or abuse whenever they are in a position to do so.

## 8. CHARITY ARRANGEMENTS AND RESPONSIBILITIES

- 8.1. MSSC has appropriate arrangements in place that reflect the importance of safeguarding and promoting the welfare of children, young people and adults at risk. These are:
- a. a clear line of accountability
  - b. clear management oversight – the Chief Executive Officer (CEO) is responsible for ensuring effective safeguarding arrangements are in place. The CEO and Senior Management Team (SMT) are supported by the Head of Safeguarding & Young People Support who holds the lead responsibility within the organisation.
  - c. Trustee chaired Safety, Safety and Risk committee; membership includes a trustee with specialist safeguarding expertise
  - d. a culture in which children, young people and adults at risk are respected, listened to and their views and wishes are taken into account
  - e. arrangements which clearly set out the processes for sharing information when necessary with other professionals who hold statutory responsibilities for safeguarding children, young people and adults at risk
  - f. trained and knowledgeable employees within the organisation who can offer professional advice, guidance, support and coaching to volunteers, employees and other professionals



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<sup>3</sup> 16 years for young people in Scotland



- g. appropriate supervision and support for employees working with children, young people and adults at risk
- h. robust procedures and practice guidance for everyone who works for or volunteers for on behalf of the MSSC
- i. access to independent professional safeguarding advice and audit when required

## **9. UNDERPINNING VALUES**

- 9.1. MSSC aims to provide a safe, responsive and supportive environment for everyone with whom we are in contact. Our stated values of loyalty, respect, self-discipline, commitment, honesty & integrity and courage provide a basis for all of our safeguarding work which ensures that the safety and welfare of everyone in our organisation is our first priority.

## **10. PROCEDURES AND PRACTICE**

- 10.1 MSSC has clearly defined procedures for identifying what constitutes safe practice and what action must be taken when there are safeguarding concerns about actual or suspected incidents or abuse.
- 10.2 There are procedures in place for taking action when allegations are made against adults who work with or on behalf of children, young people and adults at risk although the underpinning principles remain the same. These are outlined in the following internal documents:
  - SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK PROCEDURE & PRACTICE GUIDE – SCR 4.1
  - GUIDANCE FOR SAFER WORKING PRACTICE FOR ADULTS WHO WORK WITH YOUNG PEOPLE – SCR Part 5 GUIDANCE
- 10.3 MSSC has an established Safeguarding Team lead by the Head of Safeguarding & Young People Support & Young People Support (Dedicated Safeguarding Lead). The team also includes a Safeguarding Manager, a Senior Safeguarding Officer and Safeguarding Officers. Safeguarding Officers are responsible for ensuring action is taken when safeguarding concerns arise and for ensuring the charity fulfils its statutory duties and develops effective partnerships working with statutory agencies.
- 10.4 The safeguarding team provide information, advice, guidance, coaching and support to employees, contractors, volunteers, cadets, parents/guardians/carers on all issues or enquiries relating to safeguarding and cadet welfare.
- 10.5 The Safeguarding Team lead on safeguarding policy and practice development.



- 10.6 Also within the team is the Young People Support Manager whose responsibility it is to lead on youth participation within the MSSC. The Cadet Voice programme promotes a listening culture amongst children and young people.

## **11. MANAGING RISK**

- 11.1 MSSC operates an effective procedure for assessing and managing risks including those relating to safeguarding children, young people and adults at risk. The charity has procedures in place for reporting, recording and reviewing all accidents, and safeguarding incidents which informs practice and risk assessment management protocols.

## **12. CODE OF CONDUCT**

- 12.1 All adults working in either a paid, as contractors or in a voluntary capacity within the MSSC are required to adhere to specific codes of conduct where contact with children, young people and adults at risk are concerned.
- 12.2 Such codes of behaviour are intended to safeguard the well-being of children, young people and adults at risk but they also provide some protection to employees and volunteers whose own vulnerability, in some situations is recognised. These codes are captured in the MSSC Guidance for Safer Working Practices document.

## **13. RECORDS AND RECORD KEEPING**

- 13.1 Well-kept records are essential in situations where it is suspected or believed that a child, young person or an adult at risk may be at risk of harm.
- 13.2 MSSC has clear processes for the management of records, managing confidentiality and sharing information. There is an expectation of confidentiality in the recording, use and management of personal information. Management and employees are clear about what information can be shared with relevant people within and outside of the organisation. These safeguarding records are held securely and separately from all other records.
- 13.3 All Sea Cadet units ensure that effective systems are in place to maintain the safety, security and confidentiality of all safeguarding incidents that are reported to the safeguarding team.



## **14. RECRUITMENT AND SELECTION OF EMPLOYEES AND VOLUNTEERS**

- 14.1 The growing awareness of the possibility of abuse by people in positions of trust and the increased understanding of the vulnerability of children, young people and adults at risk highlight the need for careful recruitment and selection of

employees and volunteers. We take every precaution to ensure sound and thorough vetting procedures for anyone who works with or on behalf of MSSC.

- 14.2 The charity consistently applies a thorough and clearly defined method of recruiting employees, volunteers, sessional, seasonal and contractors in line with best practice. This ensures that all individuals, whatever their role are both competent and safe to work for our organisation. These are outlined in the following internal documents:

- SAFER RECRUITMENT POLICY (covering employees, sessional, seasonal and contractors)
- ENROLLING & INDUCTING VOLUNTEERS PROCEDURE (covering volunteers)

## **15. A SUPPORTED WORKFORCE**

- 15.1 There are procedures in place for the effective management and supervision of employees and volunteers when working with children and adults at risk.
- 15.2 The Safeguarding team have access to regular practice supervision.
- 15.3 All newly appointed employees and volunteers are given an induction into this policy and there are formal and informal opportunities for all adults working in the organisation to develop safeguarding awareness.

## **16. RELATED DOCUMENTS OR POLICIES**

- 16.1 The safeguarding policy is supported by other organisational policies and procedures aimed at promoting safe and ethical work practices.

## **17. TRAINING AND COMMUNICATION**

- 17.1 MSSC provide a variety of safeguarding and refresher safeguarding training face to face and online. This training is undertaken by all volunteers and employees as well as for those subcontractor partners working with young people.

## **18. POLICY REVIEW**

- 18.1 The safeguarding policy and procedures are subject to annual review to ensure that they are fit for purpose. Additional reviews may take place after critical safeguarding concerns and incidents and in line with changes in Charity Commission guidelines and Statutory Guidance.



18.2 Effective Date of Policy: July 2025  
Review Date: June 2025

Policy Owner	Guy Holloway, CEO
National Operation Dedicated Safeguarding Lead	Jane Sales, Head of Safeguarding & Young People Support
Dedicated Lead for Prevent	Safeguarding Manager – Stacey Attwater

## 19. SAFEGUARDING & YOUNG PEOPLE SUPPORT TEAM CONTACT

Telephone: 0207 654 7000

Out of Hours telephone: 0207 654 7070

Email: [safeguarding@ms-sc.org](mailto:safeguarding@ms-sc.org)

Address: MSSC, 200b Lambeth Road, London. SE1 7JY



## APPENDIX 1

### APPENDIX 1: Legislation and Statutory Guidance for Children, Young People and Adults at Risk

#### 1. Children and young people

- England: 'Working Together to Safeguard Children', DfE (2023): Statutory guidance on multi-agency working to help, protect and promote the welfare of children. [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115611/working-together-to-safeguard-children-2023-statutory-guidance.pdf)
- England: Keeping Children Safe in Education, DfE (2023) Statutory Guidance for schools and colleges. [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115611/keeping-children-safe-in-education-2023.pdf)
- Northern Ireland: Co-operating to Safeguard Children and Young People in Northern Ireland, department of Health (2017) [Co-operating to Safeguard Children and Young People in Northern Ireland.DOCX \(live.com\)](https://www.live.com/Co-operating-to-Safeguard-Children-and-Young-People-in-Northern-Ireland.DOCX)
- Wales: Social Services and Well-being, Wales (2014)  [\(legislation.gov.uk\)](https://legislation.gov.uk)
- Wales: Keeping learners safe: the role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 (Welsh Government, (2022) [Keeping Learners Safe \(gov.wales\)](https://gov.wales/keeping-learners-safe)
- Scottish Government (2023a) [National guidance for child protection in Scotland 2021 - updated 2023](https://www.gov.scot/publications/national-guidance-for-child-protection-in-scotland-2021-updated-2023/pages/1-3-introduction.aspx). Edinburgh: Scottish Government.
- Malta: 'Protection of Minors Act 2012  [\(maltacvs.org\)](https://maltacvs.org)

#### 2. Prevent Duty

MSSC adheres to national guidance on Prevent Duty as set out in the following documents;

- [Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115611/prevent-duty-guidance-england-and-wales-2023.pdf)
- [Prevent duty guidance: for further education institutions in England and Wales \(2015\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115611/prevent-duty-guidance-for-further-education-institutions-in-england-and-wales-2015.pdf)
- [Revised Prevent duty guidance: for Scotland \(2015\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115611/revised-prevent-duty-guidance-for-scotland-2015.pdf)

#### 3. Adults at Risk

- England: Care Act 2014 defines an adult at risk as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- Scotland: Protection of Vulnerable Groups (Scotland) Act 2007.

Section 94 of the 2007 Act defines protected adult. A protected adult is an individual aged 16 or over who is provided with (and thus receives) a type of care, health, support or welfare service e.g. individuals affected by: disability, mental disorder, illness or infirmity and is more at risk of being harmed than other adults who are not so affected.

- Wales: The Social Services and Wellbeing Act (2014) places adult safeguarding on an equal status as child protection. An “adult at risk”, is an adult who is experiencing or is at risk of abuse or neglect, has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- Northern Ireland: An adult at risk of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics or life circumstances. Safeguarding Vulnerable Groups NI (2007).
- Malta: Protection of Vulnerable Older Persons and Adult Persons with Disability 2000 states that “vulnerable adult” means an adult who due to old age or a mental or. intellectual or physical disability is unable to take care of [themselves] or unable to protect [themselves] himself against harm or exploitation.

