

This Policy:

Was prepared and reviewed by:	Frank Fletcher James Hall
Was approved by the Trustees on:	17 th of April 2026
Updated on:	March 2026 – General Updates and inclusion of bullying and harassment statement February 2025 – General updates April 2024 (Minor Updates, inclusion of Trip Leads – James Hall) March 2023 (Reasonable updates – James Hall Input from John Peckham) April 2022 (Minor updates – James Hall) April 2021 (reviewed no changes) March 2020 (reviewed no changes) 2 nd December 2019 (inclusion of Skippers)
Will be reviewed by the Trustees by:	Spring 2027 (and unless agreed otherwise each subsequent Spring)

Purpose:

The Ellen MacArthur Cancer Trust maintains this policy to:

- ensure it does all that is reasonably within its power to make sure no child or young person comes to harm through participating in activities with the Ellen MacArthur Cancer Trust; and
- ensure that Staff, Skippers, Trip Leads and Volunteers are alert to evidence of external harm to children or young people that might come to light through Ellen MacArthur Cancer Trust activities and, in that instance, know how to act in the best interests of the child or young person.

This policy also applies to vulnerable adults who have been assessed as needing similar protection.

Policy:

1. Safer recruitment and training:

- a. The Ellen MacArthur Cancer Trust aims for all Trustees, Skippers, Trip Leads, Staff and Volunteers to be recruited using the best practice in safer recruitment including:
 - i. Enhanced DBS or PVG checks
 - ii. Interview by a member of Staff* or a Trustee*;
 - iii. The taking of two references.

- iv. Clearly stating the nature of safeguarding checks at the start of the recruitment process.

The Chief Executive Officer, nominated Trustees, the Volunteer and Team Development Manager, all line managers and any anyone involved in recruitment must complete Safer Recruitment Training, refreshed every 3 years.

- b. Safeguarding training will be provided by the Ellen MacArthur Cancer Trust as follows:
 - i. All Trustees, Staff and Volunteers:
 - TES Child Protection in Sport and Active Leisure (3 hour online course) or evidence of equivalent or higher-level training as an alternative.
 - ii. Operations Managers (one of whom will be the Safeguarding Lead) and Chief Executive Officer:
 - Designated Safeguarding Lead / Designated Child Protection Lead (Scotland) training. (Where possible all members of leadership team will also undertake this training.)
 - iii. The Chief Executive Officer or Safeguarding Lead:
 - Safeguarding Children Manager's training

2. Code of Personal Conduct:

- a. The Ellen MacArthur Cancer Trust will ensure that there is a clearly published Code of Personal Conduct - currently part of the 'Keeping Young People Safe' document - for all Staff, Skippers, Trip Leads and Volunteers;
- b. This Code will be supported by feedback from Skippers, Trip Leads, Staff and young people;
- c. Issues with Staff will be dealt with using the Ellen MacArthur Cancer Trust's Disciplinary Policy;
- d. Issues with Skippers/Trip leads will be dealt with using the processes in the Staff Disciplinary Policy as guidance;
- e. Issues with Volunteers will be dealt with sensitively, using the processes in the Staff Disciplinary Policy as guidance.
- f. Ellen MacArthur Cancer Trust does not tolerate bullying or harassment. This is regardless of whether the conduct happens once or repeatedly, and whether it is intended or not. Neither will we tolerate retaliation against, or victimisation of, anyone who reports harassment or bullying. If you witness something you believe is bullying or harassment, you should report the incident in confidence to a member of the leadership team. We will take anything you report seriously and treat it in the strictest confidence, as far as possible.

3. Social media and the protection of confidentiality:

- a. The Ellen MacArthur Cancer Trust has a published [Privacy Notice](#).
- b. The Ellen MacArthur Cancer Trust has a "Social Media Policy" detailing code of conduct for Staff. Guidance will be issued at least annually on the use of social media for Skippers, Trip Leads and Volunteers based upon the relevant parts of the Social Media Policy.

4. Operating Procedures:

- a. Standard Operating Procedures for all activities will be at least to the minimum level set by all relevant safety standards (e.g. RYA, MCA), and, where it is felt to be appropriate to the specific needs of participants, to a higher standard.
- b. Where activities are based in centres belonging to other organisations, the Ellen MacArthur Cancer Trust will seek to ensure that their operating procedures meet the same or higher standards as those of the Ellen MacArthur Cancer Trust and that they are reviewed annually.
- c. All third-party providers will be subjected to due diligence checks annually to confirm suitability for working with the Ellen MacArthur Cancer Trust.

5. Child Protection:

- a. The Chief Executive Officer will appoint a Safeguarding Lead, trained as the designated safeguarding / child protection lead, who will be responsible for:
 - i. Maintaining child protection and safeguarding policies and procedures that will be reviewed and, if necessary, updated annually.
 - ii. Producing an annual report for the Trustees summarising any safeguarding incidents during the previous 12 months.
 - iii. Preparing an annual safeguarding update briefing and working with the Volunteer and Team Development Manager on training programmes for all staff, skippers, trip leads and volunteers.
- b. The Operations Managers, trained appropriately, typically designated safeguarding/child protection lead or equivalent, will be responsible for:
 - i. Keeping safe, confidential records of any concerns or incidents raised during trips or activities.
 - ii. Providing first response to Staff, Skippers, Trip Leads, or Volunteers with any child protection concerns.
 - iii. Providing the Ellen MacArthur Cancer Trust's link to local and national child protection organisations.
 - iv. In conjunction with the Chief Executive Officer making young people referrals to charity partner Mind Over Cancer.
- c. The Ellen MacArthur Cancer Trust Board of Trustees will ensure an annual audit of child protection and safeguarding procedures, either through suitably qualified and experienced Board member(s) or through the engagement of an experienced external consultant.

6. Feedback and Whistleblowing:

- a. The Ellen MacArthur Cancer Trust will encourage participants, their families, Staff, Skippers, Trip Leads and Volunteers to report and comment on any aspect of the Trust's work that causes them concern, including by:
 - i. The Ellen MacArthur Cancer Trust's Whistleblowing Policy;
 - ii. Regular feedback mechanisms for participants, families and Volunteers.
- b. Ensure that the Trustees receive an annual summary from the Chief Executive Officer of any feedback received and action taken as a result.

This policy has been benchmarked and cross-checked against the Ellen MacArthur Cancer Trust's Equity, Diversity, Inclusion and Belonging Policy and will be benchmarked against the Sustainability Policy when that policy is finalised and published. We believe it has a neutral effect on our ability to comply with the Equity, Diversity, Inclusion and Belonging policy.

