



Welsh Harp Sailing Club Policy Documents

Section 1: Document Revision Schedule

Revision	Date	Details	By
A	Aug 2025	WHSC Anti-doping policy added	WHSC
B	Mar 2026	WHSC Complaints policy added	WHSC

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Section 3: Safeguarding, Child Protection & Vulnerable Adult Policy

Section 3.1 Policy Statement:

It is the policy of WHSC to safeguard children and vulnerable adults taking part in club activities from physical, emotional and sexual abuse.

The club will take all reasonable steps to ensure that through appropriate procedures individuals do so in a safe environment.

The club recognises that the safety and welfare of children and vulnerable adults is paramount and that everyone regardless of age, race, gender, culture, disability, ethnicity or religion has a right to protection from abuse.

For the purposes of this document as defined in the Children's Act 1989 anyone under the age of 18 is to be considered a child.

The Club adopts the principles of the most recent RYA Safeguarding and Child Protection Policy.

Club Welfare Officer: Philippa Parks 07855207476

Volunteers: All new club volunteers whose role brings them in contact with children may be asked to provide references and to apply for a Disclosure and Barring Service Certificate (DBS). The Club Welfare Officer must have one and WHSC has instigated a rolling programme to get all volunteers DBS checked.

Section 3.2 Good Practice:

All members of the club should be aware of and follow the good practice guidelines in the RYA Child Protection Policy. See Appendix 5.5

Those working with children should make themselves aware of the guidance on recognising abuse.

The North Building is designated as a family changing area at all times. Adults should not enter the shower/changing area alone when children are changing and in any case should change discreetly. If it is unavoidable make sure another adult is present.

Parents are responsible for their children at all times and should remain on the premises when their children are taking part in club activities unless they specifically designate another adult who should be made known to the training officer.

16 plus age may take part without parental presence but should leave a contact number and information about any relevant medical issues.

Written consent should be sought from parents if photography or videoing of activities is to take place.

Section 3.3 Revision Schedule

Revision	Date	Details	By
adopted	??		WHSC

Section 4: Health & Safety Policy

Welsh Harp Sailing Club is committed to provide facilities and procedures for safe and enjoyable sailing and windsurfing to all its members and guests within a safe and secure environment.

This is to be achieved by identifying significant risks in a Risk Assessment and minimising them to As Low as Reasonably Practicable.

The risk assessment will be reviewed annually by the committee and updated as required. All “Existing Controls” shall be addressed in the Operating Manual or other suitable notices or documentation. All “Further Action Required” should be addressed within the next 12 months, if not sooner.

The Principal and Commodore are responsible for the implementation of this policy.

Section 4.1 Revision Schedule

Revision	Date	Details	By
adopted	??		WHSC

Section 5: Equal Opportunity Policy

WHSC is committed to a policy of open access.

By 'open access' the club means that membership is open to everyone whatever their age, religion, ability, ethnicity, gender or sexual orientation – subject only to acceptance of the club rules, the WHSA Constitution and Bye-laws and to payment of the relevant dues.

The club actively seeks to promote equality among its membership in its premises, practices and its activities.

The only restrictions that will be applied in respect of use of the club boats and boards will be on the basis of club rules and members' competence (in accordance with the club's established procedures for 'check-out'). Safety considerations will at all times be paramount.

Any member who believes that their right to equal treatment has been compromised should in the first instance speak to either the Principal or the Commodore.

WHSC Committee

Section 5.1 Revision Schedule

Revision	Date	Details	By
adopted	??		WHSC

Section 6: Training Policy

Section 6.1 General Policy:

Our policy is to offer affordable training to all ages and levels of experience. The only provisos are that they should be confident in the water and that young people should be 8+ (10+ for windsurfing) and accompanied by their parent/guardian.

Membership Fees are discounted for seniors, youth, families, disabled and unemployed. Special late summer and autumn deals may also be arranged.

Advertising and Promotion takes place at the Dinghy Show, through leaflets, promotions (eg the Sail London initiative), by press releases, articles for the local Council sports magazine, an annual Push the Boat Out Day and an annual youth regatta. We use the website, Facebook, Instagram and Twitter.

Tasters are allowed on up to a maximum of two evenings. Taster evenings cost £10 each and this is deducted from the membership fee on joining.

Section 6.2 Revision Schedule

Revision	Date	Details	By
adopted	??		WHSC

Section 7: Data Privacy Policy

Section 7.1 About this Policy

This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <http://www.welshharpsailingclub.org> or our Club noticeboard regularly for any amendments. Amendments will not be made retrospectively. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

Section 7.2 Who are we?

We are Welsh Harp Sailing Club. We can be contacted at Birchen Grove, London NW9 8SA, info@welshharpsailingclub.org and for data privacy matters dpo@welshharpsailingclub.org.

Section 7.3 What information we collect and why.

Type of information	Purposes	Legal Basis of Processing
Member's name, address, telephone numbers, e-mail addresses and, optionally, occupation	Managing the Member's membership of the Club. Managing the duty roster.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names and ages of the Member's dependants	Managing the Member's and their dependants' membership of the Club	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth/age related information	Managing membership categories which are age related	Performing the Club's contract with the Member.

Gender & Ethnicity (voluntary)	Provision of adequate facilities for members. Reporting information to the RYA.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender. For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.
Disability and medical condition of members and course members	Provision of adequate facilities for members. Reporting information to the RYA.	For the purposes of our legitimate interests in providing sufficient and suitable facilities and ensuring safety. To inform appropriate action in the case of an emergency' For the purposes of the legitimate interests of the RYA to maintain disabled participation data required by Sports Councils. Such data is stored securely separately from member information.
The Member's name, boat name and sail number	Managing race entries and race results. Sharing race results with other clubs, class associations, and the RYA, and providing race results to local and national media. Allocating moorings and compound spaces.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club. For the purposes of our legitimate interests in promoting the Club. For the purposes of our legitimate interests in operating the Club
Photos and videos of members and their boats	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member's name and e-mail address, telephone numbers and sailing qualifications	Creating and managing the Club's partial online Membership Directory in Dutyman	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may choose what information is displayed in Dutyman

Interested parties names, email addresses and 'phone numbers, held by consent	Following up enquiries about membership and other involvement with the Club	For the purpose of our legitimate interest in developing membership and other relationships
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
Name, e-mail address and telephone number of each Club Officer and Committee Member	Information published on Club's website, in Club's newsletter and other publications, in the Club's marketing materials and made available to the RYA, in each case as a point of contact at the Club	For the purposes of our legitimate interests in operating and promoting the Club. Club and not personal email addresses will be used
Employees and representatives of suppliers to the Club	Entering into and managing arrangements with suppliers	For the purposes of our legitimate interests in entering into and performing contracts with suppliers

Section 7.4 How we protect your personal data

We will not transfer your personal data outside the EU without your consent.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. This includes using compliant, recognised UK service providers for our main member databases, WebCollect and Dutyman. Club Members authorised to process member data are required to comply with this policy.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

For any payments which we take from you online we will use a recognised online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Section 7.5 Who else has access to the information you provide us?

We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (subprocessors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

Section 7.6 How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of the Club or wish to be informed about the club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

We securely destroy all financial information we may hold concerning members once we have used it and no longer need it.

Section 7.7 Your rights

You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more information regarding our data processing practices and to access your personal data please contact our Data Protection Officer dpo@welsharpsailingclub.org or in writing to the club at Welsh Harp Sailing Club, Birchen Grove, London NW9 8 SA

Version 1.0 Approved by Welsh Harp Sailing Club Officers & Committee on 14 May 2018

Section 7.8 Revision Schedule

Revision	Date	Details	By
A	Mar 2018		WHSC

Section 8: Fire Safety Policy

Section 8.1 1. Introduction

The Welsh Harp Sailing Club is committed to ensuring the safety of its members, visitors, and staff by implementing and maintaining effective fire safety measures. This policy outlines the procedures and responsibilities to prevent fires, ensure safe evacuation, and minimize risks associated with fire hazards.

Section 8.2 Objectives

- To prevent the occurrence of fires through proper maintenance, housekeeping, and adherence to safety protocols.
- To ensure that all members, visitors, and staff are aware of fire safety procedures.
- To establish a clear plan for safe evacuation in case of a fire.

Section 8.3 Responsibilities

(a) Facilities Manager / FRA Responsible Person

The facilities manager / Responsible Person will oversee all fire safety measures.

Responsibilities include:

- Organising regular fire risk assessments.
- Ensuring all fire safety equipment is maintained and functional.
- Organizing fire drills and training sessions.
- Liaising with local fire services.

(b) Members, Visitors, and Staff

- Familiarize themselves with fire safety procedures.
- Participate in fire drills.
- Report any potential fire hazards to the Facilities Manager
- Not plug in any personal item that does not have a current PAT test certificate.

Section 8.4 Review and Monitoring

- The fire safety policy will be reviewed annually or after any significant incident.
- Amendments will be communicated to all members and staff.

Section 8.5 Conclusion

Adhering to this fire safety policy will help ensure the safety and well-being of everyone at the Welsh Harp Sailing Club. Continuous vigilance and cooperation from all members, visitors, and staff are essential in maintaining a safe environment.

Section 8.1 Revision Schedule

Revision	Date	Details	By
adopted	??		
A	Aug 2024	Yellow highlighted text	WHSC

Section 9: Anti-Doping Policy

Section 9.1 General Policy

Welsh Harp Sailing Club is committed to ensuring that sport is fair and adopts the RYA anti-doping strategy – Sail Clean.

Section 9.1 Revision Schedule

Revision	Date	Details	By
adopted	2025	First adopted in committee meeting.	WHSC

Section 10: Complaints Policy

Section 10.1 General Policy

Welsh Harp Sailing Club aims to provide a safe, friendly and respectful environment for all members, visitors and participants.

We encourage anyone with a concern to raise it so that issues can be understood and resolved quickly. Complaints will be treated seriously, respectfully and as confidentially as possible. No one will be disadvantaged for raising a genuine concern.

Where possible, concerns should be resolved informally through conversation. If this is not possible, a formal complaint may be submitted using the WHSC Complaints Form.

Formal complaints are received by the **Commodore, Rear Commodore, Vice Commodore, Principal, Membership Secretary and Welfare Officer**, who will determine how the complaint should be reviewed.

Safeguarding concerns involving children or vulnerable adults will be referred immediately to the Club Welfare Officer and handled under the club's Safeguarding Policy.

Records of formal complaints will be kept securely in accordance with data protection requirements.

Anonymous complaints may be considered if sufficient detail is provided, although this may limit the club's ability to investigate. Complaints that are malicious or repeatedly raised without reasonable grounds may not be investigated.

Section 10.2 Revision Schedule

Revision	Date	Details	By
adopted	Mar 2026	First adopted in committee meeting.	WHSC