The National Navigation Award Scheme (NNAS)

SAFEGUARDING POLICY

Version	Date	Author	Type
V1	July 2024	James Woodhouse	First Draft
V1.1	18/03/2025	Jane Howie	Review and formatting
V1.1	22/09/2025	Ginette McGrory	Final Version signed off

This policy applies to all staff, including the Board of Trustees, Officers, Technical Experts, employed and freelance staff, workers, volunteers, students, contractors or anyone working on behalf of the National Navigation Award Scheme (NNAS)

The purpose of this policy is:

- To protect children, young people, vulnerable adults and all who receive the NNAS' services.
- To provide all staff and volunteers with the overarching principles that guide our approach to safeguarding.

The NNAS believes that no person should ever experience abuse of any kind. We have a responsibility to promote the welfare of all, especially children, young people and vulnerable adults and to keep them safe. We are committed to practice in a way that protects them.

The NNAS has a duty of care to safeguard all, especially children and vulnerable adults involved in activities from harm. The nature of those activities is varied however would be commensurate with navigation instruction and assessment being delivered by an approved Course Director/ Provider/ Tutor. A risk assessment is provided for activities and can be viewed by request to the NNAS at info@nnas.org.uk. Breaches of this policy or procedures by any member of the Board of Trustees, Officers, Technical Experts, employed and freelance staff, workers, volunteers, students, contractors, or anyone working on behalf of the NNAS will be dealt with according to the relevant NNAS disciplinary policy.

Legal framework

This policy complies with current law and relevant guidance that seeks to protect children and vulnerable adults. This includes:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice; 0-25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities: HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children: HM Government 2015

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It should be noted that variation in law exists within the devolved areas of the United Kingdom and reference should be made in first instance to the legal requirements of the nation in which the relevant course is running.

This policy is supported by others outlined below:

- Recruitment and induction of Trustees
- Role of the Designated Safeguarding Officer and Lead Trustee
- Whistleblowing Policy
- Data Protection Policy
- Code of conduct for staff and volunteers
- Complaints policy
- Social Media policy

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential to ensuring young peoples' welfare.

We will seek to keep children, young people and vulnerable adults safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) and a Lead Trustee for Safeguarding
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- Developing and implementing an effective e-safety policy and other related procedures
- Providing effective management for staff and volunteers through supervision, support and training
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families and staff at NNAS
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Regular reviews and updates of all related policies and procedures.

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Contact details

Designated Safeguarding Officer: James Woodhouse, techadvisor@nnas.org.uk, 07985 072353

Designated Lead Trustee for Safeguarding: Dan Store, daniel.d.store@gmail.com, 07923194199

The National Navigation Award Scheme is a Scottish Charitable Incorporated Organisation, number SC039201