

DOLPHIN IV

POLICY STATEMENTS

Trustees of the Friends of Dolphin

The Trustees of The Friends of Dolphin are responsible for setting and implementing Policies for the safe operation of Dolphin IV. This document contains Policy Statements that have been approved by the Trustees, who will ensure that they are reviewed before the commencement of each season. Skippers and Crew are responsible for their implementation and monitoring of these Policies for effectiveness throughout the season.

Covid-19 Precautions

The Trustees regularly consider the implications of this disease, and comply with Government Guidelines with regard to operating Dolphin IV. Currently, if the Guidelines permit operating, then the Skippers and Crew are consulted to seek their views, and if the majority wish to operate trips, then bookings will commence. Any crew members not wishing to operate will be excluded from the rota until such time as they feel it is safe for them to take part.

Initially, crew numbers will be reduced from four to three, ie. Skipper plus two Crew, one of whom should be capable of taking charge of the vessel in an emergency situation. Likewise, passenger numbers will be reduced to six, and preferably all from one home. Trips to unknown individuals from the Quay will not be offered.

To avoid cross contamination, no food, drink or souvenirs will be provided to passengers. Crew will undertake routine cleansing of seating areas before and between trips, and covers will be opened to give maximum ventilation when the weather permits.

This Policy will be under constant review.

Skippers and Crew

The Policy of the Trustees when recruiting skippers and crew-members is to engage people with suitable marine experience, but skippers will need to hold a minimum of RYA Day Skipper theory and practical (or equivalent) qualifications which could be RYA PB2 with Commercial endorsement or PB2 with Boatpersons License, issued by BCP, and First Mates must hold an RYA Helmsman Certificate. Before anyone can take charge of the boat, they must be assessed as “competent” by a nominated skipper.

An annual training programme with an emphasis on Health and Safety will be organised for them, and from time-to-time specific procedures may be issued to assist with the running of

the vessel. The Trustees will nominate a Recruitment and Training Officer who will be involved with arranging and recording training. All crew members will be invited to attend an RYA First Aid course with refresher training as necessary.

During the year in which they reach the age of 75, all registered crew-members may request to continue their service and this will be determined by the Trustees.

Safeguarding Policy

The Friends of Dolphin take their responsibility to protect and safeguard the welfare of those who sail either as crew-members or passengers or who are in any way involved with the work of the charity very seriously.

This commitment relates to the care of all children, young people and adults who travel on Dolphin or who participate in activities run by the charity.

In order to make this Policy effective, a close working partnership will be maintained with participating organisations over safeguarding issues. The Policy will be highlighted in the guidance provided for organisations sending passengers to Dolphin IV. Careful consideration will be given to the recruitment, vetting, training and supervision of all volunteers and especially those involved as crew- members.

In order to meet these commitments, the Friends of Dolphin have appointed a Safeguarding Officer, *Tony Elgar* who is a Dolphin Trustee, and is independent of the day-to-day operations. He can be contacted on 01202 849325 or via e-mail gob.doc11@gmail.com to whom any safeguarding concerns should be reported and will be treated as strictly confidential. The Safeguarding Officer has a commitment to investigate any concerns, which may mean cooperating with Statutory Agencies, and then report back without delay.

Young Children as passengers

Situations have arisen where disabled passengers have asked Skippers if they can bring young children on board Dolphin IV for trips. This is very much a Health and Safety concern, and it is the Policy that this practice should be discouraged.

However, should the situation arise, Children's lifejackets are held on board and should always be offered to parents. However, children's weight versus age varies so much that it is difficult to make a specific judgement about the efficacy of these lifejackets. Before skippers agree to such requests, they should be guided by common sense and inform the adult custodians that they are entirely responsible for the safety, care and behaviour of the children throughout the trip.

Health and Safety

Since 1980 The Friends of Dolphin (Trustees) has provided boat trips for over 60,000 disabled persons and their helpers in and around Poole Harbour. Throughout this time passengers have enjoyed the boat trips without any serious accidents arising. It is the Policy of the Trustees to continue operating Dolphin IV in a safe manner. Inevitably the passengers carried on board Dolphin IV will have a variety of special needs particularly concerning health. People with disruptive tendencies will not be carried and the skipper will determine if the trip should be terminated if a passenger should become disruptive. It is the responsibility of the visiting

organisation to provide the appropriate support and help to meet those needs. When passengers are embarking, the skipper must always be accompanied by at least one member of crew. Dolphin IV provides a safe environment in which passengers can enjoy a trip round Poole Harbour or to Wareham. Passengers are not required to wear lifejackets on such trips, nevertheless, 12 lifejackets are provided on board should the skipper require them to be worn for operational reasons. All passengers will be expected to follow the instructions of the skipper and his crew regarding safe practice on the boat.

To help maintain Safety, a Safety Risk Assessment will be completed at least annually, or as a result of change or lessons learned during the year, followed by a review of equipment and safety procedures with the help of an external organisation such as the RNLI, MCA or the Harbour Master. The Trustees will ensure that the vessel has on board safety equipment appropriate to the circumstances in which it operates, and will take such action as deemed appropriate and record this in the minutes of the Trustees' meeting.

Drugs and Alcohol

It is the Policy of the Trustees that no member of the crew complement shall be under the influence of alcohol or drugs which may affect their performance whilst in control of, or when operating on Dolphin IV.

Reputational risks

All charities are subject to public scrutiny. We must ensure that we operate a safe boat, treat passengers and crew properly and spend the money that is donated to us wisely. In addition, we must comply with all regulations that affect us as a boat operator, a charity and a company.

Financial risks

Whilst we have a very strong balance sheet which includes a boat replacement fund, costs have been rising over recent years.

Income has been variable, and we have developed an annual budget, based on previous year's income and expenditure, so that we have a good control over finances, and that we monitor performance against the budget at each Trustee meeting.

General Data Protection Regulations (GDPR) Policy

The Trustees of the Friends of the Dolphin take the security of any of any personal information such as contact details that we hold in order to administer the charity and to run our trips on the boat seriously. We do not share this information outside of the organisation and will only keep while it is appropriate to do so.

The information that we keep may be divided into three categories: -

Firstly, there are those individuals and group leaders who book trips on the boat each year. In these cases, we will record the contact details for the individual or group leader and these will be kept until the end of the season (September) of the year following the last trip assuming no further bookings are made. In a few cases there will be individuals joining us who have particular health needs or concerns. In these situations, only the skipper for the day will be made aware by the booking secretary to ensure that passenger safety is not compromised.

Secondly there are people who support our charity by fundraising, making donations or through involvement in social events such as the annual Jurassic Coast trip. These people remain on our data base of supporters for only as long as they wish to be involved and may unsubscribe at any time. If there has been no involvement or contact with someone for over three years their contact details will be deleted.

Thirdly of course there are our crew. Contact details are kept for the purpose of running the trips and keeping crew informed. A brief summary of personal health information needed for insurance and safety purposes may be kept where appropriate.

We will comply fully with the provisions of the General Data Protection Regulations (GDPR) and have appointed a Data Controller, Carol Cox (01202 875867) who will report annually to the management board and trustees. This will allow the charity to review the information kept and to ensure that we are compliant with legislation.

Under the GDPR all individuals have the right to view, correct, amend information held about them, or to have the information deleted. To do this they can speak to the data controller who will ensure that the request is complied with.

It is the Policy of the Trustees that no photographs that identify individuals are taken by crew for personal use or for publication. On specific occasions photographs may be taken for the purposes of marketing and for this to happen specific permission for the photograph and its intended purpose will be sought personally from all those involved. This permission will be held by the Data Controller, who is responsible for ensuring data is disposed of by shredding.

No Smoking

Smoking is not allowed on or near Dolphin IV. This includes pipes and e-cigarettes.

Dogs on Board

Dogs are not permitted on board unless they are a Guide Dog or other specially trained Assistance Dog, not just a pet.

Approved by the Trustees

26 March 2026