

School Surf Programme – Safety & Compliance Information for Teachers

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Typical Session Format – School Groups

Arrival & Parking

- Parking is available directly in front of Scarborough Surf School at Cayton Bay. Please note this car park operates via ANPR (camera enforcement). Payment can be made at the machine (cash or card) or via the Ringo App.
 - Small coaches: please let us know your vehicle registration in advance and we can arrange a parking pass
 - Large coaches: are advised to drop off and turn around at the top of the road for easier access
-

What to Bring

Participants should bring:

- Swimwear
 - Towel or changing robe
 - Any required medication (e.g. inhalers, EpiPens)
 - Sunscreen
 - Completed consent forms and waivers
 - Packed lunch if required
 - For coastering sessions, we recommend arriving with swimwear already on underneath clothing to allow for quicker changing.
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Facilities at Cayton Bay

- Separate male and female changing facilities
 - Male and female toilets
 - Hot outdoor showers
 - Picnic area.
 - The Salty Dog Café and additional toilets at the north end of the beach
-

Medical Information & Additional Needs

- On arrival, please inform our Head Coach of any participants with medical conditions or additional requirements. We understand this can be sensitive in a group setting and are happy to discuss this privately in store.
- For larger groups, we may use coloured wristbands to discreetly identify:
- Participants with specific medical needs
- Participants without photo/video consent
- This allows coaches to support individuals appropriately without singling anyone out.

- Any medication that needs to be kept close to the water (e.g. inhalers) will be stored in our first aid kit at the water's edge and returned at the end of the session. We can also provide small waterproof pouches for participants who need to carry medication or monitors during the activity, or participants may bring their own.
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Jewellery & Glasses

- No jewellery may be worn during activities
- Glasses should be removed before entering the water
- Glasses may be worn during dry-side activities and stored safely in our first aid bag before entering the sea. Wearing glasses in the water poses a risk of injury and damage.

If glasses are absolutely necessary, we recommend:

- Using an old pair
 - Bringing a secure strap
 - Glasses must be removed before taking part in any coasteering jumps.
-

Personal Belongings

- We are happy to look after car keys in store during sessions
 - For large groups whose transport is not staying on site, we can provide a secure lock-up for bags and belongings
-

Surf & SUP Session Format (Cayton Bay)

- Please arrive 10 minutes early
- Large groups will be met by our Head Coach near the picnic area for:
- Welcome briefing
- Facility overview
- Equipment fitting explanation
- Questions from staff or students

Equipment & Changing

- Wetsuits are issued from the surf school
- Staff will size and issue correctly fitting wetsuits
- Participants may use their own wetsuits if preferred (must be 5mm full-length)
- Participants change in the designated changing facilities

Once all participants are changed:

- Coaches deliver a safety briefing
- Equipment is issued
- The group heads to the beach together to begin the session

Coasteering Session Format (Cayton Bay → Thornwick Bay)

- Arrive at Cayton Bay (YO11 3NR) 10 minutes early
- Welcome briefing and equipment explanation
- Wetsuits and boots are issued in store
- Participants do not change into wetsuits at Cayton Bay

Travel to Thornwick Bay

- Headcount before departure
- Travel in your own vehicles, following our lead vehicle in convoy
- Destination: Thornwick Bay Café & Caves (YO15 1BD)
- Approximate journey time: 25 minutes
- Parking at Thornwick Bay: Cash only, £2 all day

On Arrival at Thornwick Bay

- Park near the café/cliff top unless advised otherwise
- Participants change into wetsuits immediately
- Personal belongings are left in vehicles
- Car keys can be stored securely in our van
- Any required medication is handed to the Lead Coach for storage in the first aid kit

Once all participants are ready:

- Full safety briefing
- Equipment checks
- Session begins
- Questions are welcome at all stages

After the Session

- Group debrief
- Participants change out of wetsuits
- Wetsuits are turned the correct way and returned with all equipment
- Groups may leave directly from Thornwick Bay — there is no need to return to the surf school

Certificate of Liability Cover

Contract Number	Y145911QBE0124A
Member Number	SECRE/454749SAAM
Cover Number	AIM101556

This Certificate is issued by Activities Industry Mutual Limited and confirms that the named Member is a Member of the Mutual and that the Mutual provides cover to the Member in respect of the Liabilities described below.

Name of Member	SecretSpot Ltd
Trading as	Scarborough Surf School
Member's representative	Paul Tomlinson
Business description	Surf School and Surf Shop. Offering surf lessons, SUP lessons, Coasteering, kids clubs, surf/SUP Hire
Cover Period(from)	15/07/2025
Cover Period (to)	14/07/2026
	Both dates included

LIABILITY COVER

Employers' Liability - To indemnify the Member for legal liability in respect of bodily injury or death suffered by the Member's directors or employees arising out of and in the course of their employment by the Member caused during the Cover Period in connection with the Member's business, and Claimant's and Member's costs and expenses arising therefrom as more fully described in the Cover Wording

Cover Limit - each and every occurrence up to £10,000,000

Terrorism Sub Limit - each and every occurrence up to £5,000,000

Public and Products Liability - To indemnify the Member for legal liability for bodily injury or death and accidental loss of or damage to property as more fully described in the Cover Wording

Public Liability

Cover Limit- each and every occurrence up to £5,000,000

Products Liability

Cover Limit - any one occurrence and in the aggregate during the cover Period up to £5,000,000

Professional Indemnity - To indemnify the Member for legal liability in respect of alleged inadequate advice, services or designs provided by the Member causing financial loss. Only claims notified to the Mutual in the Period of Cover Period may be the subject of indemnity under this cover

Cover Limit - any one occurrence and in the aggregate during the Cover Period up to £100,000



Signed by:

Sophia Reed.

Sophia Reed – Mutual Manager, Thomas Miller
Discretionary Mutual Management, as Managers:
Activities Industry Mutual Limited



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Scarborough Surf School

Centre/Provider Details

Scarborough Surf School
Killerby Cliff
Cayton Bay
Scarborough
North Yorkshire

YO11 3NR

Tel: (01723) 585585

Reference No: R2382

Licence No: L174485

Issue Date: 23 Jul 2025

Expiry Date: 22 Jul 2028

Activity categories covered by the licence:

- Climbing
- Watersports

Specified Activities:

- Coasteering
- Mega / Giant SUP
- Stand Up Paddleboarding (SUP) - (not including Foiling)

Licence Holder Address

Secret Spot Ltd
Unit 8 Farfield Main Rd
Wykeham
Scarborough
North Yorkshire
YO13 9QB

Tel: ()

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Instructor Safeguarding & DBS Compliance Statement

Scarborough Surf School confirms that all instructors delivering activities for school groups have completed an approved safeguarding course and hold appropriate safeguarding training.

All instructors have completed either a Surfing England Safeguarding Course or an NSPCC Safeguarding and Child Protection Course.

In addition, all instructors hold an up-to-date Enhanced Disclosure and Barring Service (DBS) check appropriate to their role and responsibilities. DBS checks are reviewed regularly and maintained in line with safeguarding best practice.

This statement applies to all staff involved in the delivery of surf lessons, coasteering, stand-up paddleboarding and multi-activity school programmes.

Approved by:

Name	Tori Gower
Position	Activities Manager & Head Coach
Signature	
Date	8/02/2026

CAYTON BAY BEACH & SURF SCHOOL RISK ASSESSMENT

Establishment: Scarborough Surf School

Date: February 8th, 2026

Location / Activity: Surf Instruction – Cayton Bay Beach, Killerby Cliff, Scarborough YO11 3NR

This activity is supported by an NOP (Normal Operating Procedure) and an EAP (Emergency Action Plan).

1. GENERAL PRINCIPLES

This assessment follows Surfing England, AALA, and RNLI guidance. All instructors are qualified Surfing England or ISA coaches, Beach Lifeguard/Surf lifesaver certified (RLSS/SLSGB). A dynamic risk assessment must be conducted before, during, and after each session to ensure conditions remain within safe limits. All instructors are responsible for ensuring Surfing England ratios (1:8 standard, 1:6 in challenging conditions) are adhered to and that lessons are adjusted or terminated if conditions exceed safe operational limits.

2. RISK RATING SYSTEM

Each hazard is assessed for Likelihood (L) and Severity (S) on a scale of 1–5. The combined score (L×S) determines risk level:

- 1–5 Low Risk
- 6–12 Medium Risk
- 15–25 High Risk

Residual risk is recorded following application of control measures.

3. HAZARDS, RISKS & CONTROLS

Existing Medical Conditions

Risk: Pre-existing conditions could affect ability to participate safely.

Control Measures: All clients must complete medical and consent forms prior to participation. Instructor checks for disclosed conditions privately. Personal medication must be brought to the beach. Sessions adapted or refused if medical risks are identified.

Residual Risk: L=2, S=4, Risk=8 (Medium)

Drowning / Immersion Incident

Risk: Participant unable to self-rescue due to fatigue, panic, or injury.

Control Measures: Instructor within 10m of all participants at all times. Lifeguard-qualified staff with rescue board and first aid kit present. Safety brief includes distress signal, recall whistle, and meeting points. Follow EAP procedures and notify Coastguard if required.

Residual Risk: L=2, S=5, Risk=10 (Medium)

Hypothermia / Cold Water Shock

Risk: Exposure to cold water and wind causing reduced physical and mental function.

Control Measures: Correct-fitting wetsuits (5/3mm), boots, gloves, hoods used. Instructor monitors for signs of cold. Remove affected participants immediately, use thermal blanket and warm fluids. Review EAP for medical emergency procedures.

Residual Risk: L=2, S=4, Risk=8 (Medium)

Rips, Currents, and Tides

Risk: Strong lateral or seaward currents can separate group or sweep individuals offshore.

Control Measures: Daily tide and swell checks. Safety brief includes rip awareness and escape procedure. Only operate in safe zones, within waist-deep water for beginners. Instructor to adapt or relocate session as required.

Residual Risk: L=3, S=5, Risk=15 (High)

Collisions – Boards, Participants, or Rocks

Risk: Impact from boards, other surfers, or submerged hazards.

Control Measures: Only foam boards with soft fins used for beginners. Safe distance maintained between participants (3–4m). No sessions near rocks or cliffs. Instructor constantly monitors spacing and surf zone usage. All participants briefed on the action for wipeout.

Residual Risk: L=3, S=4, Risk=12 (Medium)

Weather – Lightning, Fog, Strong Wind

Risk: Adverse weather may make visibility or control unsafe.

Control Measures: Conditions monitored via Met Office, Surfline, and WindGuru. Cancel if wind exceeds 15mph easterly or swell >2ft. Stop session during lightning or fog. Relocate or reschedule as appropriate.

Residual Risk: L=2, S=5, Risk=10 (Medium)

Marine Life / Pollution

Risk: Weaver fish stings, jellyfish, seal encounters, or contaminated water.

Control Measures: Wetsuits and boots to reduce exposure. Avoid visibly polluted water or reports of contamination. Report pollution to local council. Carry vinegar or hot water for marine stings. Check for allergies during medical screening.

Residual Risk: L=2, S=3, Risk=6 (Medium)

Sun Exposure / Dehydration

Risk: Heat exhaustion or sunburn during prolonged exposure.

Control Measures: Use high-factor sunscreen, hats, hydration before and after session. Instructor monitors for heat exhaustion and provides shade breaks. Sunscreen available in first aid kit.

Residual Risk: L=3, S=3, Risk=9 (Medium)

Steep Access / Slips, Trips, Falls

Risk: Risk of falling when carrying boards down hill or steps to beach.

Control Measures: Group escorted as one unit via old road, not car park. Pair up to carry boards. Instructor positioned to assist and supervise. First aid kit available.

Residual Risk: L=3, S=3, Risk=9 (Medium)

Other Beach Users / Public Interference

Risk: Collisions, obstruction, or conflict with general public, dogs, or fishermen.

Control Measures: Lessons confined to designated surf zones. Instructor to liaise with RNLI lifeguards (when present). Avoid crowded areas. Move session if conflict arises.

Residual Risk: L=2, S=3, Risk=6 (Medium)

4. SAFEGUARDING & WELFARE

All instructors and assistants hold enhanced DBS checks and follow the Scarborough Surf School Safeguarding Policy. Children and vulnerable adults are supervised at all times and never left alone with a single instructor. Any safeguarding concern must be reported immediately to the Safeguarding Officer (Tori Gower).

5. ENVIRONMENTAL AWARENESS

Surfing activities are conducted with respect for the local environment. Instructors and clients are briefed to avoid disturbance to wildlife and to remove litter where safe to do so. Any signs of water pollution or environmental hazard must be reported to the local authority and the Environment Agency.

6. INCIDENT REPORTING & REVIEW

All incidents, near misses, and equipment faults must be recorded in the Surf School Accident Book, an incident form completed and reported to management. Serious incidents

are reported to Surfing England, AALA, and RIDDOR if applicable. Risk assessments reviewed annually or after any major incident or environmental change.

7. INSTRUCTOR COMPETENCE & RATIOS

All sessions must comply with Surfing England guidelines:

- 1 instructor to a maximum of 8 students (1:8) in normal conditions
- 1 instructor to 6 students (1:6) in challenging or high surf conditions
- A second instructor or assistant must be present for large groups or youth sessions.
- Instructors must be qualified to Surfing England / ISA Level 1 or higher and hold current lifeguard certification.

8. REVIEW AND MONITORING

Risk assessments to be reviewed annually by the Head Coach or earlier following incidents, environmental change, or updates to Surfing England or AALA standards. All instructors must contribute to dynamic risk assessments and ongoing monitoring of hazards during sessions.

Emergency Action Plan (EAP) – Surf Lessons at Cayton Bay

Organisation: Secret Spot Ltd / Scarborough Surf School

Location: Scarborough Surf School, Killerby Cliff, Cayton Bay, Scarborough YO113NR

Review Date: 8th March 2027-Review annually or following an incident.

1. General Principles

- This plan follows Surfing England guidance, RNLI beach lifeguard protocols, and AALA requirements.
- All instructors are Surfing England qualified coaches, RLSS or SLSGB Beach Lifeguards, and first aid trained.
- A dynamic risk assessment is carried out before and during each session.
- A designated lead instructor is responsible for enacting the EAP.

2. Access & Communication

- Emergency services access: Via steep path, air ambulance landing zone (cliff top), or RNLI lifeboat.
- Communication methods:
 - Instructor mobile phone or VHF radio (carried at all times, waterproof case).
 - Lifeguards (when on duty) – VHF radios and direct communication.
 - Landline available at The Salty Dog Café and Surf Shop.
- Key information to provide in a 999 call:
 - Location: Cayton Bay Beach, Killerby Cliff, Scarborough YO113NR.
 - Access point: via Cayton Bay Surf Shop car park or drive to 'The Salty Dog Café' via road at the north end of the beach. Key access through gate available.
 - Nature of incident and casualties.

3. Pre-Session Briefing (Mandatory)

Students must be briefed on:

- Safety signals (hand, whistle, recall to beach).
- Boundaries of the lesson area. (Safe Zone)
- Rip current awareness and safe exit procedures.
- Lifeguard zones, flags, and supervised areas.
- What to do if separated, tired, or in difficulty (raise arm, signal for help).
- Action if instructor is incapacitated: nearest student to raise alarm and inform lifeguard / use instructor's phone.

4. Emergency Scenarios

4.1 Injury or Medical Emergency (Student or Instructor)

- Stop session, recall group to shore.
- Apply first aid immediately.
- If serious:
 - Call 999 – Coastguard (request lifeboat/air ambulance if needed).
 - Alert RNLI lifeguards (if on duty).
- Maintain casualty care until emergency services arrive.
- Nominate assistant instructor (or responsible student if single-staffed) to supervise remaining group on the beach.

4.2 Missing Person

- Immediate recall of all participants.
- Confirm head count.
- Inform RNLI lifeguards (if on duty).
- Instructor to search designated area with rescue board.
- If not located within 5 minutes, call 999 – Coastguard.
- Continue group supervision ashore until situation resolved.

4.3 Water Rescue

- Immediate recall of all participants.
- Instructor to effect rescue using rescue board or tube.
- Alert lifeguards immediately if available.
- If unsafe for instructor alone, call 999 – Coastguard.

5. Roles and Responsibilities

- Lead Instructor: Initiates EAP, casualty care, emergency communications.
- Assistant Instructor(s): Supervises group, assists rescue, liaises with lifeguards.
- Students: Must follow recall signals and safety instructions; briefed to raise alarm if instructor incapacitated.

6. Equipment (Checked Weekly / Before Sessions)

- Rescue board and rescue tube.
- Fully stocked first aid kit (checked weekly, replaced after use).
- Mobile phone in waterproof case and VHF Radio.
- Surfboards, leashes, wetsuits – checked for damage.

7. Post-Incident Actions

- Inform manager and Complete accident report form and Incident Report Form.
- Notify AALA, Surfing England, and RIDDOR (if applicable) of serious incidents or near misses.
- Debrief staff and participants.
- Arrange training if needed.
- Review and update EAP.

Emergency contact details:

Coastguard/Ambulance: 999

Surf Shop (Base): 01723 585585

**Tori Gower- Manager, Head coach and Safeguarding officer:
07527151700**

Paul Tomlinson-Director: 07771657844

RNLI Beach Lifeguards-01723 584226

Closest defib:

**RNLI Lifeguards (during peak season only)-Lifeguard Tower-code:
1066**

**Browns Caravan Park, Mill Lane, Scarborough, YO11 3NN-10 min
walk, 2 min drive**

**Poachers Barn, Osgodby Lane, Osgodby, Scarborough, YO11 3QH
20 min walk, 5 min drive**

What 3 words:

Pumphouse: (Surf Zone):

///milk.perfumed.smoothly

Surf shop (Base):

///towns.memo.excavated

Bottom of hill (beach access):

///known.intricate.meant

Bunkers: (Intermediate-advanced surf zone at high tide):

///longer.shut.jammy

Safeguarding and Child Protection Policy

For
Scarborough Surf School
Secret Spot Ltd (Company No. 9084537)

1. Introduction

Scarborough Surf School is a Surfing England–affiliated organisation operated by Secret Spot Ltd. The school provides surfing and water-based activities for children, young people, and adults. We recognise our moral and statutory duty to safeguard and promote the welfare of all children and young people and are fully committed to providing a safe, supportive environment where they can learn and develop.

This policy applies to all staff, instructors, volunteers, students, contractors, and anyone working on behalf of Scarborough Surf School.

2. Purpose

The purpose of this policy is to protect children and young people who receive services from Scarborough Surf School. It provides staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection in line with Surfing England, the North Yorkshire Safeguarding Children Partnership (NYSCP), and national legislation.

3. Policy Statement

We believe that all children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from harm. We recognise that some children are more vulnerable due to previous experiences, dependency, communication needs, or other issues.

4. Designated Safeguarding Leads

Designated Safeguarding Lead (DSL): Miss Victoria Gower

Deputy Safeguarding Lead: Andrew Vaughan

Email: torigower@icloud.com | Phone: 07527 151700

Local Authority Contact: North Yorkshire Safeguarding Children Partnership (NYSCP)

5. Legal Framework

This policy has been developed in accordance with the following statutory guidance and legislation:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Out of School Settings (2020)

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- General Data Protection Regulation (GDPR)
- Human Rights Act 1998
- United Nations Convention on the Rights of the Child (UNCRC)

6. Recognising Abuse and Neglect

Abuse can occur in many forms and may include physical abuse, emotional abuse, sexual abuse, neglect, exploitation, bullying (including cyberbullying), grooming, domestic violence, or exposure to unsafe environments.

7. Reporting Concerns

All staff and volunteers have a duty to act if they suspect a child is at risk. If you have a concern:

1. Report it immediately to the DSL (Miss Victoria Gower) or Deputy DSL (Andrew Vaughan).
2. Record factual details using the Safeguarding Concern Form.
3. The DSL will assess and, if necessary, refer to the NYSCP, Police (999 in emergencies), or Surfing England Safeguarding Lead.
4. If you believe a child is at immediate risk, contact the Police or Children's Social Care directly.
5. You can also seek advice from the NSPCC Helpline: 0808 800 5000.

8. Whistleblowing

Scarborough Surf School supports a culture of openness and accountability. Staff and volunteers are encouraged to report any concerns about poor practice or potential abuse by colleagues. Concerns can be raised directly with the DSL, Surfing England Safeguarding Team, or the NSPCC Whistleblowing Helpline (0800 028 0285).

9. Safe Recruitment

Scarborough Surf School follows safer recruitment procedures in line with Surfing England guidance. All staff and volunteers working with children:

- Will undergo enhanced DBS checks.
- Will provide at least two references.
- Will complete a safeguarding induction and regular training (every 3 years).

10. Code of Conduct

All staff, volunteers, and participants are expected to:

- Treat all children with respect and dignity.
- Prioritise the welfare of children at all times.
- Maintain professional boundaries.
- Avoid being alone with children in private areas (e.g., wetsuit storage, changing rooms).
- Use positive reinforcement and never use physical punishment.

11. Photography, Filming & Social Media

No photos or videos of children will be taken or shared without prior written consent from a parent/guardian. Images will be used responsibly and stored securely. Staff must not share or post identifiable images on personal social media accounts.

12. Managing Behaviour and Discipline

Positive behaviour is encouraged. Physical restraint may only be used to prevent injury or serious damage. Persistent or severe misbehaviour may result in exclusion from future sessions. Parents will be informed of all incidents.

13. Anti-Bullying Policy

Bullying, including cyberbullying, will not be tolerated. Any incidents will be addressed promptly and reported to the DSL. Parents will be informed, and appropriate action taken.

14. Health & Safety in Safeguarding

All sessions are risk assessed before delivery. Dynamic risk assessments are carried out throughout. Ratios are maintained to ensure supervision and emergency cover. Parents and children are informed of specific risks.

15. On-Site Safeguarding Protocols

- Instructors must not be alone with under-18s in areas out of public view (e.g., wetsuit storage, stock room, toilets).
- During wetsuit fitting, two instructors and/or a parent must be present.
- Children must not enter the wetsuit storage area.
- Only same-sex instructors may enter changing areas, accompanied by another adult.

16. Confidentiality and Information Sharing

Information about safeguarding concerns will be shared on a need-to-know basis only, in accordance with GDPR and statutory guidance. Records will be stored securely and retained in line with data protection policies.

17. Training and Awareness

All staff and volunteers will complete Surfing England–approved safeguarding training at induction and refresher training every 3 years.

18. Policy Review

This policy is reviewed annually by the Designated Safeguarding Lead and Management Team or following any significant changes to legislation or guidance.

Approved by: Miss Victoria Gower, Designated Safeguarding Lead

Date of Approval: 8 Feb 2026

Next Review Due: Feb 2027