

Runswick Bay Beach and Sailing Club

Welfare Policy and Procedures

Safeguarding children, young people and vulnerable adults is everyone's responsibility.

Policy Statement

It is the policy of Runswick Bay Beach and Sailing Club to safeguard children, young people and vulnerable adults, taking part in boating, from physical, sexual or emotional harm. The general committee will take all reasonable steps to ensure that, through appropriate procedures and training, children, young people and vulnerable adults participating in club activities do so in a safe environment. We recognise that the safety and welfare of the child, young person or vulnerable adult is paramount and that everyone, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. This policy covers both the RYA Training Centre and all activities of Runswick Bay Beach and Sailing Club. All members of the Club should be aware of this policy.

Club Welfare Officer

The Club Welfare Officer is **Rosey Stuart**. She can be contacted at rosalindstuart@gmail.com.

Volunteers

All Club volunteers and those asked to support with the activities of the RYA Training Centre or whose role brings them into contact with young people or vulnerable adults will be asked to provide references or to complete a self-disclosure form. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure. <http://www.rya.org.uk/go/safeguarding>

Good Practice

All members of the Club should follow the good practice guidelines attached. Those working with young people and vulnerable adults should be aware of the guidance on recognising abuse (see *RYA Appendix A*) and agree to abide by the Instructor Code of Conduct (Appendix B) and the RYA Racing Charter contained in the Racing Rules of Sailing.

Photography

The Club will seek verbal or written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Changing Rooms

It is the responsibility of a child's parents to supervise their child changing for water activities or to appoint another adult to do this. During a RYA Training Centre course Instructors will not enter the changing rooms to support a child to change. Male instructors will not enter the female changing rooms, unless it is an emergency, and will ensure there is another adult present if changing at the same time as the children.

RBBSC understand that sometimes young children need to be supported to change and this may mean they enter a changing room that is the same sex as their parents. However, children who are 8 or over should change in the correct changing room and should not wander in and out of the changing room of the opposite sex.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The club welfare officer will follow the attached procedures (RYA flowcharts 1 and 2)

Any member of the Club failing to comply with the Welfare Policy may be subject to disciplinary action under Club Rule 19.

This Policy was revised February 2022

Appendix A – What is child abuse?

Revised Feb 2018

(Based on the statutory guidance 'Working Together to Safeguard Children')

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children inflicting physical harm:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual abuse. Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)

- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Bullying (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
racial taunts, graffiti, gestures, sectarianism

- sexual comments, suggestions or behaviour
- unwanted physical contact.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Welfare/Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Appendix B – RYA Instructor Code of Conduct

Revised Feb 2014

RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

Appendix C – RYA Coach Code of Ethics and Conduct

Revised Jan 2012

Sports Coaching helps the development of individuals through improving their performance.

This is achieved by:

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.

9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.

RYA Good practice guidelines

Culture

It is important to develop a culture within your organisation where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Minimising risk

Plan the work of the organisation and promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

These common sense guidelines should be available to everyone within your organisation:

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Additional vulnerability

Revised Jan 2016

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:

- a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer
- a deaf child may not be able to express themselves or speak confidentially if they need an interpreter
- a child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.

Grooming

Added Dec 2016

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-andneglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy teachers and others working with young people are receiving training on recognising the warning signs.

Bullying

Revised Feb 2018

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix A. Safeguarding and child protection procedures should include an Anti-Bullying policy. The RYA's Anti-bullying policy is available on the website under Racing, Youth and Junior, Information, Policies or click on this link: [Youth and Junior Racing Policies](#).

The Child Protection in Sport Unit also publishes a sample Anti-bullying policy and guidance, see <https://thecpsu.org.uk/help-advice/topics/anti-bullying/> Resources and advice for young people can be found on www.kidscape.org.uk and www.childline.org.uk

Children and young people could be asked to sign up to the Club Code of Conduct (see Sample Document 5) or to agree their own Code as a group.

Managing challenging behaviour

Revised Jan 2015

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website www.rya.org.uk/go/safeguarding, under RYA Safeguarding and Child Protection Guidelines.

Responsibilities of staff and volunteers

Make sure your staff or volunteers are given clear roles and responsibilities, are aware of your organisation's safeguarding policy and procedures and are issued with guidelines on:

- following good practice (see *Good Practice Guidelines above and Sample Document 4*) and
- recognising signs of abuse (see *Appendix A*).

RYA Coaches and Instructors are expected to comply with the RYA Codes and Conduct (see *Appendices B and C*).

Parental responsibility and club liability

Revised Jan 2015

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching. Clubs and class associations may wish to consider adopting a Code of Conduct (see *Sample Document 5*) that can be signed up to by everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Although clubs have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.

When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. If the club/class/centre requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

For information on a Club's legal liability and duty of care, please go to the Club Zone of the RYA website (you'll need your club's login) and select Club Management, Health & Safety, Organising and Managing Events, or click on this link: [Race, Training and Event Management](#)

Changing rooms and showers

Revised Jan 2012

Shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. As a minimum there should be separate male and female changing rooms and, if relevant, unisex disabled changing. If there is an opportunity to redevelop or refurbish changing facilities, clubs/centres should endeavour to provide some family changing areas similar to those provided at public swimming pools.

It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable because adults are sailing at the same times, or the site is open to the public, it is better if one adult is not alone. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers (see Bullying on page 14).

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite sex.

First aid and medical treatment

Revised Dec 2016

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer (*see Sample Document 6*).

Organising and hosting events

Revised Feb 2008

When hosting an open junior or youth event at your club, liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

A free poster for you to display at your event, giving the contact details of the event welfare officer, can be downloaded from www.rya.org.uk/go/safeguarding or contact the RYA Safeguarding and Equality Manager, e-mail safeguarding@rya.org.uk , tel. 023 8060 4104.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these guidelines. The Child Protection in Sport Unit also publishes a comprehensive guide 'Safe Sports Events' (see Section 7 for contact details).

Away events

Revised Feb 2018

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.

The RYA Racing Department has Sailor Supervision Guidelines and other detailed policies for the RYA junior and youth squad programmes. These are available on the RYA website, see Racing & Performance, Youth and Junior, Information, Policy Guidance, or click on [Youth and Junior Racing Policies](#). They may be a useful reference for events organised by bodies other than the RYA but should not be taken as prescriptive.

Communication and Images

Revised Feb 2018

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are:

www.nspcc.org.uk/shareaware www.net-aware.org.uk www.internetmatters.org
www.getsafeonline.org

Parents

Organisations are responsible for the content published on their sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links above for guidance.

Club websites and social media

When promoting your club and encouraging your members to interact online, there are a few issues to bear in mind in relation to children and young people:

- follow the RYA guidance on the use of images of children (see Photography section below)
- ensure that the content and language on your site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

Coaches and Instructors

When working with children and young people you are advised to:

- where possible have a business phone and a personal phone
- only contact sailors on your business phone (or using your organisation's text system)

- avoid using over-familiar language and try to copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

- have a personal and a professional page for your social media
- do not allow young sailors to follow or be friends with your personal account
- set your privacy settings as high as possible on your personal account
- challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- educate young sailors about the boundaries between them and their Coach or Instructor.

Coaches on the RYA's Youth and Junior squad programmes are expected to comply with the RYA Youth Racing Communications Policy.

Children and young people

Children and young people use modern technology as a matter of course, but they don't always understand the risks involved and their parents are not always fully aware of their children's risky behaviour. Online communication and texting can often be used as a means of bullying.

'Cyberbullying' should be treated in the same way as any other form of bullying.

www.thinkuknow.co.uk and www.childline.org.uk provide guidance and support for children and young people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and 'sexting'.

Photography, images and video

Revised Dec 2005

Publishing articles, photos and videos in club newsletters, on websites, in local newspapers etc is an excellent way of recognising young people's achievements and of promoting your organisation and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

There are two key principles to bear in mind:

Before taking photos or video, obtain written consent from the child's parents/carers for their images to be taken and used

- A consent form could be included with the event entry form (*see Sample Document 6 for sample consent form*).
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.

- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
- Care must be taken in the storage of and access to images.

When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child

- It is preferable to use a general shot showing participants on the water, or a group shot of the prizewinners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (eg. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the organisation's child protection/welfare officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or smart phones/tablets in changing areas should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

6 Handling concerns, reports or allegations

Revised Jan 2015

This section is primarily for the organisation's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.

Handling an allegation from a child Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure the child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event, using the child's own words
- follow your organisation's child protection procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

Recording and handling information

Revised Feb 2018

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social

Care or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities (see Sample Document 7 for Referral Form).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager and/or RYA NI's Designated Safeguarding Officer should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

Confidential information must be processed, stored and destroyed in accordance with your organisation's Data Privacy Policy and Data Protection legislation.

Procedures

Revised Feb 2018

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee
- a procedure for handling a complaint about a member

The RYA's information sheet on the Conduct of Members includes the key elements of a fair hearing. It can be found on the website in the Club Zone (you will need your club's or class association's login) under Your People, Members, Expulsion of Members or click on this link: [Conduct of members](#).

Statutory Authorities

Added Jan 2012

If your club or centre is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding and Equality Manager and/or RYA NI's Designated Safeguarding

Officer as soon as possible for guidance and support. Cooperate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

Handling the media

Revised Dec 2005

If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

Insurance

Added Feb 2018

If there is a serious allegation involving harm caused to a child either at your premises or as a result of taking part in your activities, the person in charge should consider notifying your insurers in case there is a subsequent claim against the organisation.

Historical allegations

Added Dec 2016

If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

Reference to the Disclosure and Barring Service or Disclosure Scotland

Revised Feb 2013

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If your organisation permanently dismisses or removes someone from a role involving Regulated

Activity/Work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Section 7 Useful Contacts) or contact the RYA

Safeguarding and Equality Manager and/or RYA NI's Designated Safeguarding Officer.

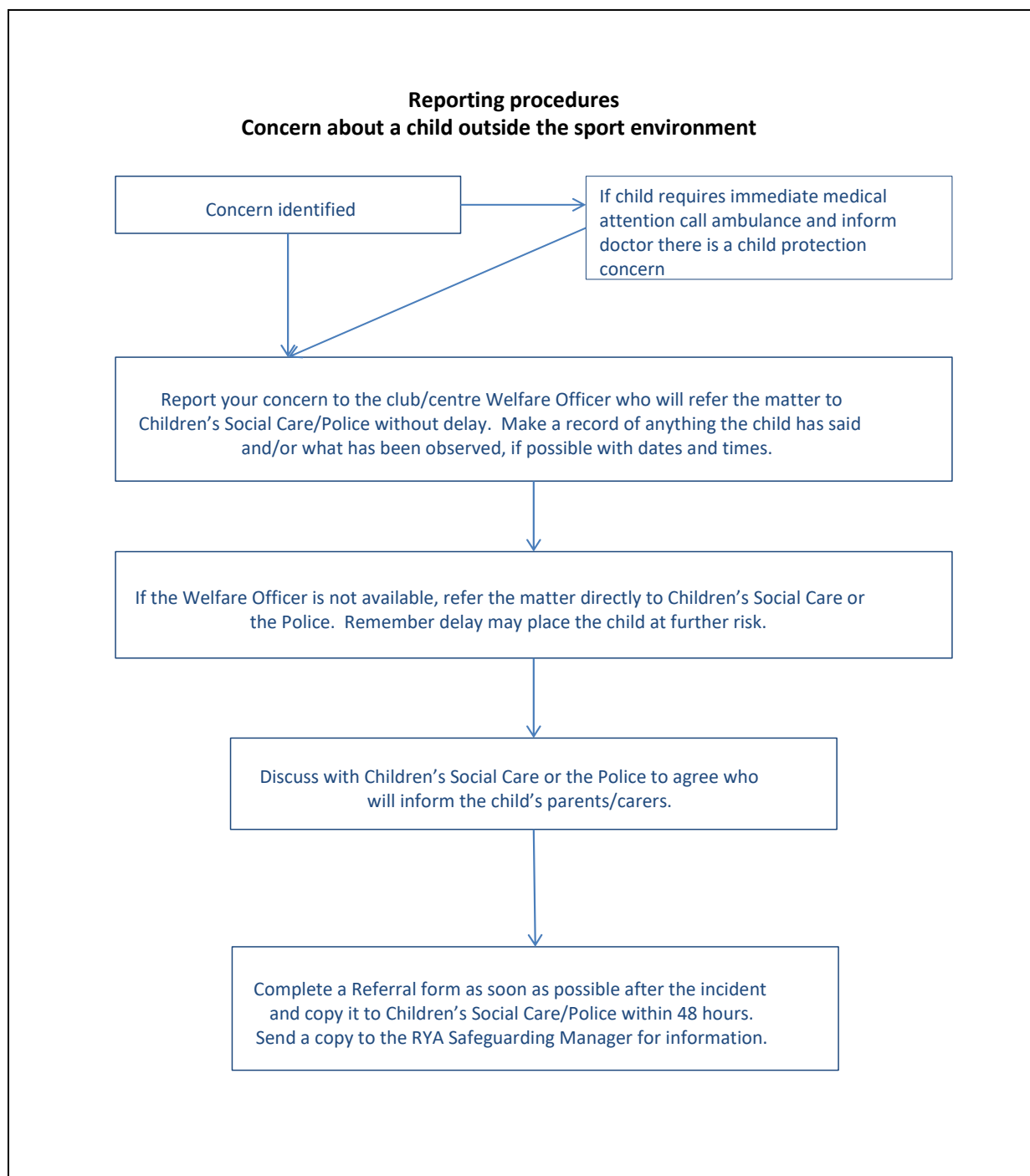
Reporting Procedures

Revised Jan 2015

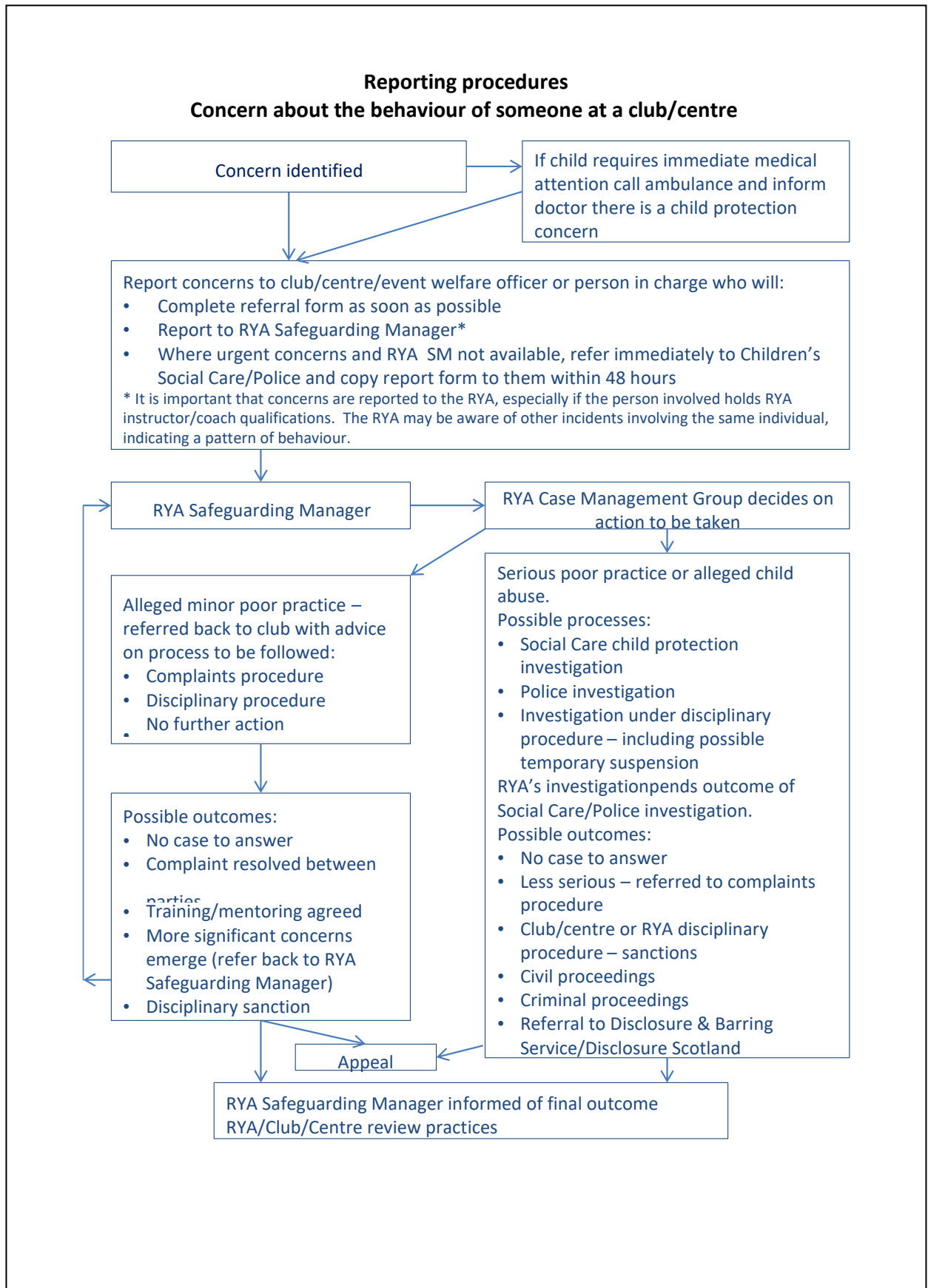
If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYANI Office Administrator or, if a child is at immediate risk, the Police.

Flowchart 1



Flowchart 2



PART 3 – INFORMATION AND SAMPLE DOCUMENTS

7 Useful Contacts

Revised Feb 2018

NSPCC 24 hour free helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Children 1st (Scotland) free helpline

08000 28 22 33

E-mail: parentlinescotland@children1st.org.uk

Text: 07860 022844

Website: www.children1st.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

Royal Yachting Association

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk

Website: www.rya.org.uk/go/safeguarding

RYA Cymru Wales

Phil Braden, Chief Executive Officer

Tel: 01248 670814 Mob: 07450 239152

E-mail: phil.braden@ryacymruwales.org.uk

Website: www.ryacymruwales.org.uk

RYA Scotland

Liza Linton, Development Manager

Tel: 0131 317 7388 Mob: 07770 604234

E-mail: liza.linton@ryascotland.org.uk

Website: www.ryascotland.org.uk

RYA Northern Ireland

Paul Bunting, Director, Safeguarding

Tel: 028 9182 7154

E-mail: dsco.ryani@gmail.com

Website: www.ryani.org.uk

Child Protection in Sport Unit (CPSU)

England

Tel: 0116 366 5590

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Wales

Tel: 0116 366 5590

E-mail: cpsuwales@nspcc.org.uk

Northern Ireland

Tel: 028 9035 1135

E-mail: cpsu@nspcc.org.uk

Scotland (Children 1st Safeguarding in Sport)

Tel: 0141 419 1156

E-mail: safeguardingsport@children1st.org.uk

Website: www.safeguardingsport.org.uk

Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Volunteer Scotland Disclosure Services – RYA is Enrolled Body

Website: www.volunteerscotland.net/disclosure-services

Disclosure Scotland (for referrals)

Website: <https://www.mygov.scot/pvg-referrals/>

AccessNI – RYA is Registered Body

Website: www.nidirect.gov.uk/accessni

UK Coaching – provide Safeguarding and Protecting Children training

Website: www.ukcoaching.org

8 Sample Documents

These documents are intended as a useful reference for clubs, class associations and training centres but must be adapted to fit the requirements of the organisation, activity or event and should not be taken as prescriptive.

Sample Document 1 – Application form

Revised Feb 2018

To be adapted for voluntary role or paid employment

Application for the post/role of (job/role title)

When completed this form should be returned, marked 'Private and Confidential', to:

The closing date for applications is:

Personal details

Title: Surname:

Other names in full:

Contact details Address:

Home phone:

Work phone:

(state if you do not wish to be contacted at work)

Mobile:

E-mail:

Training and Qualifications

Academic and/or vocational qualifications

RYA or other qualifications relevant to the role

Do you hold a valid UK driving licence? YES / NO

Summary of past experience

Please state the name of organisation, position held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)

Please state how you think your skills and experience match the requirements of this role and give your reasons for applying.

Other relevant information

eg. recreational interests, hobbies, voluntary or community work

Criminal record

Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant (*in Scotland: to apply for membership of the Protection of Vulnerable Groups Scheme*).

References

Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted. Please indicate if you do not want us to contact any of your referees before interview or before an offer of employment.

Referee 1

Name

Address

E-mail address

Phone number

Capacity in which known to you

Referee 2

Name

Address

E-mail address

Phone number

Capacity in which known to you

Data Protection

In order to recruit to this role *[insert name of organisation]* will process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. All personal data will be handled in accordance with *[name of organisation's]* Data Privacy Policy which can be found *[provide link]*.

Applicant's Declaration

I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature

Date

Sample Document 2 – Reference request

Revised Jan 2015

CONFIDENTIAL

(Name) has expressed an interest in working with (organisation) in the role of, and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in regular contact with children or young people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person?
2. In what capacity?
3. What attributes does this person have which would make them suitable for this role?

.....
.....
.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in regular contact with children or young people? YES / NO

If you answer 'Yes' we will contact you in confidence.

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked 'Confidential' to:

Sample Document 3 Self-declaration form

Revised Feb 2018

Can be adapted for roles involving working with vulnerable adults

Private and Confidential Self-declaration form for roles involving contact with children

(Organisation name) is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving contact with children to complete this self-declaration form.

If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant (*Scotland: to be a member of the Protecting Vulnerable Groups Scheme*). Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name

1. Have you ever been known to any Children Services Department as being an actual or potential risk to children? YES / NO

If yes, please supply details.

2. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? YES / NO

If yes, please supply details.

Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.

If required I agree to provide a valid Criminal Records Disclosure (*Scotland: PVG Scheme Membership certificate*).

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: Date:

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

Sample Document 4 – Good Practice Guide

Revised Dec 2016

Good Practice Guide for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Sample Document 5 Club/Class Association Code of Conduct

Added Jan 2012

It is the policy of XXX club/class association that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants - young sailors, windsurfers and powerboaters

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your Club/Class Welfare Officer or the person in charge of the activity.

Sample Document 6 Booking and Parental Consent form

Revised Feb 18

*This document is an extract from the RYA's booklet **Race, Training and Event Management** which can be downloaded from the website here: [Race, Training and Event Management](#). Please see the booklet for full guidance notes, alternative clauses for different types of event, etc.*

This template has been produced as a Model Booking Form for a boating event organised by a club or class association (e.g. a taster day, training/coaching etc). The form will need to be modified for use in relation to specific events.

EVENT DETAILS

Event name	
Venue	
Date	
Event Co-ordinator	
Event details	

PARTICIPANT CONTACT DETAILS

Name	
Address	
Contact no.	
Email address:	
If you are under 18, your parent or guardian must complete and sign the Parental/Guardian Agreement Form at page []	

ABOUT YOU

Do you have any previous boating experience or qualifications? If yes, please give brief details.	
Can you swim 25 metres?	

In the interests of your safety do you have any medical conditions or physical or mental impairments that the organiser needs to be aware of that may affect your ability to take part in the Event?	Yes/ No If you answer yes please provide further details in the Medical Information and Impairments section of this form at page [].
Telephone number of emergency contact.	

BOOKING TERMS

1. RISK STATEMENT

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the Event, you agree and acknowledge that:

- (i) You are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the Event;
- (ii) You will comply at all times with the instructions of the Event Co-ordinator particularly with regard to handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions;
- (iii) You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- (iv) You will not participate in the Event if your ability to participate is impaired by alcohol, drugs or if you are otherwise unfit to participate;
- (v) You will inform the Event Co-ordinator if there have been any changes to the information provided on this form at the time of the Event.
- (vi) The provision of patrol boat cover is limited to such assistance as can be practically provided in the circumstances;
- (vii) You are aware of any specific risks drawn to your attention by the Event Coordinator.

2. CANCELLATION

You understand that the Event Co-ordinator may cancel or postpone the Event at any stage in the event of bad weather, equipment failure or otherwise.

3. MISCONDUCT

You understand that the Event Co-ordinator may exclude anyone from a particular session and evict anyone from the premises who refuses to comply with these Booking Terms or who misconducts themselves in any way or who causes damage or annoyance to other persons.

4. DATA PROTECTION

The Organiser has a Data Privacy Policy which can be found at [] Your data will be stored and used in accordance with that policy.

The information you provide in this form will be used to facilitate your participation in the Event and to contact you. The Organiser would also like to include your contact details on a mailing list in order to make you aware of membership opportunities and future events.

If you would like to be included on this mailing list please tick here

If you wish to withdraw your agreement at any time, please contact []

5. USE OF YOUR IMAGE

The Organiser may arrange for images or videos to be taken at the Event and published on the Event or Organiser's website or social media channels to promote the Event or Organiser.

-

If you agree to images of you being used for this purpose, please tick here.

If you are taking part in the Event as a family, your family members, aged 18 and over, should indicate their agreement to the use of their image separately below.

Parental agreement for images of participants aged under 18 is included in the Parental/Guardian Agreement Form at page [].

Family member

Family member

Family member

If you later wish to withdraw your agreement, please contact []. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to your images being used, you agree to assign any copyright or any other right of ownership of these images to the Organiser.

AGREEMENT

I confirm that I have read and fully understand the above Booking Terms and agree to comply with them.

Signed..... (The Participant) Date.....

PARENTAL/GUARDIAN AGREEMENT

(to be completed if the participant is aged under 18)

Name of participant	
---------------------	--

Name of parent/guardian completing this form	
Relationship to participant	
Contact number during Event	

Optional clause to be used where Event organisers require a responsible adult to remain on site during the Event

Supervision

I will be responsible for my child throughout the Event. I will be available at the Event venue

OR

I appoint the person named below, who has agreed to act in loco parentis. He/she will be responsible for my dependant throughout the event. He/she will be available at the Event venue.

Name of person appointed in loco parentis.....

Mobile number.....

Optional Medical consent if parent/guardian is not on site

Medical treatment

I give permission to the organisers to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Use of your child's image

The Organiser may arrange for images or videos to be taken at the Event and published on the Event or Organiser's website or social media channels to promote the Event or Organiser.

If you agree to the use of images of your child being used for this purpose, please tick here.

If you agree to the use of images of your child being used, please confirm below that your child is not under a court order which may prevent their image being published. I confirm that my child is not under a court order which may prevent their image from being published.

If you later wish to withdraw your agreement, please contact []. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to images being used, you agree to assign any copyright or any other right of ownership of these images to the Organiser

PARENTAL/GUARDIAN AGREEMENT (if under 18)

I agree that _____ may take part in the Event. I confirm that I have read through the above conditions with him/her and that she/he understands and agrees with them. I also confirm that he/she takes part in the Event with my full agreement that that the particulars given above are correct and complete in all respects.

Signed.....Parent/Guardian.....

Date.....

MEDICAL INFORMATION AND IMPAIRMENTS

*(For full guidance on collecting personal medical information, in relation to compliance with the General Data Protection Regulations, please see the RYA's **Race, Training and Event Management** booklet)*

If you declared that you have a medical condition or physical or mental impairment that the organiser needs to be aware of because it may affect your ability to take part in the Event please provide details below.

SPECIAL CATEGORY DATA

I confirm that I have given the Organiser the medical information listed on this page (if any) for the purposes of my participation in the Event. I understand that this information will only be used for that purpose and will be retained for as long as necessary to comply with the Organiser's legal obligations.

I agree/ I do not agree (Please circle)

Sample Document 7 – Safeguarding and Child Protection referral form

Revised Dec 2016

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary).	
Action taken by organisation (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position	

and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.