



Yorkshire Ouse Sailing Club

Safeguarding and Child Protection Policy and Guidelines

Updated April 2015

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RYA and YOSC Safeguarding and Child Protection Policies and Guidelines

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If you require any of this information in a different language or accessible format, please contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or e-mail jackie.reid@rya.org.uk

1 RYA advice to clubs

Revised Jan 2015

Guidelines have been produced by the RYA to help your organisation to enable children and vulnerable adults to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment. Any section can be copied or adapted to meet the requirements of your organisation. This document can be downloaded from the RYA's website, www.rya.org.uk/go/safeguarding

In the context of this document, 'child' refers to any young person under the age of 18. The principles also apply to 'vulnerable adults', but if your organisation works specifically with adults who have learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care, we recommend that you refer to our separate guidance on Safeguarding Vulnerable Adults.

RYA Recognised Training Centres (TCs), including all OnBoard and Team15 clubs and centres, are required to have a formal safeguarding and child protection policy which is checked as part of their annual inspection. RYA Champion Clubs are also required to adopt and maintain a safeguarding and child protection policy.

If your club or class is not a TC but your membership includes children and families, and/or the organisation provides training or activities for young people, it is strongly recommended that you adopt a similar **policy** and some straightforward **procedures** to put the policy into practice.

There are several good reasons for doing this:

- to safeguard children from physical or emotional harm, both on and off the water
- to assure parents that their children are as safe at your organisation as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of your members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to:
 - the child's welfare at your site or
 - something happening outside the sport that a child discloses to someone they trust at your club or centre
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect the organisation, by showing that you have taken 'all reasonable steps' to provide a safe environment.

Your organisation is therefore strongly advised to take the following steps:

1. **Adopt a policy statement** that defines the organisation's commitment to providing a safe environment for children. 'Child Protection' can be an emotive term because people associate it with the most serious kinds of child abuse. 'Safeguarding' has become a more common term for promoting children's welfare, whilst 'child protection' tends to refer to actions taken in response to a specific concern or allegation. In a club context, 'Welfare Policy' might be more readily understood and accepted.

If you have a training centre attached to a club, the policy should be adopted by the whole club and all members should be aware of it, not just those directly involved in children's activities. **Safeguarding children and young people is everyone's responsibility** (Statutory guidance 'Working Together to Safeguard Children' 2013).

2. Produce a simple code of practice and procedures governing how the organisation runs.

This should cover:

- the safe recruitment of staff/volunteers who will be in contact with children.
- good practice guidelines to ensure the safety and welfare of children at all times whilst at your site, both on and off the water.
- handling concerns, reports or allegations.

Everyone in the organisation should be aware of the policy and have access to the supporting procedures, and those working with children must be familiar with the procedures.

You can take as your starting point the basic sample policy on page 7 and add to it the sections of these Guidelines that are relevant to your club, centre or class association.

For information on a Club's legal liability and duty of care, please go to the Clubs section of the RYA website (you'll need your club's login) and select Support, Club Management, Health & Safety, Organising and Managing Events, or click on the link below.

<http://www.rya.org.uk/clubs/support/management/healthandsafety/Pages/organisingandmanagingevents.aspx>

2 Policy Statements

RYA Safeguarding and Child Protection Policy Statement

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

It is the policy of the RYA to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The RYA will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in RYA activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse.

The RYA actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that RYA-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their RYA duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the RYA Safeguarding and Equality Manager.

RYA designated person

The RYA's Safeguarding and Equality Manager is Jackie Reid, tel. 023 8060 4104, e-mail jackie.reid@rya.org.uk

If Jackie Reid is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Club Support Advisor, tel. 023 8060 4199, e-mail jackie.bennetts@rya.org.uk

Yorkshire Ouse Sailing Club Safeguarding Policy and Procedures

Policy Statement

It is the policy of Yorkshire Ouse Sailing Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, 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. All members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is: Fiona Phillips, tel. 01904 624117, e-mail fephillips1@btopenworld.com

Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

Good Practice

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

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable, it is advised that they are accompanied by another adult.

The Club will seek 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.

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 (*see RYA Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 18.

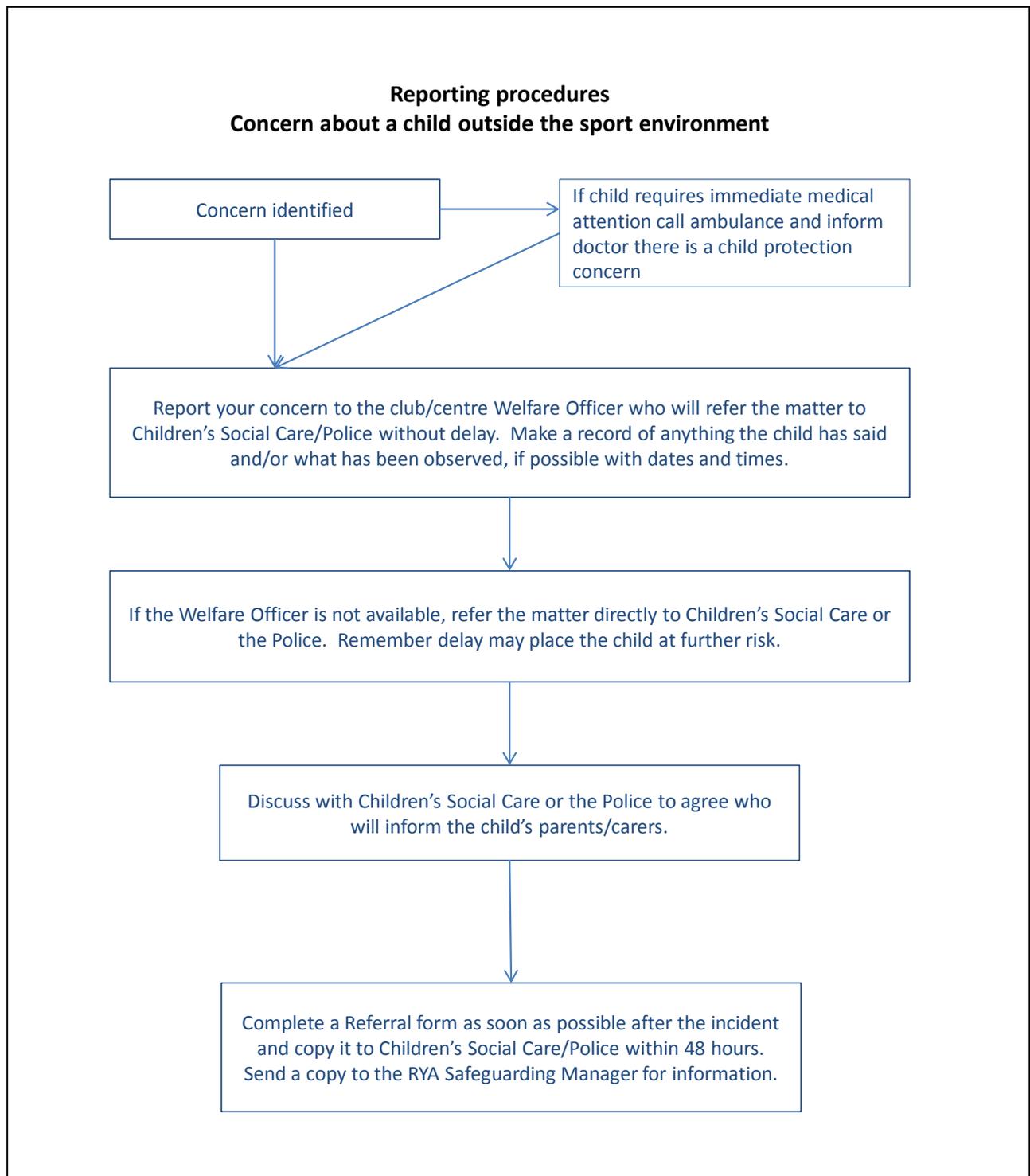
Reporting Procedures

Revised Jan 2015

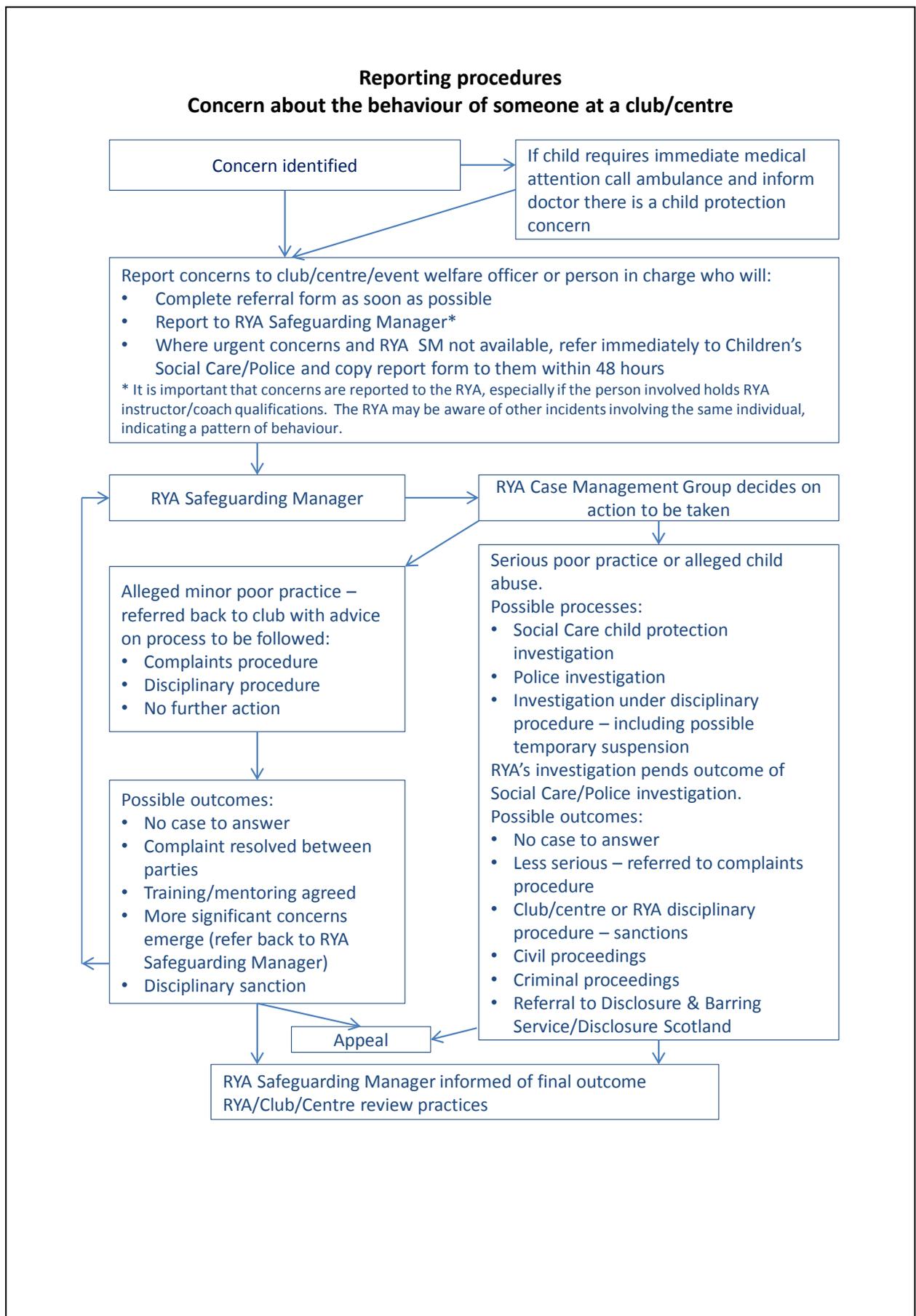
If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

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 RYA's Safeguarding Manager or, if a child is at immediate risk, the Police.

Flowchart 1



Flowchart 2



Useful Contacts

Revised Jan 2015

NSPCC Helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline

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: jackie.reid@rya.org.uk

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

Community text phone (for people with a hearing impairment): 07823 559018

Child Protection in Sport Unit (CPSU)

England

Tel: 0116 234 7278

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

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

Website: www.homeoffice.gov.uk/government/organisations/disclosure-and-barring-service

sportscoach UK – provide Safeguarding and Protecting Children training

Website: www.sportscoachuk.org

Good Practice Guide Handout 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 Club'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

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.

Yorkshire Ouse Sailing Club Code of Conduct

It is the policy of Yorkshire Ouse Sailing Club 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

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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 Welfare Officer or the person in charge of the activity.

YOSC – Safeguarding and Child Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page if necessary.)	
Action taken (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	
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	

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

Appendix A – What is child abuse?

Revised Jan 2015

(Based on the statutory guidance 'Working Together to Safeguard Children' 2013)

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. 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
- 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 sailing 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.

Bullying (including 'cyber bullying' by text, e-mail, social media etc) 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 may often be 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, physically small, having a disability or belonging to a different race, faith or culture.

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 Child Protection/Welfare 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.

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.