

Halifax Sailing Club

Safeguarding and Child Protection Policy and Guidelines

April 2012
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HxSC Safeguarding and Child Protection Policy and Guidelines

Contents

	Page
PART 1 – POLICY	
1 Introduction	3
2 Safeguarding and Child Protection Policy Statement	4
PART 2 - PROCEDURES	
3 Designated person	6
4 Safe recruitment	7
5 Good practice guidelines	9
6 Handling concerns, reports or allegations	12
PART 3 - INFORMATION AND SAMPLE DOCUMENTS	
7 Useful contacts	16
8 Documents	
1 Application form	18
2 Reference request	21
3 Self-disclosure form	22
4 Good practice guide	23
5 Club/Class Code of Conduct	24
6 Parental consent form	26
7 Safeguarding and Child Protection referral form	29
Appendices	
A What is child abuse?	30
B RYA Code of Ethics and Conduct – Instructors and Trainers	32
C RYA Code of Ethics and Conduct – Racing Coaches	33
D RYA Youth Anti-bullying Policy	34

PART 1 - POLICY

1 Introduction

These guidelines have been produced by the Club to enable children and vulnerable adults to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment.

In the context of this document, 'child' refers to any young person under the age of 18. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care.

RYA Recognised Training Centres (TCs) are required to have a formal child protection policy which is checked as part of their annual inspection.

In order to safeguard all young persons whilst at the club or engaged in club activities, the Club has adopted a **policy** and **procedures** to put the policy into practice.

There are several good reasons for doing this:

- to safeguard children, 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 outside the sport
- 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.

The Halifax Sailing Club has taken the following steps:

Adopted a policy statement that defines the Club'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 concern or allegation. In a club context, 'Welfare Policy' might be more readily understood and accepted.

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

This covers:

- the safe recruitment of staff or volunteers who will be in contact with children (*see Section 4*)
- good practice guidelines to ensure the safety and welfare of children at all times whilst at the Club, both on and off the water (*see Section 5*)
- handling concerns, reports or allegations (*see Section 6*).

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

2 HxSC 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.

The Club 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.

The club and it's members 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 members, employees, contractors and volunteers who work with children or vulnerable adults in the course of their activities at the Club. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the Club Welfare Officer.

Halifax Sailing Club– Club Child Protection Policy

Policy Statement

It is the policy of Halifax 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, 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. All members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is Sue Lamb.
(Contact at Suelamb@live.co.uk)

Volunteers

All Club volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare Officer and those 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 outlined in these guidelines. Those working with young people should be aware of the guidance on recognising abuse (*Appendix A*).

No child below the age of 16 years should be on the Club premises unless that child's parent or an adult acting "in loco parentis" is also present at all times.

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 Child Protection policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 8(ii).

PART 2 – Procedures

3 Designated Person

Although everyone has a role to play in ensuring that children are safe, the Club has appointed a Club Welfare Officer as the designated individual who has specific responsibility for implementing the Club's policy, and acts as the point of contact to receive information and advice from the RYA.

The designated person's general terms of reference include:

- Maintaining an up to date policy and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services* and Police.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed if necessary (*see flowcharts in Section 6*).

Everyone in the organisation should know who the Welfare Officer is and how to contact them.

RYA designated person

The RYA's Child Protection Co-ordinator is Jackie Reid, HR and Administration Manager, 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 Volunteer Development Officer, tel. 023 8060 4199, e-mail jackie.bennetts@rya.org.uk

4 Safe recruitment

All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny. The level of checking the Club will carry out will be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

The club has a clear policy and will apply it fairly and consistently:

- **who to check**
 - paid staff and/or volunteers (if they have the same level of responsibility and contact, they should be treated in the same way whether they are paid or not)
 - new applicants only or existing volunteers/staff as well (if you are introducing checking for the first time you might want to start with new applicants and then check your existing volunteers or staff in priority order depending on their role)
 - those with specific responsibilities (eg. instructor, centre principal, child protection/welfare officer, coach, head of cadet section) or anyone who regularly helps with junior/youth activity
- the **level of check** to be conducted for each category
 - references
 - self-disclosure (normally used at the application stage and followed up by a full Disclosure at the offer stage)
 - Enhanced Criminal Records Disclosure or membership of the Protection of Vulnerable Groups Scheme (Scotland only), if the post is eligible.

It is a criminal offence to knowingly employ or use as a volunteer someone who is on the list of individuals barred from working with children, or with vulnerable/protected adults if relevant. It is also an offence for such a person to apply to work with the relevant vulnerable group.

Are they competent?

The Club will:

- provide the applicant with a clear job or role description so that they understand what the work involves
- draw up a 'person specification' listing the key qualifications, skills, experience and qualities you're looking for
- check that the applicant is competent for the role, eg. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required
- provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with your organisation's operating procedures.

Are they safe?

If the role involves contact with children, the Club will:

- ask them to provide information about their past career or relevant experience (see *Document 1 for application form*)
- ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- explore their experience of and attitude towards working with children
- take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children, and make the nature of the work clear to the referees (see *Document 2 for reference request*).

If the role involves close or regular contact with children, training or supervising children or is a position of trust or authority over children's welfare, the Club will:

- First ask the applicant to complete a self-disclosure form (see *Document 3*). Although they might make a false declaration, the fact that your organisation has these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- Before confirming their appointment, ask the applicant to apply for an Enhanced Criminal Records Disclosure or Protection of Vulnerable Groups scheme membership.

Confidentiality

All personal information will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children. When data is no longer relevant it will be destroyed securely, eg. by shredding.

5 Good practice guidelines

Culture

The club will develop a culture within the 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.

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 child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

Minimising risk *(see Good Practice Guide, Document 4)*

All activities within the club will be planned to promote good practice and 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.

All members, employees, contractors and volunteers should:

- 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 both 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.

Responsibilities of staff and volunteers

Staff or volunteers will be given clear roles and responsibilities and are aware of the club's child protection policy and procedures and are issued with guidelines on:

- following good practice (*see above and Document 4*) and
- recognising signs of abuse (*see Appendix A*)

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

Parental responsibility and club liability

Although the club has 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 club has a duty of care for their safety and welfare at all times. If the club requires a parent (or designated responsible adult) to be on site, it will be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

Changing rooms and showers

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 will 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. If a child alleges bullying or shows signs of being bullied, this will be investigated. Safeguarding and child protection procedures should include an Anti-Bullying policy (see the RYA's at Appendix D). Children could be asked to sign up to the Club Code of Conduct (see Document 5).

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 gender.

Bullying

The club will adopt the RYA's Anti-bullying policy as set out in Appendix D.

Photography

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

- 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.
- Photographers will not have unsupervised access to young people at the club or to arrange photo sessions outside the event.
- Consent will 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 Ethics and Conduct.
- Care will be taken in the storage of and access to images.

When publishing images, the club will ensure that they are appropriate and that they do not include any information that might enable someone to contact the child.

The use of cameras or camera phones 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

This section is primarily for the club'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 that 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
- 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 more questions than are necessary for you to be sure that you need to act
- 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

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 questions which may jeopardise any formal investigation. 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 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 the club, 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 Child Protection Co-ordinator 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 stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, eg. by shredding or burning.

Procedures

It is essential that the club has a clear and agreed set of 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 club rules or a staff handbook, depending on the nature of the organisation) setting out how an allegation of misconduct will be investigated and, if substantiated, acted upon.

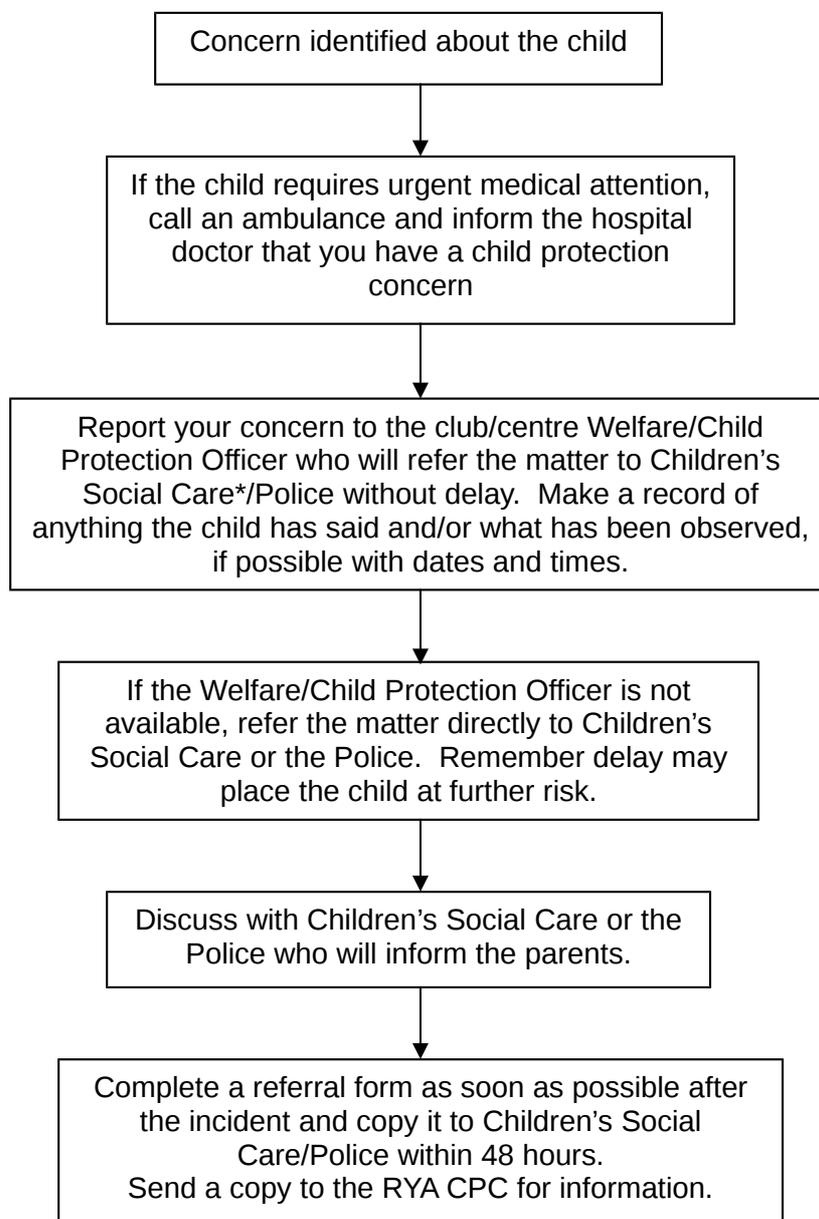
Statutory Authorities

If the 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, the club will contact the RYA Child Protection Co-ordinator as soon as possible for guidance and support. The club will co-operate fully with official requests for factual information, but will not express any personal opinions on the person's conduct.

Reference to the Independent Safeguarding Authority or Disclosure Scotland

The Independent Safeguarding Authority (ISA) 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 the club permanently dismisses or removes someone from 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, the club has a duty to refer them to the ISA or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.*

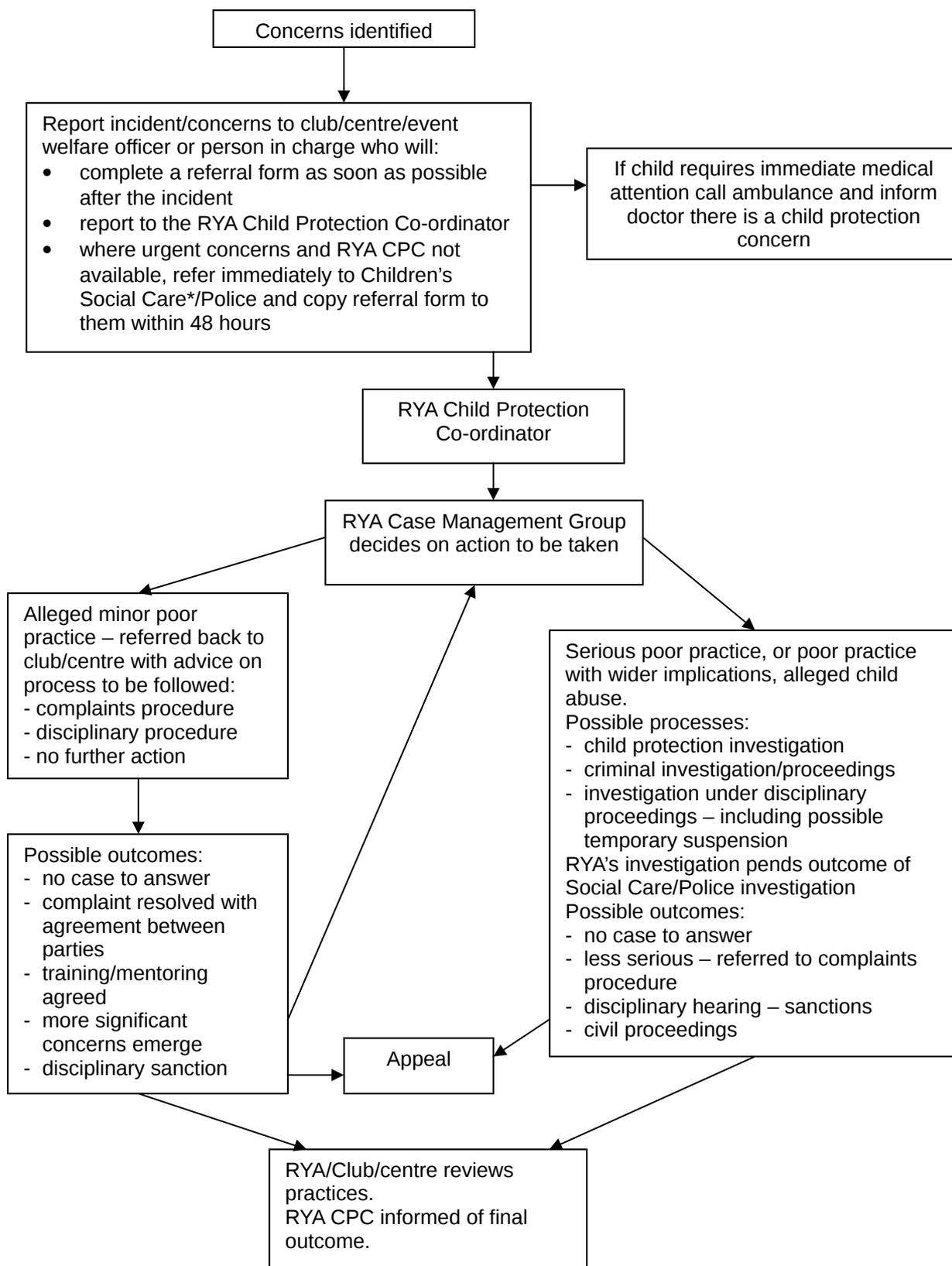
Flowchart 1 – What to do if you are worried that a child is being abused outside the sport’s environment (but the concern is identified through the child’s involvement in the sport)



If you are uncertain what to do at any stage, contact the RYA’s Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

* Details available from RYA Child Protection Co-ordinator - see note in Section 3 on page 5.

Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation



* Details available from RYA Child Protection Co-ordinator - see note in Section 3 on page 5.

PART 3 – INFORMATION

7 Useful Contacts

Royal Yachting Association Child Protection Co-ordinator

Jackie Reid, HR and Administration 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

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

Welsh Yachting Association

Steven Morgan, Chief Executive

Tel: 01428 670738

E-mail: admin@welshsailing.org

RYA Scotland

Jane Campbell Morrison, Development Manager

Tel: 0131 317 7388/07770 604234

E-mail: jane.campbellmorrison@ryascotland.org.uk

Roy Davidson, volunteer Safeguarding Awareness Co-ordinator

Tel: 07775 703395

E-mail: safeguarding@ryascotland.org.uk

RYA Northern Ireland

Tel: 028 9038 3812

E-mail: admin@ryani.org.uk

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Scotland

Children 1st

Tel: 0141 418 5670

Fax: 0141 418 5671

Website: www.children1st.org.uk

Wales

NSPCC

Tel: 029 20 267000

Fax: 029 20 223628

E-mail: cpsuwales@nspcc.org.uk

Northern Ireland

NSPCC

Tel: 028 9035 1135

Fax: 028 9035 1100

E-mail: pstephenson@nspcc.org.uk**NSPCC Helpline**

0808 800 5000

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).

Independent Safeguarding Authority

Tel: 01325 953795

Website: www.isa.homeoffice.gov.uk**Disclosure Scotland**Website: www.disclosurescotland.co.uk**sportscoach UK – provide child protection training**

Tel: 0845 601 3054

Website: www.sportscoachuk.org

8 Documents

Document 1 – Application form

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:

ADDRESS

TELEPHONE, FAX AND E-MAIL	
Home Tel: Fax: E-mail: Mobile:	Work Tel: Fax: E-mail: (please state if you do not wish to be contacted at work)

Do you hold a valid UK driving licence?	YES / NO
Do you have any unspent convictions (including motoring offences)? If yes, give brief details	YES / NO
Having a criminal record will not necessarily bar you from working with (<i>organisation</i>). This will depend on the position applied for and the nature of your offence. If you are applying for a position involving contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure (<i>in Scotland: membership of the Protection of Vulnerable Groups Scheme</i>).	

IF APPOINTED WHEN COULD YOU START WORK?	HOW DID YOU HEAR OF THIS VACANCY?

EDUCATION AND TRAINING		
Secondary School, College/ University and/or Training Centres attended	Dates	Academic and/or Vocational Qualifications

SUMMARY OF PAST EXPERIENCE (start with most recent)	
Name of organisation, position held, dates	Brief description of responsibilities and duties

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

OTHER RELEVANT INFORMATION
Recreational interests, hobbies, voluntary or community work

REFERENCES	
Please give names and addresses of two persons to whom application for a reference may be made. 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 seek a reference from any of your referees before interview or before an offer of employment.	
NAME AND ADDRESS	CAPACITY IN WHICH KNOWN TO YOU

DECLARATION	
<u>Data Protection Act</u> In order to recruit to this post [<i>insert name of organisation</i>] will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.	
<u>Consent</u> I consent to the processing of personal information in the way described.	
<u>Declaration</u> 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:

Document 2 – Reference request

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 contact with children or young people.

If you are happy 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 contact with children or young people?

YES NO Please tick

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

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked 'Confidential' to:

Document 3 – Self-disclosure form

Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adults

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

Name

1. **Have you ever been convicted of any criminal offences?** YES NO

If yes, please supply details of any criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. **Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?** YES NO

If yes, please supply details.

3. **Have you ever had any disciplinary sanction relating to child abuse?**

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 cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: Date:

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

Document 4

Handout for Instructors, Coaches and Volunteers – Good Practice Guide

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

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.

Document 5 – Club Code of Conduct

It is the policy of the Halifax 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

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 Ethics and 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.

Document 6 – Parental Consent form

Note: this multi-purpose form may need adapting and is suggested for use in conjunction with the relevant Conditions of participation or entry and Conditions of use of photography or video.

Parental Consent form (for participants under 18 years) Please complete all sections in Block Capitals

Participant's details

First name	Surname/family name
Home Address	
Date of birth	Age

Parent/guardian/person with legal responsibility

First name	Surname/family name
Relationship to child	
Home Number	
Mobile Number	

Alternative Emergency Contact:

First name	Surname/family name
Relationship to child	
Contact number during sessions	

Medical information

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Has your child ever suffered from any of the following conditions:
Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NO

If YES please provide details, including any specific medical advice to be followed in an emergency:

Is your child currently taking any medication? YES / NO

If YES please specify:

When did your child last have a tetanus vaccination?	Year:
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Is your child currently suffering/recovering from any injuries which may affect their sailing?	YES / NO
If YES please provide details:	

Is your child vegetarian?	YES / NO
Does your child have any food allergies?	YES / NO
If YES please provide details:	

Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	YES / NO
If YES please provide details:	

Declaration of parent or person with legal responsibility

I the parent/guardian of hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Medical consent

I give permission to the organisers of activities during the period (dates of event) 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.

Consent for use of images

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event. I have read and understood the Conditions of Use attached. I agree to notify the organisation of any relevant changes in my child's circumstances. I confirm that my child is not under a court order.

Signed: (participant)

Signed: (parent/guardian).....

Name: (please print) Date:

Note: Club/Centre to attach relevant Conditions of participation or entry and Conditions of use of photography or video

Training Session Booking Conditions

Training sessions will be delivered by Halifax Sailing Club in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

1. Halifax Sailing Club reserves the right, at all times, to cancel bookings at our discretion.
2. All participants MUST be between the ages 8 and 16, wear the buoyancy aid provided and be confident in the water.
3. All children must be accompanied by a parent or guardian at the beginning and end of the session. Parents or guardians must also be contactable (for example by mobile phone) for the duration of the session.
4. Neither the Halifax Sailing Club nor any of its employees or agents shall be liable in any way whatsoever in respect of loss or damage to property.
5. Halifax Sailing Club must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. Halifax Sailing Club reserves the right to refuse any booking on medical grounds.
6. All bookings are accepted on the understanding that any instructions or directions given by any member of the centre's staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
7. Halifax Sailing Club reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
8. Participants are to wear suitable clothing and footwear when going on a boat. Suitable footwear means flat soft soled shoes or trainers. Please bring a change of clothing as sailing can be wet.
9. If any injuries are sustained or damage to valuables occurs, participants are to notify the centre's staff immediately.

Conditions of Use of photography or video

In accordance with our child protection policy Halifax Sailing Club will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform the Club Welfare Officer immediately.

1. We will normally only identify a child by reference to the child's first name.
2. We will not use personal details or full names (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels, such as 'Cadet Week'.
5. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
7. Commercial sale of any form of media will be limited to the organisers or their official photographers.

Document 7 – 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 Child Protection Co-ordinator, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA 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?

(Based on the statutory guidance 'Working Together to Safeguard Children' March 2010)

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 a stranger. They may be abused by an adult or adults, or another child or children.

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

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting to suffocate or drown children
- 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.

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.

Sexual abuse. Sexual abuse involves an individual 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 meet their own sexual needs. The activities may involve:

- physical contact (eg. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- 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.

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 children 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
- preventing the child from participating in normal social interaction
- serious bullying (including cyberbullying), 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.

Bullying (including cyberbullying) 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.

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.

Appendix B - RYA Code of Ethics and Conduct for Instructors, Trainers and Coaches

Sports training and 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.

Instructors, Trainers and Coaches should comply with the principles of good ethical practice listed below. They must:

1. If working with young people under the age of 18, have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
2. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Develop an appropriate working relationship with students (especially children), based on mutual trust and respect and 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. Encourage and guide students to accept responsibility for their own behaviour and performance.
6. Hold relevant up to date and nationally recognised governing body qualifications.
7. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
9. Always promote the positive aspects of their sport (eg. courtesy to other water users).
10. Consistently display high standards of behaviour and appearance.

Appendix C – RYA Coach Code of Ethics and Conduct

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.

Appendix D – RYA Youth Anti-Bullying Policy

1. INTRODUCTION

- 1.1 It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA consider bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.
- 1.2 This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

- 2.1 The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

3. WHAT IS BULLYING

- 3.1 **Bullying is the use of aggression with the intention of hurting another person.**

The three key bullying behaviours are:

- 3.1.1 It does not just happen once; it is ongoing over time.
- 3.1.2 It is deliberate and intentional- it is not accidentally hurting someone.
- 3.1.3 It is unfair/there is an unequal power balance (imbalance of power).
The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

- 3.2 **Bullying can be:**

- Emotional being unfriendly, excluding, tormenting (eg. hiding possessions gear or equipment, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

- 3.3 **Why is it important to Respond to Bullying?**

- 3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.
- 3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

4. SIGNS AND SYMPTOMS OF BULLYING

4.1 A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has cuts or bruises that can not adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

4.2 These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

5. PROCEDURES

5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be the Club Welfare Officer or the RYA Child Protection Co-ordinator.

5.2 This person will then follow the procedure laid down in the club's Child Protection Policy and Guidelines.

5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

5.4 Being found to know of bullying without reporting it is a disciplinary offence.

6. OUTCOMES

6.1 All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.

6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.

6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.

6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.

6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.

- 6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- 6.7 All incidents will be reported to the RYA Child Protection Co-ordinator and kept on record to monitor any future reports.

7. PREVENTION

- 7.1 This Policy has been adopted by RYA Youth Steering Group and is available to all as a reference via the website.
- 7.2 The Anti-Bullying Policy will be addressed in the Sailor Supervision Guidelines.
- 7.3 The effects and consequences of bullying and how to prevent them will be added to Coach training and CPD.

8. MONITORING AND REVIEW

- 8.1 The Policy will be monitored by the RYA Junior and Youth Racing Managers and the RYA Child Protection Co-ordinator.
- 8.2 The Policy will be reviewed annually by the Chairman of YSG in consultation with the RYA Child Protection Co-ordinator and appropriate RYA Youth Managers.