

Safeguarding Policy and Guidelines

*for Downs Sailing Club,
Walmer, Deal, Kent*

Updated September 2019

RYA Safeguarding and Child Protection Policy and Guidelines

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 safeguarding@rya.org.uk

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1 Introduction

Downs Sailing Club (DSC)

Definition of a child

The Children Act 1989 defined any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as 'children' although they are still children in the eyes of the law.

Safeguarding adults

Many of the safeguarding principles in these guidelines also apply to 'vulnerable adults' or 'adults at risk' (Care Act 2014), but the categories of abuse and the statutory procedures to be followed in the case of a concern are different.

PART 1 – POLICY

2 Policy Statements

DSC Safeguarding and Welfare Policy Statement

As defined by the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy applies to all DSC volunteers, employees, and contractors (where appropriate).

The DSC is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children and adults at risk taking part in its activities. We recognise that the safety, welfare and needs of the child and adult at risk are paramount and that all children and adults at risk, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

The DSC takes all reasonable steps to ensure that, through appropriate procedures and training, children and adults at risk participating in activities organised by the DSC do so in a safe and enjoyable environment.

The DSC actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children and adults can have fun and develop their skills and confidence.
- Run affiliated RYA-organised training and events to the highest possible safety standards.
- Treat all children and adults with respect and celebrate their achievements.

The DSC:

- Recognises that safeguarding children and adults at risk is the responsibility of everyone, not just those who work with children and adults at risk.

- Carefully recruits and selects all DSC employees, contractors and volunteers in roles involving close contact with children and adults at risk and provides them with appropriate information or training.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.

This policy will be reviewed by the DSC Welfare Officer annually and any changes to be reported to the DSC Executive Committee as appropriate. The policy will be reviewed in full by the DSC Executive Committee at least every four years.

All members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is:

Sara Sheppard

07966 144438

welfare@downssailingclub.co.uk

In the event that the Club Welfare Officer is not available, please contact the Commodore (the above email is automatically copied to the Commodore.)

Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with young people may be asked to provide references, at the discretion of the Executive Committee. 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, with Barred List check if appropriate.

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 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 parents/carers before taking photos or video of a child 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 or participant'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 or any relevant Codes of Conduct may be subject to disciplinary action under Club Rules 5.1, 5.4 and 5.5.

PART 2 – PROCEDURES

3 Designated Person

The Designated Person is the Club Welfare Officer who is responsible for:

- Maintaining 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 Executive committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services and Police.

If there is a concern, the Club Welfare Officer 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 Commodore.
- Keep the RYA informed as necessary (*see flowcharts in Section 6*).

In the event that neither the Club Welfare Officer nor the Commodore or Vice Commodore is available:

RYA designated person

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

4 Recruitment and training

If a good recruitment policy is adopted, and safeguarding is covered in the organisation's risk assessment and operating procedures, the opportunity for an individual with poor intent towards children and adults at risk to gain access to the organisation or to abuse a position of trust should be minimised.

All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny and 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 or adult at risk, 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.

· DSC will 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)

- those with specific responsibilities – namely Club Welfare Officer, Executive Committee Members, Club Coach, all Instructors, all Training Group members and anyone who regularly helps
- the **level of check** to be conducted for each category
 - References (DSC reserve the right to request where appropriate)
 - self-declaration – new volunteer members may be asked to complete the self-declaration form upon joining the club for the first time at the discretion of the Executive Committee
 - Enhanced Criminal Records Disclosure (and Barred List check if appropriate), if the post is eligible.

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006

- for a Barred individual to work in Regulated Activity/Regulated Work
- for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and
- for an organisation to fail to make a referral to the Disclosure and Barring Service if they have dismissed someone from Regulated Activity/Regulated Work for harming a child or vulnerable adult or placing them at risk of harm, or would have dismissed them if they had not resigned.

Are they safe?

If the role involves contact with children and/or adults at risk of harm, DSC reserve the right to:

- ask them to provide information about their past career or relevant experience
- 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 and/or adults at risk
- take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children and/or adults at risk, and make the nature of the work clear to the referees

If the role involves regularly training or supervising children and/or adults at risk of harm or is a position of trust or authority over children’s welfare and eligible for a Criminal Records check, DSC are strongly advised to do so.

Criminal Records Disclosures (DBS/AccessNI) and Protection of Vulnerable Groups (PVG) Scheme

As DSC is affiliated to the RYA, DSC can access the DBS (previously CRB) through the RYA which is a registered Umbrella/ Intermediary Body. The RYA does not make an administrative charge for this service, but a fee is payable to the DBS/AccessNI/ Disclosure Scotland in the case of paid staff. The service is free for volunteers. Up to date information is available from the RYA website www.rya.org.uk/go/safeguarding or contact the RYA’s Safeguarding and Equality Manager (see Part 3 for contact details).

DBS checks will only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

Although it is not a legal requirement for voluntary sports clubs or private employers to ask their staff or volunteers to apply for Disclosures, it is an offence to allow someone to undertake regulated activity/work if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools or other voluntary organisations come to DSC, they may request that the checks that our instructors or volunteers, are subject to the same level of scrutiny as the children's teachers.

England, Wales and Northern Ireland

An individual is only eligible to apply for an Enhanced Disclosure, which will disclose their 'spent' as well as their 'unspent' record, if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, i.e. one that involves regularly teaching, training, instructing, caring for or supervising persons under 18. They can only be required to apply for the additional Barred List check if they will be undertaking 'regulated activity' with children or vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012.

Confidentiality and data storage

All personal information, including Disclosure information, should 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, in accordance with the DBS Codes of Conduct and DSC's Data Privacy Policy.

Safeguarding Training

DSC will ensure that all staff or volunteers working with children or adults at risk have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

The RYA has a number of Tutors accredited by UK Coaching to deliver a three-hour basic awareness workshop 'Safeguarding and Protecting Children' to RYA clubs and centres in England.

Places at open multi-sport 'Safeguarding and Protecting Children' workshops in England can be booked via Coaching UK – click on this link:

<https://www.ukcoaching.org/courses>

Some local authorities and Local Safeguarding Children Boards also provide safeguarding awareness training, but this will not be specific to a sports setting.

The RYA has developed an online safeguarding awareness course 'Safe + Fun' which is available through more than 60 RYA Training Centres. To find a Centre, use the 'Where's my nearest' function on the RYA website.

It is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches to complete the online course prior to their Instructor or Coach course. The course is also available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge.

A further online module for Club Welfare Officers is also available. Contact Jackie Reid, the RYA's Safeguarding and Equality Manager, safeguarding@rya.org.uk or 023 8060 4104 to enrol.

5 Good practice guidelines

Culture

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

Minimising Risk

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

These common sense guidelines should be followed by all members:

- Avoid spending any significant time working with children in isolation
- Do not take children or adults at risk alone in a car, however short the journey
- Do not take children or adults at risk to your home as part of DSC's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of the Club Welfare Officer or the Commodore or the child's parents
- Design training programmes that are within the ability of the individual child or adult at risk.
- If a child or adult at risk 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 or adult at risk, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about Club activities. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children or adults at risk to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child or adult at risk, even in fun
- fail to respond to an allegation made by a child or adult at risk; always act

- do things of a personal nature that children or adult at risk can do for themselves.

It may sometimes be necessary to do things of a personal nature for children and adults at risk, 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 or adult at risk (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child or adult at risk and undertakes personal care tasks with the utmost discretion.

Additional vulnerability

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

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

Grooming

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/>

Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

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

Bullying

If a child or adult at risk alleges bullying or shows signs of being bullied, this must be investigated.

Children and young people and their parents/carers could be asked to sign up to the Club Code of Conduct.

Managing challenging behaviour

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website

www.rya.org.uk/go/safeguarding, under RYA Safeguarding and Child Protection Guidelines.

Responsibilities of staff and volunteers

All staff and volunteers are responsible to ensuring that they comply with:

- following good practice, and the Club Code of Conduct and
- recognising signs of abuse (*see Appendix A*).

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

Parental responsibility and club liability

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

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

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

Changing rooms and showers

Shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. At DSC there are separate male and female changing rooms.

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

Bullying can be an issue in changing rooms and showers.

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

First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. DSC will obtain consent if medication or medical treatment is required in the absence of the parent/carer.

Organising and hosting events

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

Details of how to contact the Club Welfare Officer are available on the Club Notice Board.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these guidelines. The Child Protection in Sport Unit also publishes a comprehensive guide 'Safe Sports Events' (see Part 3 for contact details).

Away events

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

The RYA Racing Department has Sailor Supervision Guidelines and other detailed policies for the RYA junior and youth squad programmes. These are available on the RYA website, see Racing & Performance, Youth and Junior, Information, Policy Guidance, or click on www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx. They may be a useful reference for events organised by bodies other than the RYA but should not be taken as prescriptive.

Communication and Images

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

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

Parents

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

Club websites and social media

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

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

Coaches and Instructors

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

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

When using social media, it is recommended that you:

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

Children and young people

Children and young people use modern technology as a matter of course, but they don't always understand the risks involved and their parents are not always fully aware of their children's risky behaviour. Online communication and texting can often be used as a means of bullying. 'Cyberbullying' should be treated in the same way as any other form of bullying. www.thinkuknow.co.uk and www.childline.org.uk provide guidance and support for children and young people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and 'sexting'.

Photography, images and video

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

There are two key principles to bear in mind:

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

- A consent form could be included with the event entry form;
- 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 our expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
- Care must be taken in the storage of and access to images.

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

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

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

The use of cameras or smart phones/tablets in changing areas is 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 DSC's Club 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 or adult at risk, their parents/carers, someone else within your organisation. It may involve the behaviour of one of our volunteers or staff, 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.

When handling an allegation from either a child or adult at risk:

Always:

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

Never:

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

You may be upset about what the person has said or you may worry about the consequences of your actions. Sometimes people worry about children or adults at risk 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 person 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 Social Care or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

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

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within DSC, only the person's parents/carers, the Commodore (unless they are the subject of the allegation),

the relevant authorities and the RYA Safeguarding and Equality Manager 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 person's parents/carers. It should not be discussed by anyone within DSC other than the person who received or initiated the allegation and, if different, the Commodore.

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

Procedures

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

- procedures to be followed by anyone concerned about a person's welfare, either outside the sport or within DSC (*see flowcharts below*)
- a disciplinary procedure setting out the process to be followed if an allegation or complaint is made
- *a procedure for handling a complaint about a member*
The RYA's information sheet on the Conduct of Members includes the key elements of a fair hearing. It can be found on the website in the Club Zone (you will need your club's or class association's login) under Your People, Members, Expulsion of Members or click on this link: <http://www.rya.org.uk/club-zone/yourpeople/members/Pages/expulsion-of-members.aspx>.

Statutory Authorities

If DSC is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

Handling the media

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

Insurance

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

Historical allegations

If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within DSC. If the concern

appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

Reference to the Disclosure and Barring Service or Disclosure Scotland

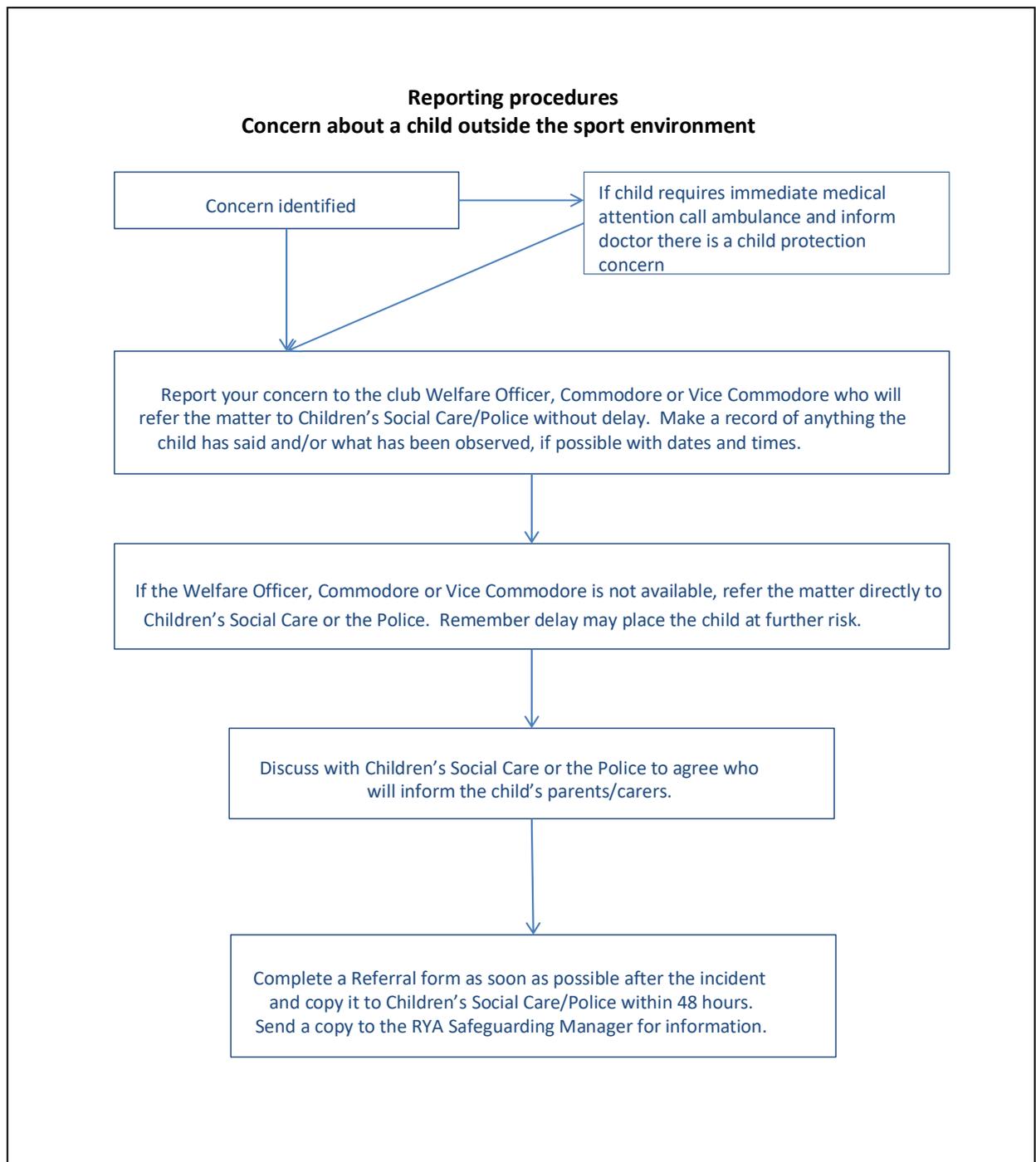
The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If DSC permanently dismisses or removes someone from a role involving Regulated Activity/Work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, we have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. ***It is a criminal offence not to make such a referral.*** For guidance on the grounds and process for making a referral, contact the RYA Safeguarding and Equality Manager.

Reporting Procedures

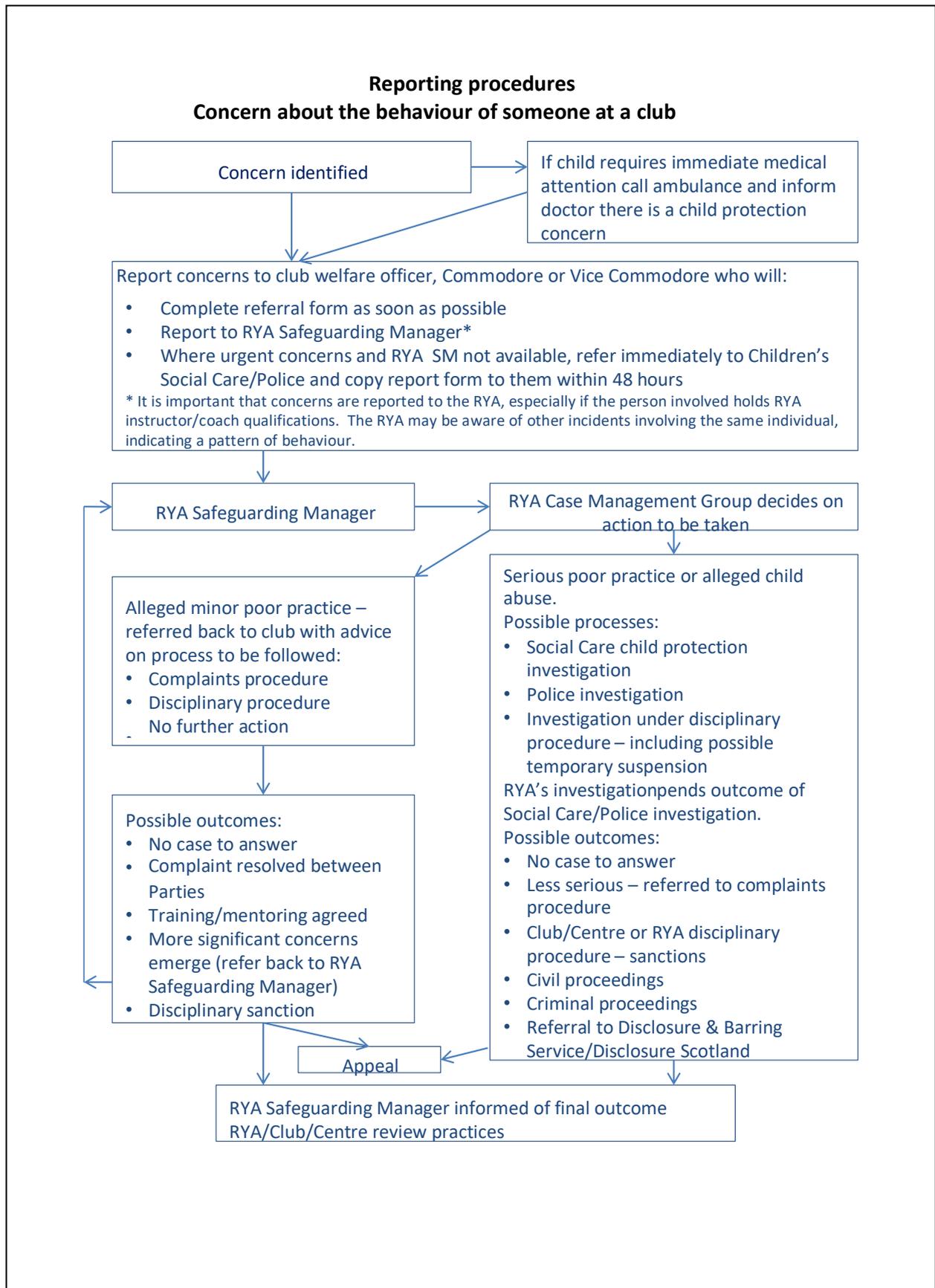
If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If the person is at imminent risk of significant harm, you should phone the Police immediately and then report to the Club Welfare Officer.

Flowchart 1



Flowchart 2



PART 3 – Useful Contacts

NSPCC 24 hour free helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

Social Care Services

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

Royal Yachting Association

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk

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

Child Protection in Sport Unit (CPSU)

England

Tel: 0116 366 5590

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

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

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

UK Coaching – provide Safeguarding and Protecting Children training

Website: www.ukcoaching.org

Appendix A – What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children') Originally Defined in the Children's Act 1989

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

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

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

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

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

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

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

- physical contact (e.g. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

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

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision

- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

The following definitions were not originally included in the Children's Act 1989 but were added later.

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

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

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

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

Bullying can include:

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

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

Recognising Abuse

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. 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 (e.g. 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 our designated 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 Instructor Code of Conduct

Revised Feb 2014

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

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

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training Centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (e.g. 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 (e.g. 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 (e.g. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.