

# **Itchenor Sailing Club**

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# Itchenor Sailing Club

## Safeguarding and Child Protection Procedures

### Policy Statement

It is the policy of Itchenor Sailing Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. ISC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in ISC 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. *See Appendix I*

### Club Welfare Officer

The Club Welfare Officer is:

The General Manager, Tel No. 01243 512400 [gm@itchenorsailingclub.co.uk](mailto:gm@itchenorsailingclub.co.uk)

The Deputy Welfare Officer is:

The Sailing Manager, Tel No. 01243 512400 [sailing@itchenorsailingclub.co.uk](mailto:sailing@itchenorsailingclub.co.uk)

The Club Welfare Officer'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 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.

## **Volunteers**

Club volunteers whose role brings them into regular contact with young people may be asked to provide references. The Club Welfare Officer and those instructing, coaching or supervising young people may be asked to apply for an Enhanced Criminal Records Disclosure with Barred list check if appropriate.

## **Staff Recruitment**

All applications for work are subject to an appropriate level of scrutiny. The level of checking carried out is proportionate to the role and the level of risk involved and in line with relevant statutory requirements.

## **Good Practice**

All members of the Club should follow the good practice guidelines attached (*see Appendix II*). Those working with young people should be aware of the guidance on recognising abuse (*see RYA Appendix A*).

Good practice suggests that adults should not 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. At ISC this is clearly impractical, however adults are advised to be accompanied by another adult when children are using the showers and changing rooms.

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. (*see Appendix III*) 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 procedures in Flowcharts 1 & 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 1.23.

Any member of staff failing to comply with the Child Protection policy and any relevant Codes of Conduct may be subject to disciplinary action under the Club's staff Disciplinary and Grievance Procedures (included within staff induction pack).

## Good practice guidelines

### Culture

It is important that 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

Work and events should be organised 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 are applicable to everyone:

- 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 an event or 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/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

### **Responsibilities of staff and volunteers**

Staff or volunteers should be given clear roles and responsibilities, and be aware of the safeguarding policy and procedures and are issued with guidelines on:

- following good practice 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.

Although ISC 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 organisers have a duty of care for their safety and welfare at all times. If ISC 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, it is better if one adult is not alone. Parents should be aware that adult club members and/or visitors may be in the changing rooms.

Bullying can be an issue in changing rooms and showers (see below).

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.

### **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/>

### **Bullying**

If a child alleges bullying or shows signs of being bullied, this must be investigated. The Club's anti-bullying policy is attached at Appendix II.

### **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 under Information and Advice, Safeguarding Children and Vulnerable Adults, RYA Safeguarding and Child Protection Guidelines [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### **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. 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, 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.

The Club displays a poster giving the contact details of the Club Welfare Officer.

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 associations on request. RYA organised events are run on this basis.

### **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, Youth and Junior, Information, Policies, or click on [www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx](http://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.

### **Communicating with young people**

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](http://www.nspcc.org.uk/shareaware) [www.net-aware.org.uk](http://www.net-aware.org.uk)

[www.internetmatters.org](http://www.internetmatters.org) [www.getsafeonline.org](http://www.getsafeonline.org)

## **Club websites and social media**

When promoting the Club 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 the 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
- the process for parents and others to report inappropriate content or online bullying and to request that content is removed is directly to the Club's Child Welfare Officer
- the Club has a robust procedure for handling and assessing such a report or request and will act promptly to remove the offending content.

## **Coaches and Instructors**

When working with children and young people, coaches and instructors are advised to:

- where possible have a business phone and a personal phone
- only contact sailors on the business phone
- 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 coaches and instructors:

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

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

## **Parents**

Whilst the Club is responsible for the content published on its website, parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links at the top of this page for guidance.

## **Children and young people**

Unfortunately online communication and texting can often be used as a means of bullying. 'Cyberbullying' will be treated in the same way as any other form of bullying.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) provides guidance for children and young people in different age groups.

## Photography

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

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

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

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

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



**Confidentiality and data storage**

New Feb 2019

All personal 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 and vulnerable adults, in accordance with the Club's Data Protection Policy which is available on the ISC website [http://www.itchenorsc.co.uk/legal\\_docs/ISC%20Data%20Protection%20Policy%20Approved.pdf](http://www.itchenorsc.co.uk/legal_docs/ISC%20Data%20Protection%20Policy%20Approved.pdf)

## Handling concerns, reports or allegations

**This section is primarily for the Club's designated Child Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see Flowcharts 1 & 2 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 RYA 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 ISC Child 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 Appendix IV for Referral Form and Sussex Social Care Services contact details).

**All information must be treated as confidential and only shared with those who need to know.** If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and if appropriate, 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.

### **Statutory Authorities**

If ISC 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 Child Protection Co-ordinator 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. See also 'Handling the media' below.

### **Handling the media**

If there is an incident at the Club which attracts media interest, or if you are contacted by the media with an allegation concerning an ISC member or employee, 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** New Feb 2019

If there is a serious allegation involving harm caused to a child either at the Club or as a result of participation in Club activities, consideration should be given to notifying the Club's insurers in case there is a subsequent claim against the Club.

### **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 your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

### **Reference to the Disclosure and Barring Service or Disclosure Scotland**

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. 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 statutory duty to refer them to the DBS. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website or contact the RYA Child Protection Co-ordinator.

## Appendix I

### Itchenor Sailing Club ("ISC") Safeguarding and Child Protection Policy Statement

(From RYA Statement Revised Nov 16)

**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 ISC members, guests, visitors, employees, contractors and volunteers.**

**ISC is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, 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.**

**ISC takes all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities organised by ISC do so in a safe and enjoyable environment.**

ISC 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.
- Run ISC-organised training and events to the highest possible safety standards.
- Treat all children with respect and celebrate their achievements.

ISC:

- Recognises that safeguarding children is the responsibility of everyone, not just those who work with children.
- Carefully recruits and selects all ISC employees, contractors and volunteers in roles involving close contact with children 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.
- Communicates changes and shares good practice with training centres, clubs and class associations.

This policy statement will be reviewed by the ISC General Committee annually.

**ISC's Child Welfare Officer (the General Manager) or in his absence, the Deputy Child Welfare Officer (the Sailing Manager) should be notified of all relevant concerns, allegations or complaints.**

Jan 2019

## Appendix II

### ITCHENOR SAILING CLUB (ISC) Anti-Bullying Policy Statement

(From RYA Statement Dated Oct 2006)

#### 1. INTRODUCTION

- 1.1. It is the Policy of ISC to safeguard children taking part in boating from physical, sexual and emotional harm. ISC considers bullying of any kind unacceptable within 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 ISC 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 (e.g. 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 cannot 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 a Parent, Coach, Class Captain or the Club's Child Welfare Officer
- 5.2. This person will then follow the procedure laid down in the Club's Safeguarding and 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 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.

## **Appendix III**

### **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 ISC'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.

## **Itchenor Sailing Club Code of Conduct**

It is the policy of Itchenor Sailing Club that all participants, coaches, instructors, officials, parents, volunteers and staff 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**

- 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

.../over



### **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 Child Welfare Officer or the person in charge of the activity.

## Appendix IV

### Booking and Parental Consent form

Revised Jan 2019

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

#### EVENT DETAILS

Event name	
Venue	
Date	
Event Co-ordinator	
Event details	

#### PARTICIPANT CONTACT DETAILS

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

#### ABOUT YOU

Do you have any previous boating experience or qualifications? If yes, please give brief details.	
Can you swim 25 metres?	
In the interests of your safety do you have any medical conditions or physical or mental impairments that the organiser needs to be aware of that may affect your ability to take part in the Event?	Yes/ No  If you answer yes please provide further details in the Medical Information and Impairments section of this form at page [ ].
Telephone number of emergency contact.	

## BOOKING TERMS

### 1. RISK STATEMENT

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

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

### 2. CANCELLATION

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

### 3. MISCONDUCT

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

### 4. DATA PROTECTION

The Organiser has a Data Privacy Policy which can be found at [http://www.itchenorsc.co.uk/legal\\_docs/ISC%20Data%20Protection%20Policy%20Approved.pdf](http://www.itchenorsc.co.uk/legal_docs/ISC%20Data%20Protection%20Policy%20Approved.pdf)  
Your data will be stored and used in accordance with that policy.

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

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

If you wish to withdraw your agreement at any time, please contact the Club Office at [office@itchenorsailingclub.co.uk](mailto:office@itchenorsailingclub.co.uk)

### 5. USE OF YOUR IMAGE

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

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

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

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

Family member .....

Family member .....

Family member .....

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

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

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**AGREEMENT**

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

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

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**PARENTAL/GUARDIAN AGREEMENT**

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

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

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

**Supervision**

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

OR

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

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

Mobile number.....

*Optional Medical consent if parent/guardian is not on site*

**Medical treatment**

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

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

**Use of your child's image**

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

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

If you later wish to withdraw your agreement, please contact the Club at [office@itchenorsailingclub.co.uk](mailto:office@itchenorsailingclub.co.uk) Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

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

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PARENTAL/GUARDIAN AGREEMENT (if under 18)

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

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

Date.....

---

## MEDICAL INFORMATION AND IMPAIRMENTS

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

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

## SPECIAL CATEGORY DATA

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

I agree/ I do not agree (Please circle)

## Appendix V

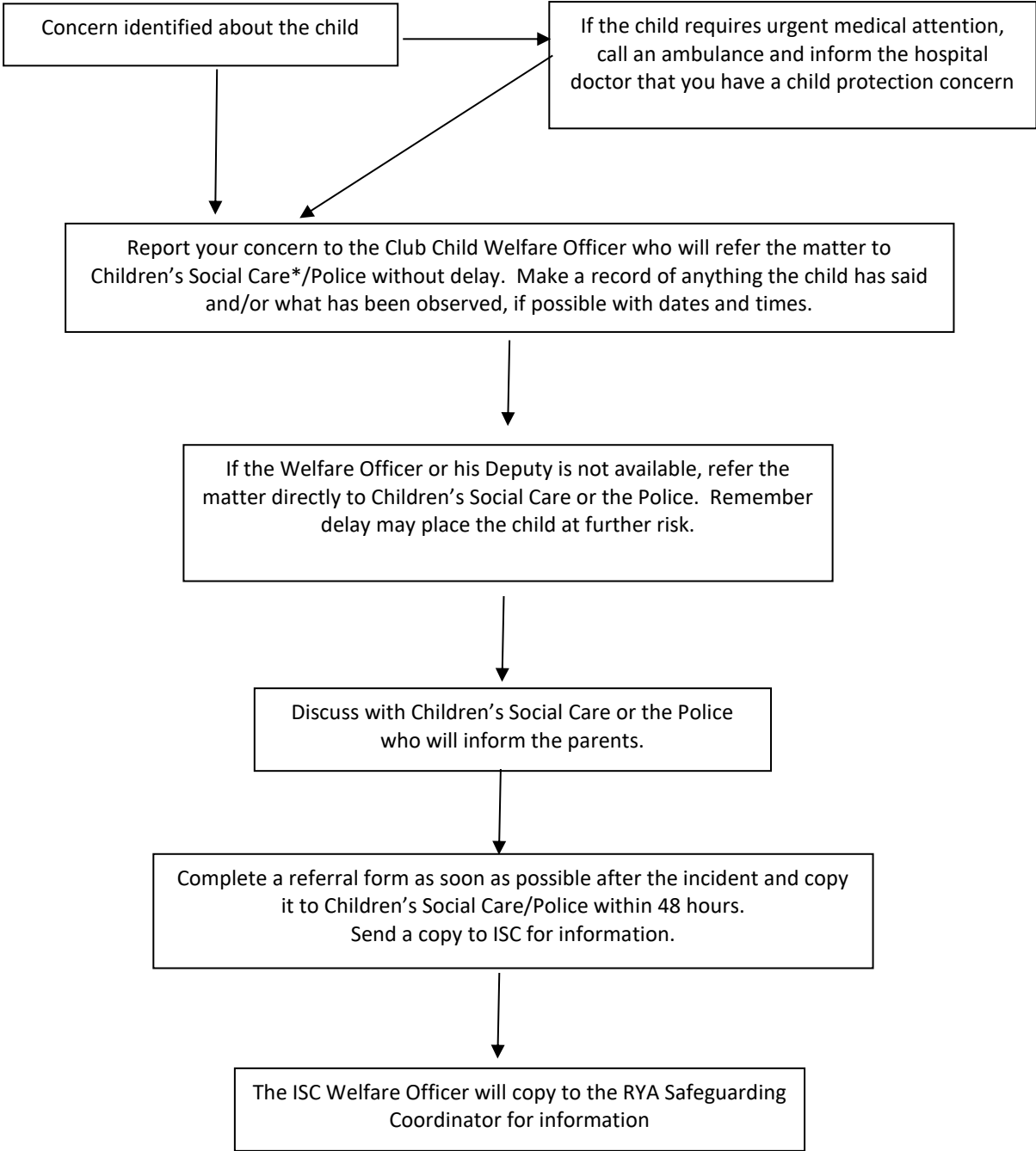
### Safeguarding and Child Protection referral form

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 Club Welfare Officer, Itchenor Sailing Club, Itchenor, Chichester, West Sussex PO20 7AG and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**



**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)**

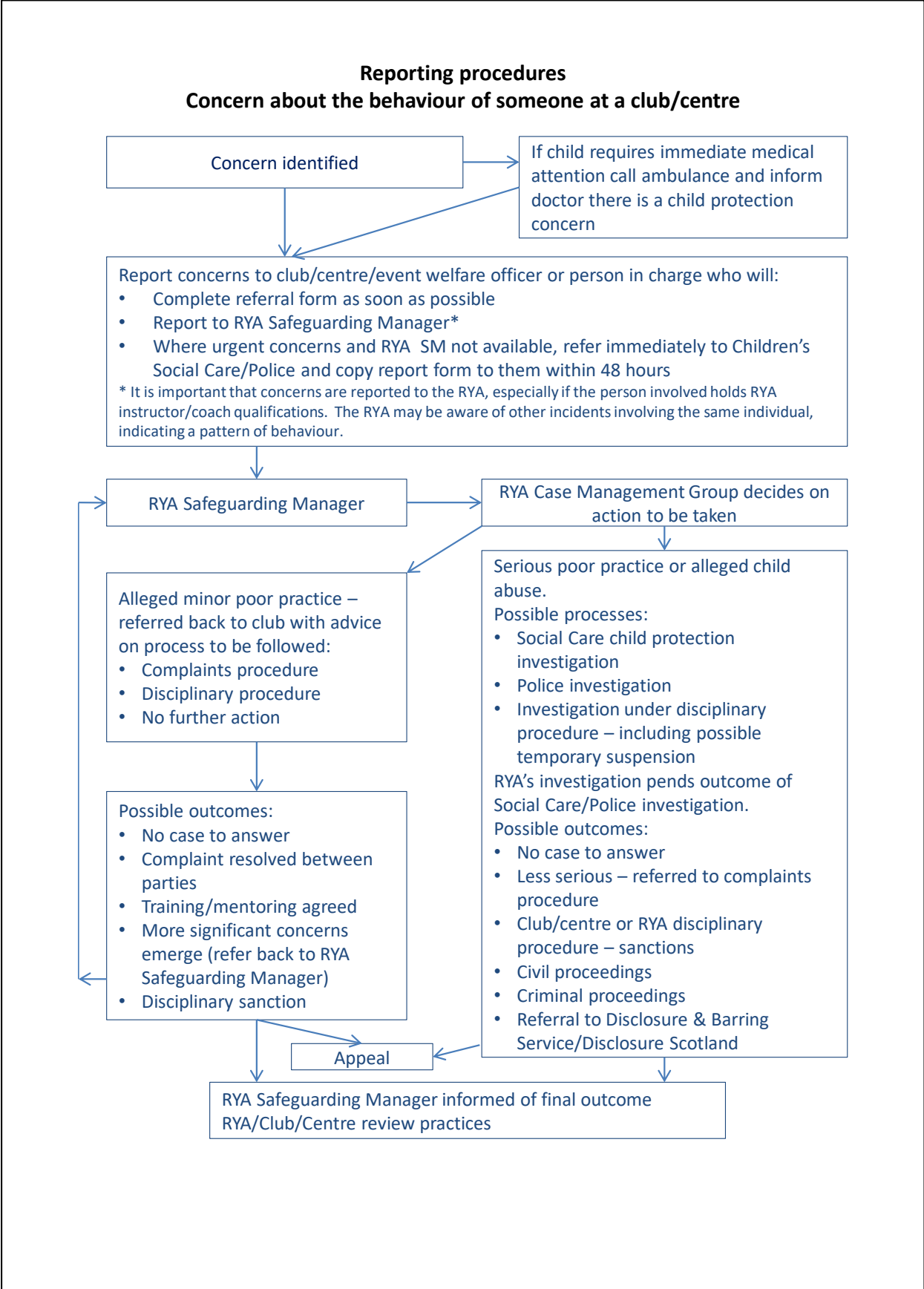


If you are uncertain what to do at any stage, contact the Club’s Welfare Officer (or Deputy) on 01243 512400, or the RYA’s Safeguarding and Equality Manager on 023 8060 4104, or the NSPCC free 24 hour helpline 0808 800 5000.

\*West Sussex Safeguarding Children Board on 01403 229900. Emergencies outside normal office hours 0330 222 6664 mash@westsussex.gcsx.gov.uk

Pan Sussex Child Protection and Safeguarding Procedures are available at this website <https://sussexchildprotection.procedures.org.uk/page/contents#>

**Flowchart 2**



## Appendix A – What is child abuse?

Updated Jan 2019

(Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

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
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

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

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

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

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

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

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

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs

- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

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

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

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

Bullying can include:

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

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

## Recognising Abuse

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

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

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

### **If you are concerned**

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

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

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

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

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

## **Appendix C – RYA Coach Code of Ethics and Conduct** Revised 2019

**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 progressive 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 RYA Child Protection Policy as detailed on the RYA website at [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding) . If you are unable to access the website please contact [coachingdevelopment@rya.org.uk](mailto:coachingdevelopment@rya.org.uk)
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 sailor above the development of performance. They should follow all guidelines laid down by the RYA, follow Operating Procedures and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with sailors 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 sailors 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 sailors (and where appropriate their parents) exactly what is expected of them and what sailors 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 sailor.
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.
12. Coaches must notify the RYA immediately of any court imposed sanction that precludes the coach from contact with a specific user group (eg. children and vulnerable adults).
13. Coaches must not carry out coaching activities whilst under the influence of alcohol or drugs, or when they have received medical advice not to continue activities that are connected with their coaching (eg. driving).
14. Coaches must not behave in a way which brings the sport into disrepute.

Failure to adhere to the RYA Coach Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments and will be dealt with in line with the RYA Coaches' Performance Guidelines. To access these Guidelines please contact [coachingdevelopment@rya.org.uk](mailto:coachingdevelopment@rya.org.uk)