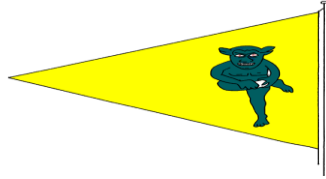




North Lincolnshire and Humberside Sailing Club

www.nlsail.co.uk



Safeguarding and Child and vulnerable adult Protection Policy and Guidelines

Updated in line with RYA Safeguarding Policy & Guidelines (January 2019)
To be reviewed and updated February 2020

Signed:		N. Morrison	Welfare Officer
Signed		E. Robinson	Commodore

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Policy Statement

Introduction

Revised Dec 2016

At North Lincolnshire and Humberside Sailing Club is committed to safeguarding, children taking part in its activities from physical, sexual or emotional harm, neglect or bullying. 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.

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

Added Feb 2109

What is an 'adult at risk' or 'vulnerable adult'?

In recent years there has been a shift away from using the term 'vulnerable', which can be perceived as a disempowering term, to describe adults who are potentially at risk of harm or abuse.

The term 'Adult at Risk' as defined by the Care Act 2014 applies to people aged 18 or over who are in need of care or support, regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

There are also adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse, forced marriage, sexual or commercial or financial exploitation. Adults at risk may include individuals who are vulnerable as a consequence of their role as a carer.

All of us could be regarded as at risk or vulnerable at certain times in our lives, for example when undergoing medical treatment or experiencing a period of mental ill-health. Equally, not all people with a disability would identify themselves as being vulnerable or at risk at all times.

Mental capacity and consent.

In the case of an adult, the starting assumption must always be that they have the capacity to make a decision and have the right to do so. If there is an allegation or concern about an adult who has capacity, **their consent must be obtained** before any referral is made, unless others are at risk of harm. No information should be given to the adult's family or carers without their consent.

If the adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation.

Mental capacity refers to the ability to make a decision at a particular time. The term 'lacks capacity' means that a person is unable to make a particular decision or take a particular action for themselves at a particular point in time – although they may still be able to express an opinion or preference or take a less complex decision.

If you have any concerns regarding child welfare/protection, the designated person is:

Welfare Officer:	Nigel Morrison
Telephone:	01472873557
Mobile:	07882 759301
Email:	safeguarding@nlhsc.org.uk






All members of the Club should be aware of the policy

It is the policy of the North Lincolnshire and Humberside Sailing Club to safeguard children and young people taking part in the club's activities, from physical, sexual or emotional harm. The club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in RYA activities do so in a safe environment. We recognise that the safety and welfare of the child is






paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

Our club actively seeks to:

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

We will:

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

This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their RYA duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the RYA Child Protection Co-ordinator via the Club's Welfare Officer.

RYA designated person

The RYA's Child Protection Co-ordinator is Jackie Reid, HR and Administration Manager, tel. 023 8060 4104, e-mail jackie.reid@rya.org.uk.

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

It is also important that those working with young people are aware of the RYA's Child Protection Policy & Guidelines. This can be accessed via their website www.rya.org.uk. By clicking on the toolbar "Working With Us" you will find a section called "Child Protection"

Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action under Club Rules.

What is child abuse?

Revised Feb 2018

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

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

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

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs



- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

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

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

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

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

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

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

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

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

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



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

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

Bullying can include:

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

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

Recognising Abuse

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

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

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

If you are concerned

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



If you have any concerns regarding child welfare/protection, the designated person is:

Welfare Officer:	Nigel Morrison
Telephone:	01472 873557
Mobile:	07882 759 301
Email:	safeguarding@nlhsc.org.uk

The designated person will make the decision to contact Children's Services or the Police. If they are not contactable it is important that advice be sought from the Duty Suite at Children's Services, who can investigate the concerns.

Handling concerns, reports or allegations

Revised Jan 2015

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

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

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

Handling an allegation from a child

Always:

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

Never:

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



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

Recording and handling information

Revised Feb 2018

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

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

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

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, eg. by shredding or burning.

Procedures

Revised Feb 2019

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

- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee
- a procedure for handling a complaint about a member
The RYA's information sheet on the Expulsion of Members on the website in the Club Zone (you will need your club's login) under Support, Your People, Members, includes the key elements of a fair hearing.



The RYA's information sheet on disputes with members and disciplinary procedures is available on the website in the Club Zone (you will need your club's or class association's login) under Club People, Members.

Statutory Authorities

Added Jan 2012

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

Revised Dec 2005

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

Insurance

Added Feb 2019

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

Historical allegations

Added Dec 2016

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

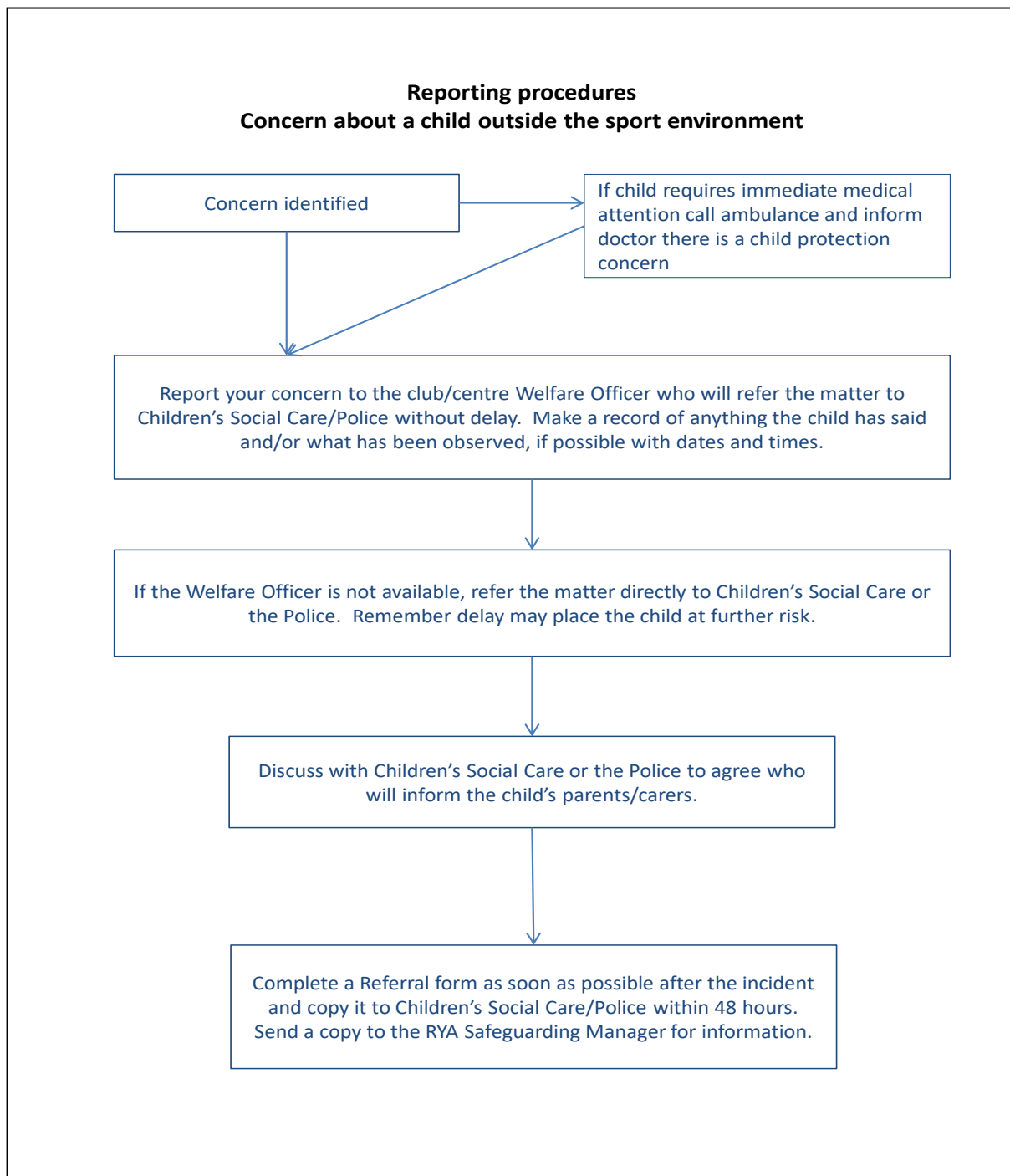
Reference to the Disclosure and Barring Service or Disclosure Scotland

Revised Feb 2013

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If your organisation permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Page 12 Useful Contacts) or contact the RYA Safeguarding and Equality Manager.



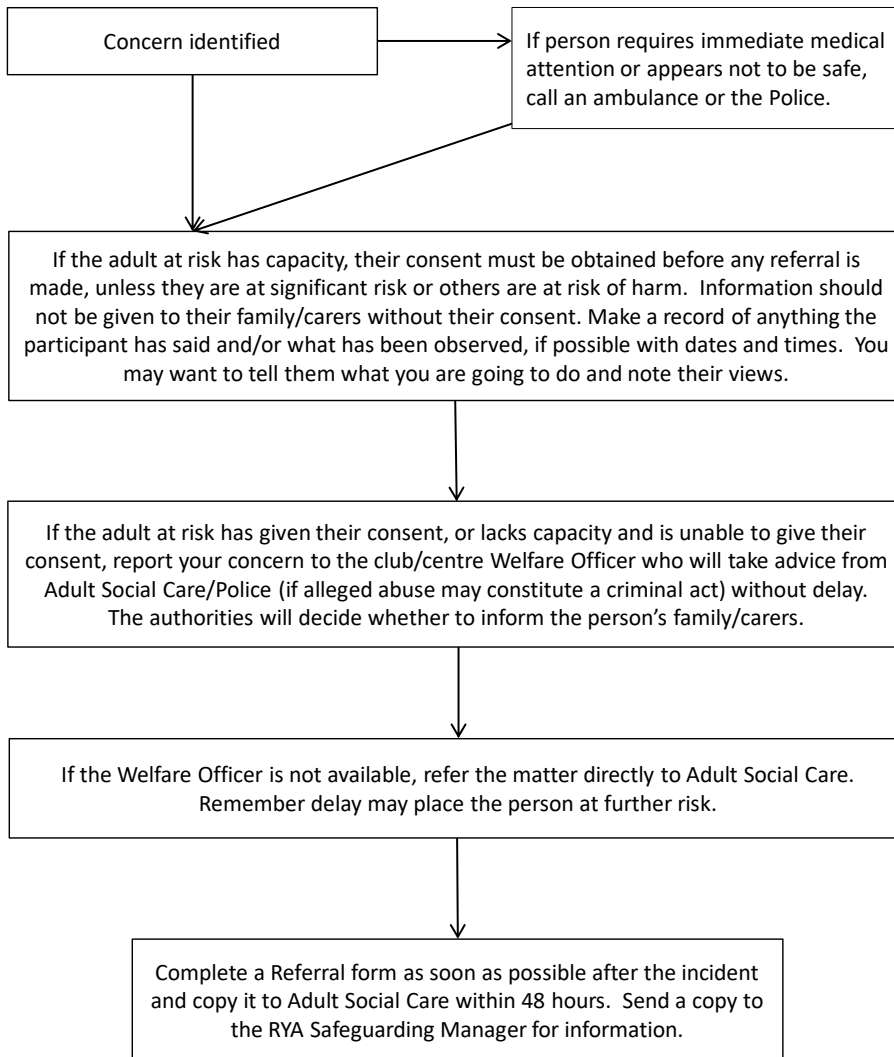
Flowchart 1





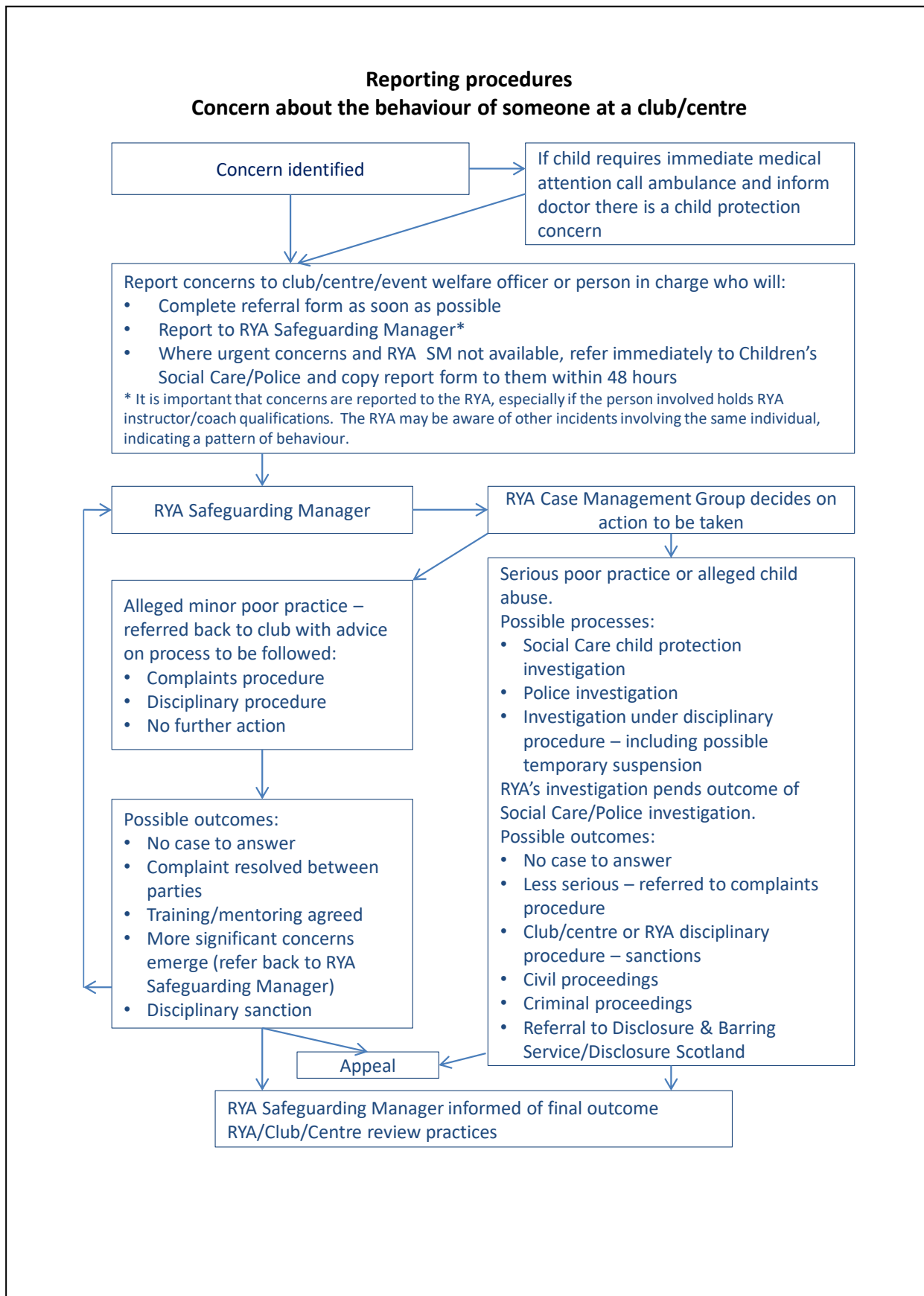
Flow Chart 1B

**Reporting procedures
Concern about an adult at risk outside the sport environment**





Flowchart 2



**Children's Services**, Referral Management Team,

The Duty Team are available for all child concern, safeguarding consultations and referrals during normal working hours on 01724 296500 (8.30 am to 5pm Monday to Thursday, and 08.30am to 4.30pm Friday)

The Extended Hours Team is available for Out of Hours consultations and referrals relating to child concern and safeguarding at all other times. They operate two telephone numbers:

Professionals number:	01724 296444 (available 24 hours per day)
Public Telephone number:	01724 296555 (available 08.30 to midnight with a message system advising of Police and Hospital contact after midnight if the concern relates to child safeguarding issues)

Useful Contacts

Revised Feb 2018

North Lincs and Humberside Sailing Club

Welfare Officer: Nigel Morrison
Telephone: 01472 873557
Mobile: 07882 759301
Email: safeguarding@nlhsc.org.uk

Police 0845 6060222

Children's Services

Safeguarding children and young people or keeping them safe is the responsibility of everyone. If you are concerned that a child is being abused or they may be at risk of harm, you should contact North Lincolnshire's Single Access Point Team on:

[01724 296500](tel:01724296500) (9am to 5pm Monday to Thursday, 9am to 4.30pm Friday)

[08081 689667](tel:08081689667) (free phone)

[01724 296555](tel:01724296555) (answerphone – out of office hours and at weekends)

101 – Police non emergency

999 – Police emergency

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

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk



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

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

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

Volunteer Scotland Disclosure Services – RYA is Enrolled Body

Website: www.volunteerscotland.net/disclosure-services

Disclosure Scotland (for referrals)

Website: www.disclosurescotland.co.uk

AccessNI – RYA is Registered Body

Website: www.nidirect.gov.uk/accessni

sportscoach UK – provide Safeguarding and Protecting Children training

Website: www.sportscoachuk.org

Ann Craft Trust

The Ann Craft Trust (ACT) supports organisations in the statutory, independent and voluntary sectors across the UK to protect disabled children and adults at risk.

‘Safeguarding Adults in Sport and Physical Activity’ is a programme supported by Sport England to help sports organisations to develop best practice in safeguarding adults at risk. They provide a range of resources and training.

Tel: 0115 9515 400

Website: <http://www.anncrafttrust.org/safeguarding-adults-sport-activity/>

The following is a small selection of charities that support people with different needs and disabilities. A more comprehensive list can be found in the Resource Pack on the Ann Craft Trust website.

Action on Elder Abuse helpline

Tel: 0808 808 8141

Website: www.elderabuse.org.uk

Dementia UK

Tel: 0800 888 6678

Website: www.dementiauk.org

Mencap Direct

Tel: 0808 808 1111

E-mail: help@mencap.org.uk

Website: www.mencap.org.uk

MIND – mental health charity

Tel: 0300 123 3393



Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

National Autistic Society

Tel: 020 7833 2299

Website: www.nas.org.uk

Victim Support

Tel: 0808 168 9111

www.victimsupport.com

Good Practice (See handout T4a)

All members of the Club should follow the good practice guidelines outlined on Form T4a. and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working with young people should be aware of the guidance on what is child abuse and recognising abuse (*See pages 4 and 5 of Child Protection Policy*).

Changing rooms and showers

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. However bullying etc. can be an issue here, and a balance should be struck depending on the situation. In general it is better if one adult is not alone. Extra vigilance may be required if there is public access to the venue. If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite gender.

Photography or Video (Form T8)

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

Communication and Images

Revised Jan 2019

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



Parents

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

Club websites and social media

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

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

Coaches and Instructors

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

- where possible have a business phone and a personal phone
- only contact sailors on your business phone (or using your organisation's text system)
- avoid using over-familiar language and try to copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

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

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

Children and young people

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



Photography, images and video

Revised Jan 2019

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

There are two key principles to bear in mind:

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

- A consent form could be included with the event entry form (*see Sample Document 6 for sample consent form*).
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
- Care must be taken in the storage of and access to images.

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

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

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

The recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing areas in any circumstances.

**Concerns**

Revised Feb 2018

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 *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 Rule 8.1

Parental responsibility and club liability

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

Booking Conditions (Form T6)

Training Sessions delivered by North Lincolnshire and Humberside Sailing Club will be in accordance with the RYA training centre guidance and staffed by appropriately qualified and experienced RYA instructors. A parental consent form (T6) should be completed for all training session bookings.

Bullying (Handout T5)

Revised Jan 2019

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix A. Safeguarding and child protection procedures should include an Anti-Bullying policy. The RYA's Anti-bullying policy is available on the website under Racing & Performance, British Youth Sailing, Information.

North Lincolnshire and Humberside Sailing Club will refer to the RYA Youth Racing Anti-Bullying Policy (See Handout T5)

First aid and medical treatment (Form T6)

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Consent must be obtained using Form T7 if medication or medical treatment is required in the absence of the parent/carer.

Organising and hosting events

Added Jan 2019

When hosting an open junior or youth event at NLHSC, the organiser 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. All participants and parents are to be notified of the designated safeguarding representative, and how to contact them.



Away events

Added Feb 2019

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.

Safe Recruitment

(Forms T1, T2, T3, T4)

All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny by North Lincolnshire and Humberside Sailing Club in accordance with RYA guidelines. Dependant upon level of responsibility this could include:

- Checking Competency for role
- Relevant RYA certificates
- Completed Application Form (Form T1)
- Confidential Reference Request (Form T2)
- Self Disclosure Form (Form T3)
- Full Disclosure Form
- Enhanced Criminal Records Disclosure

The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure

RYA Coaches and Instructors are expected to comply with the RYA Codes of Ethics and Conduct (*see Forms the good practice guide T4*)

Confidentiality and data storage

Revised Feb 2018

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/PVG/AccessNI Codes of Conduct and your organisation's Data Privacy Policy.

Safeguarding Training

Revised Feb 2018

Organisations should ensure that all staff or volunteers working with children 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. Any club or centre interested in running a workshop should contact Jackie Reid on 023 8060 4104.

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

<http://www.ukcoaching.org/workshops/workshop-search>

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.



APPENDIX A: Documents

T 1 – Application form

Revised Dec 2016

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

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

The closing date for applications is:

Personal details

Title: Surname:

Other names in full:

Contact details

Address:

Home phone:

Work phone:

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

Mobile:

E-mail:

Training and Qualifications

Academic and/or vocational qualifications

RYA or other qualifications relevant to the role

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

Summary of past experience

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

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

Other relevant information

eg. recreational interests, hobbies, voluntary or community work



Criminal record

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

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO

If yes, give brief details

Is there any reason why you are unable to work in Regulated Activity (*in Scotland: Regulated Work*) with children or adults? YES / NO

References

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

Referee 1

Name
 Address
 E-mail address
 Phone number
 Capacity in which known to you

Referee 2

Name
 Address
 E-mail address
 Phone number
 Capacity in which known to you

Declaration

Data Protection Act In order to recruit to this post *North Lincolnshire and Humberside Sailing Club*, will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described.

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

Signature

Date



T 2 – Reference request
CONFIDENTIAL

Revised Jan 2015

(Name) has expressed an interest

in working with North Lincolnshire and Humberside Sailing Club in the role of

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

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

1. How long have you known this person?

.....

2. In what capacity?

.....

3. What attributes does this person have which would make them suitable for this role?

.....

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

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

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

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

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked 'Confidential' to:

.....



T 3 – Self-disclosure form

Revised Jan 2015

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

North Lincolnshire and Humberside Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving frequent or regular contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with data protection legislation and guidance. You have a right of access to information held about you under the Data Protection Act 1998.

Name

1. **Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO**
If yes, please supply details.

2. **Have you ever been known to any Children Services Department or the Police as being an actual or potential risk to children? YES / NO**
If yes, please supply details.

3. **Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? YES / NO**
If yes, please supply details.

Declaration

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

I understand that I may be asked to provide a Criminal Records Disclosure and consent to do so if required. I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained in this form and in the Disclosure, or relating to subsequent concerns about my behaviour, may be shared with regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard children.

Signed: Date:

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



Handout for Instructors, Coaches and Volunteers – Good Practice Guide

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

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

You should never:

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

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



T 5 – NLHSC - Code of Conduct

Added Jan 2012

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

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

Participants - young sailors, windsurfers and powerboaters

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

Parents

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

.../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 Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

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



T 6 – Parental Consent form

Revised Feb 2019

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

Participant’s details

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

Parent/guardian/person with legal responsibility

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

Alternative Emergency Contact:

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

Medical information

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

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

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

Is your child currently taking any medication? YES / NO

If YES please specify:

When did your child last have a tetanus vaccination? Year:

Is your child currently taking any medication? YES / NO

If YES please specify:

When did your child last have a tetanus vaccination? Year:



Is your child currently suffering/recovering from any injuries which may affect their sailing?	YES / NO
If YES please provide details:	
Is your child vegetarian?	YES / NO
Does your child have any food allergies?	YES / NO
If YES please provide details:	
Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	
YES / NO	
If YES please provide details:	

Declaration of parent or person with legal responsibility

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

Medical consent

I give permission to the organisers of activities during the period (dates of event) to administer any relevant treatment or medication to the above-named participant when or if necessary.

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

Consent for use of images

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

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.....

Signed: (participant)

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

Name: (please print) Date:



Training Session Booking Conditions

Training sessions will be delivered by (NL&HSC) in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

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

Conditions of Use of photography or video

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

The Safeguarding Officer immediately.

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



T 7 – Safeguarding and Child Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary).	
Action taken by organisation (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

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



Appendix B - RYA Instructor Code of Conduct

Revised Feb 2014

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

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

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

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



Appendix C – RYA Coach Code of Ethics and Conduct Revised Jan 2012

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

This is achieved by:

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

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

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.