

Worcestershire Youth Sailing Association



Safeguarding Policy and Guidelines

Updated January 2019 (next update due December 2019)

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PART 1 - POLICY

SECTION 1 - INTRODUCTION

These guidelines have been produced by the RYA to help WYSA to enable children and young people to enjoy the sports of sailing in all forms, in a safe environment. 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”.

RYA Recognised Training Centres (TCs), are required to have a formal safeguarding policy which is checked as part of their annual inspection. RYA British Youth Sailing Recognised Clubs are also required to adopt and maintain a safeguarding policy.

There are several good reasons for doing this:

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

WYSA has therefore taken the following steps:

- Adopted a policy statement (Section 2) that defines our commitment to providing a safe environment for children. “Child Protection” can be an emotive term because people associate it with the most serious kinds of child abuse. “Safeguarding” has become a more common term for promoting children’s welfare, whilst “child protection” tends to refer to actions taken in response to a specific concern or allegation. All adults should be aware of it, not just those directly involved in children’s activities. Safeguarding children and young people is everyone’s responsibility (Statutory guidance “Working Together to Safeguard Children” 2013).
- Produced a simple code of practice and procedures governing how WYSA runs. This covers the safe recruitment of staff/volunteers who will be in contact with children (see Section 4); good practice guidelines to ensure the safety and welfare of children at all times whilst at your site, both on and off the water (see Section 5); and handling concerns, reports or allegations (see Section 6).

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

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

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

SECTION 2 - WYSA SAFEGUARDING POLICY STATEMENT

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. All members of WYSA should be aware of the policy.

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

The WYSA Welfare Officer for Safeguarding at Aztec Upton Warren is:
Alastair Hodgson, telephone 01527 861 426, email ah@aztecadventure.co.uk

The WYSA Deputy Welfare Officers for Safeguarding are:
Lisa Peaty, telephone 07510 279 711, email lisapeaty@yahoo.co.uk
Vivien Brookes, telephone 07880 944 170, email vivien.brookes@btinternet.com

WYSA 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.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that WYSA-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 who work or volunteer with children in the course of their WYSA duties. It will be kept under annual review. All relevant concerns, allegations, complaints and their outcome should be notified to the WYSA Welfare Officer.

Staff and Volunteers

All WYSA staff and volunteers whose role brings them into regular contact with young people will be asked to register on WebCollect for volunteer membership. The WYSA Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced DBS, with Barred List check if appropriate.

Good Practice

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

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after training or racing sessions. If this is unavoidable, it is advised that another adult accompanies them.

Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography or filming. If WYSA 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 WYSA Welfare Officer.

Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the WYSA Welfare Officer immediately, in strict confidence. The WYSA Welfare Officer will follow the attached procedures.

PART 2 – PROCEDURES

SECTION 3 - DESIGNATED PERSON

Although everyone has a role to play in ensuring that children are safe, it is recommended that a designated individual has specific responsibility for implementing this policy, and acts as the point of contact to receive information and advice from the RYA.

The WYSA 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 committee on safeguarding issues.
- Maintaining contact details for local Children's Services and Police.

If there is a concern, the designated person would:

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

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

The RYA's Safeguarding and Equality Manager is Jackie Reid, telephone 023 8060 4104, email: Jackie.reid@rya.org.uk
If Jackie Reid is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Club Support Advisor, telephone 023 8060 4199, email Jackie.bennetts@rya.org.uk

SECTION 4 - SAFE RECRUITMENT

If a good recruitment policy is adopted, children and young people should be adequately protected. Potential abusers have difficulty operating in a well run organisation.

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

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred individual to work in Regulated Activity, for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and for an organisation to fail to make a referral to the DBS/Disclosure Scotland if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable person.

WYSA will as far as is possible:

- Provide the applicant with a clear job or role description so that they understand what the role involves.
- Draw up a "person specification" listing the key qualifications, skills, experience and qualities relevant to the role.
- Check that the applicant is competent for the role, eg they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required.
- Provide an induction, training, mentoring or supervision to cover any areas where a volunteer may lack experience or confidence and familiarise them with WYSA's and Aztec Upton Warren's operating procedures.

Are they safe?

If the role involves contact with children, WYSA will:

- Ask volunteers to provide information about their past career or relevant experience.
- Ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps .
- Explore their experience of and attitude towards working with children.
- Take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children, and make the nature of the work clear to the referees.

If the role involves regularly training or supervising children or is a position of trust or authority over children's welfare, WYSA will:

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

Criminal Records Disclosures (DBS)

Organisations affiliated to or recognised by the RYA can access the DBS (previously CRB) processes through the RYA which is a registered umbrella/intermediary Body. The RYA does not make an administrative charge for this service, but a fee is payable to the DBS in the case of paid staff. The service is free for volunteers. Up to date information is available from the RYA website, or contact the RYA's Safeguarding and Equality Manager.

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

An individual is only eligible to apply for an Enhanced Disclosure if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, ie. one that involves regularly teaching, training, instructing, caring for or supervising persons under 18. They can only be required to apply for a Barred List check if they will be undertaking "regulated activity" with children or young people as defined under the Protection of Freedoms Act 2012.

Although it is not currently a legal requirement for voluntary sports clubs or private employers to ask their staff or volunteers to apply for Disclosures, it is an offence to allow a person who has been barred from undertaking regulated activity with the relevant vulnerable group. There is a risk that determined offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools come

to your site, a school may request that you check your instructors or volunteers so that they are subject to the same level of scrutiny as the children's teachers.

Confidentiality and Data Storage

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

SECTION 5 - GOOD PRACTICE GUIDELINES

Culture

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

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

Minimising Risk

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

- 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 WYSA activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge and/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 that 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.

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. WYSA have adopted a Code of Conduct (see document 5) for everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the code.

Although clubs have a duty of care to their members, and particularly to young people 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 WYSA 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

Both adults and children should be able to shower and dress in reasonable privacy within separate male and female

changing rooms and, if relevant, unisex disabled changing.

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

Bullying can be an issue in changing rooms and showers.

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

Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix A. The RYA's Anti-bullying Policy is available on the website under Racing, Youth and Junior, Information, Policies or click on this link: <http://www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx>
The Child Protection in Sport Unit also publishes a sample Anti-bullying policy and guidance, see <https://thecpsu.org.uk/help-advice/topics/anti-bullying/>

Children and young people could be asked to sign up to the Club Code of Conduct (see Document 5).

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.

First Aid and Medical Treatment

First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer (see Document 6).

Organising and Hosting Events

When hosting an open junior or youth event at your club, WYSA will liaise with the relevant organisation or class association to ensure that all involved in the organisation of the event are operating to similar policies. It will 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.

Posters will be displayed on site, giving the contact details of the event welfare officer.

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 this 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 They are a useful reference for events organised by WYSA 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 www.net-aware.org.uk
www.internetmatters.org www.getsafeonline.org

Club Websites and Social Media

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

- Follow the RYA guidance on the use of images of children (see photography section below).
- Ensure that the content and language on the website 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 WYSA will:

- Where possible, not use their personal phone to contact children and young people.
- Only use their personal phone to contact sailors' parents.
- Avoid using over-familiar language.
- Only communicate regarding WYSA matters, not for social or personal contact.

When using social media, it is recommended coaches and instructors:

- Have a personal and a professional page for 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.

Parents

WYSA is 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 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" should be treated in the same way as any other form of bullying.

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 WYSA 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

- Photographs will not be taken without a signed parental consent form (Document 6).
- Any photographer or member of the press or media attending an event will wear identification at all times and will be fully briefed in advance on our expectations regarding his/her behaviour and the issues covered by these guidelines.
- Photographers will not have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent will 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, WYSA will make sure they are appropriate and that they do not include any information that might enable someone to contact the child:

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize winners, without identifying them by name.
- If WYSA is recognising the achievement of an individual sailor and wishes to publish their name with their photo, WYSA will 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.
- Children and young people pictured are to be 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 WYSA 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.

Safeguarding Training

WYSA will ensure that all staff or volunteers working with children have the opportunity to undertake training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

SECTION 6 - HANDLING CONCERNS, REPORTS OR ALLEGATIONS

This section is primarily for the WYSA Welfare or Deputy Welfare Officers for Safeguarding, 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 WYSA. It may involve the behaviour of a volunteer or employee, 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 WYSA's safeguarding 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 WYSA 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 by the WYSA Welfare Officer or other designated person 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 (Document 7).

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

These include:

- Procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within WYSA (see flowcharts below).
- A disciplinary procedure for employees (eg of Aztec Upton Warren) setting out the process to be followed if an allegation or complaint is made about an employee.

Statutory Authorities

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, WYSA will contact the RYA Safeguarding Manager as soon as possible for guidance and support. WYSA will co-operate fully with official requests for factual information, but will 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 WYSA which attracts media interest, or if WYSA is contacted by the media with an allegation concerning one of your members or employees, volunteers and parents must not give any response until they have had an opportunity to check the facts and seek advice. WYSA will contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

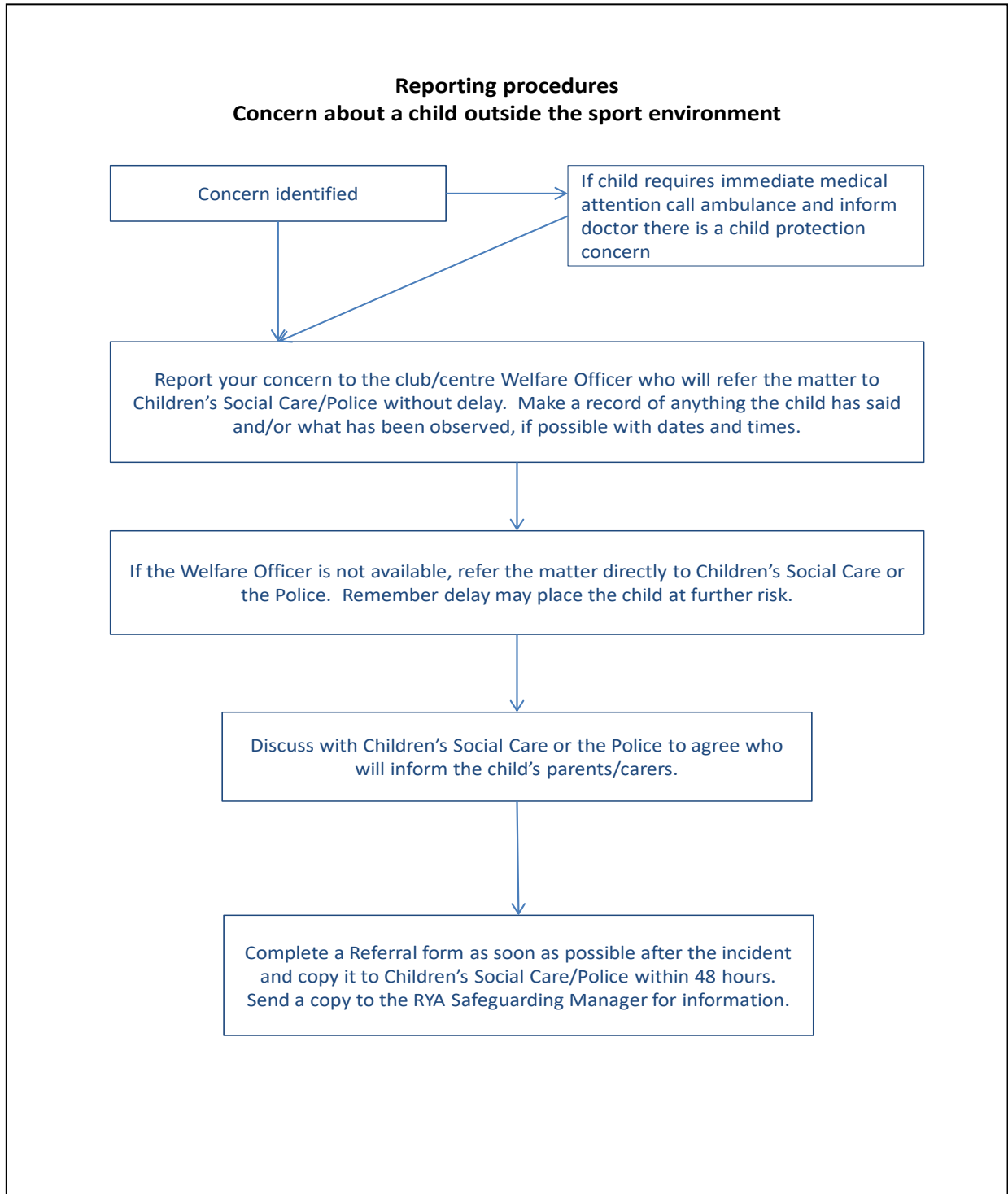
Reference to the Disclosure and Barring Service

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 WYSA 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, WYSA has 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 Section 7 Useful Contacts) or contact the RYA Safeguarding Manager.

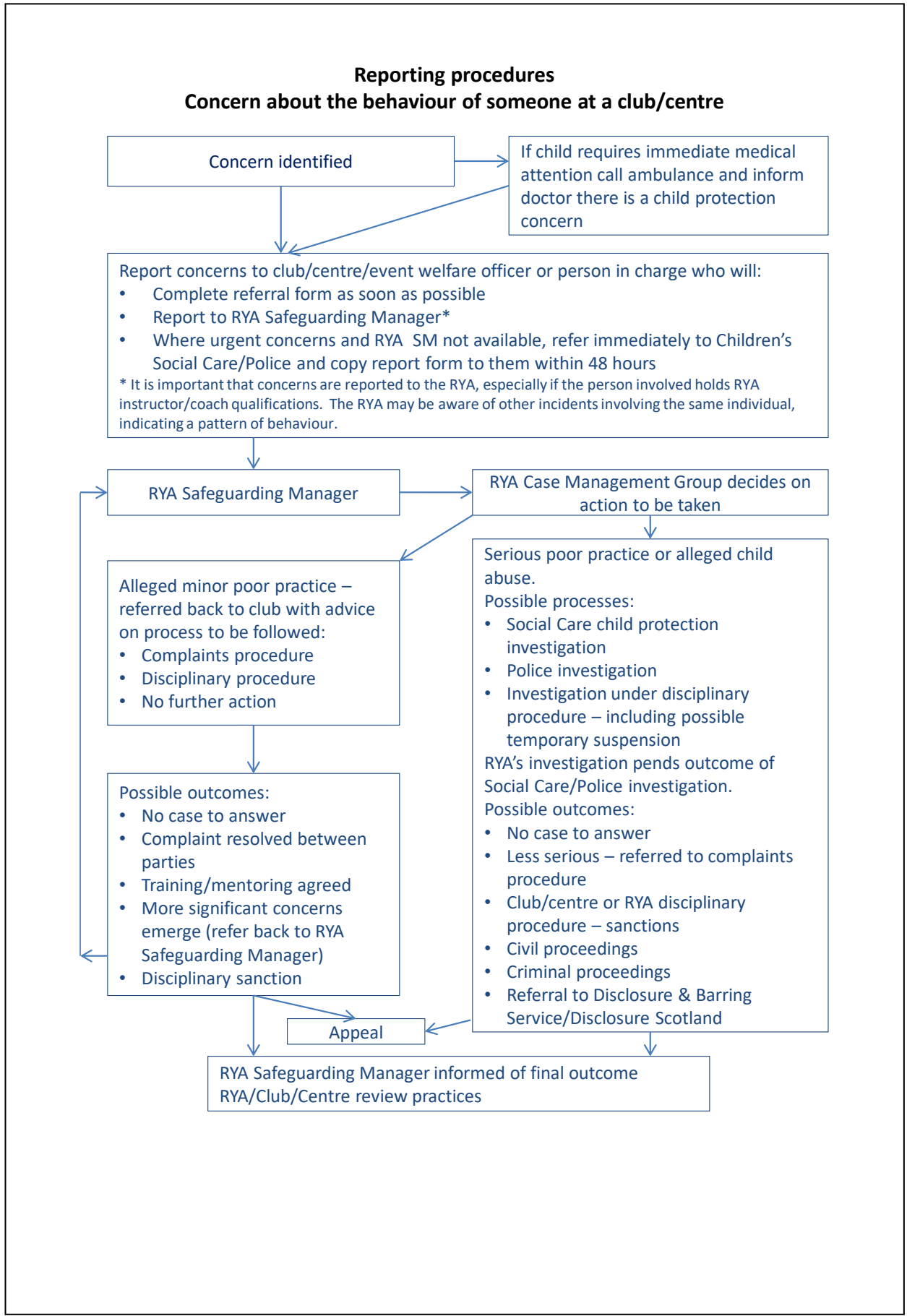
Reporting Procedures for WYSA Welfare Officer

Details of Children's Social Care departments and emergency duty teams are listed on the summary document that accompanies this policy. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if a child is at immediate risk, call the Police.

Flowchart 1



Flowchart 2



PART 3 INFORMATION AND SUPPORTING DOCUMENTS

SECTION 7 - USEFUL CONTACTS

NSSA Welfare Officer for Safeguarding
TO BE ADDED

NSPCC Helpline
0808 800 5000
E-mail: help@nspcc.org.uk
Website: www.nspcc.org.uk

Childline
0800 1111
Website: www.childline.org.uk

Social Care Services

Details of Children's Social Care departments and emergency duty teams are listed on the summary document that accompanies this policy.

Royal Yachting Association
Jackie Reid, Safeguarding and Equality Manager
RYA House, Ensign Way
Hamble
Southampton
SO31 4YA
Tel: 023 8060 4104
E-mail: jackie.reid@rya.org.uk
Website: www.rya.org.uk/go/safeguarding
Community text phone (for people with a hearing impairment): 07823 559018

RYA Cymru Wales
Samantha Healy, South Wales Club Development Officer
Tel: 01248 670738 Mob: 07824 990694
E-mail: samantha.healy@ryacymruwales.org.uk
Website: www.ryacymruwales.org.uk

RYA Scotland
Liza Linton, Development Manager
Tel: 0131 317 7388 Mob: 07770 604234
E-mail: liza.linton@ryascotland.org.uk
Roy Davidson, volunteer Safeguarding Awareness Co-ordinator
Tel: 07775 703395
E-mail: safeguarding@ryascotland.org.uk
Website: www.ryascotland.org.uk

RYA Northern Ireland
Mary Farrell, Development Officer
Tel: 028 9038 3875
E-mail: ryani@rya.org.uk
Cliff Burns, Child Protection Officer
Tel: 028 9038 3812
Website: www.ryani.org.uk

Child Protection in Sport Unit (CPSU)
England
Tel: 0116 234 7278
E-mail: cpsu@nspcc.org.uk
Website: www.thecpsu.org.uk

Child Protection in Sport Unit (CPSU)

Wales

Tel: 0844 892 0290

E-mail: cpsuwales@nspcc.org.uk

Northern Ireland

Tel: 0203 222 4246

E-mail: cpsu@nspcc.org.uk

Child Protection in Sport Unit (CPSU)

Scotland (Children 1st Safeguarding in Sport)

Tel: 0141 418 5674

E-mail: safeguardingsport@children1st.org.uk

Website: www.safeguardingsport.org.uk

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

Website: www.homeoffice.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

SECTION 8 - SUPPORTING DOCUMENTS

DOCUMENT 1 - VOLUNTEER APPLICATION FORM

TO BE ADDED

DOCUMENT 2 - VOLUNTEER REFERENCE REQUEST

TO BE ADDED

DOCUMENT 3 - VOLUNTEER SELF DISCLOSURE FORM

2019 WYSA VOLUNTEER SUBSCRIPTION FORM

All WYSA volunteers are required to complete the WYSA Volunteer Subscription Form on WebCollect each year, which includes the Volunteer Subscription Form.

DOCUMENT 4 - 2019 VOLUNTEER GOOD PRACTICE GUIDE

(Handout for Instructors, Coaches and Volunteers)

This guide only covers the essential points of good practice when working with children and young people. You should also read WYSA's Safeguarding 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 WYSA activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of WYSA and/or the child's parents.
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- If you do have to help a child, make sure you are in full view of others, preferably another adult.

You should never:

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

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

DOCUMENT 5 - 2019 WYSA CODE OF CONDUCT

It is the policy of WYSA that all sailors, 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 sailing and canoeing. The aim is for all youngsters 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.

If you are concerned that someone is not following the WYSA Code of Conduct, you should inform the WYSA Welfare Officer for Safeguarding or the person in charge of the activity. Sailors not following the WYSA Code of Conduct may be asked to leave the water or session or excluded from future events. No refund for fees already paid will be made under these circumstances.

Participants (Sailors)

- Wear a buoyancy aid at all times when you are on or near to the water.
- Listen to and accept what you are asked to do to improve your performance and keep you safe.
- Respect other participants, parents, volunteers, staff and members of the public.
- Abide by the RYA rules and sail fairly.
- Do your best at all times.
- Never bully others either in person, by phone, by text, email or online
- Take care of all property belonging to you, other participants, WYSA and Aztec Upton Warren.
- If participants have a medical condition that requires the use of inhaler or epi-pen, they must have it with them at all times when they are attending a WYSA session at Aztec Upton Warren, or if an event away from home, give it to the team manager at the beginning of the event.
- Meet deadlines for return of cheques and forms for participation in events. Failure to meet deadlines will result in sailors being unable to take part in events.
- Do not leave items of value in the changing rooms.
- During the WYSA session time, do not leave the site without permission of the group leader.
- If a boat is damaged, yours or somebody else's, inform your instructor at the end of the session or race.
- Smoking, recreational drugs and alcohol are strictly forbidden at all WYSA or NSSA events.

Parents

- Support your youngster's involvement and help them enjoy their sailing.
- Help your youngster to recognise good performance, not just results.
- Never force your youngster to take part in sailing.
- Never punish or belittle your youngster for losing or making mistakes.
- Encourage and guide your youngster to accept responsibility for his or her own conduct and performance.
- Respect and support the volunteers and instructors decisions and actions.
- Accept volunteers' judgements and recognise good performance by all participants.
- Use established procedures where there is a genuine concern or dispute.
- Ensure that your youngster wears suitable clothing and has appropriate food and drink.
- Ensure that all medical information, include medication being taken is given to WYSA on the Consent Form and for each event, and ensure that if medical information changes, a new WYSA Consent Form is sent to the WYSA Secretary.
- Provide contact details and be available when required and if contact details change, a new WYSA C Consent Form is sent to the WYSA Secretary.
- Take responsibility for your youngster's safety and conduct in and around the clubhouse or event venue.
- Meet deadlines for return of cheques or forms for participation in events. Failure to meet deadlines will result in sailors being unable to take part in events.

Volunteers, Instructors and Coaches

- 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.
- 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 and class guidelines and policies.
- RYA Instructors/Coaches must comply with the RYA Instructor Code of Conduct or RYA Coach Code of Ethics and Conduct.

WYSA Weekend and Evening Sessions Booking Conditions

Sessions will be delivered by WYSA at Aztec Upton Warren in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

- WYSA reserve the right, at all times, to cancel bookings at our discretion.
- All participants must be aged 18 or under, wear a buoyancy aid at all times when on or near water and be confident in the water.
- A WYSA Consent Form must be given to WYSA Secretary for all WYSA events with full details of parent/guardian contact details.
- A WYSA Consent Form must include details of any medical condition affecting a participant, or of any medication taken by a participant that could affect their taking part in the above sailing session, asthma, epilepsy, heart conditions. WYSA reserves the right to refuse any booking on medical grounds.
- It is the responsibility of parent/guardians to complete a new WYSA Consent Form for their youngster and give to WYSA Secretary if there is a change of contact details or medical condition.
- All participants must be accompanied by a parent or guardian at the beginning and end of the session. Parents or guardians must also be contactable for the duration of the session.
- Neither WYSA nor any of its volunteers or agents shall be liable in any way whatsoever in respect of loss or damage to property.
- All bookings are accepted on the understanding that any instructions or directions given by any volunteer or member of staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
- WYSA 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.
- 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.
- If any injuries are sustained or damage to valuables occurs, participants are to notify the Aztec Upton Warren centre's staff immediately.

Conditions of Use of Photography or Video

In accordance with our Safeguarding Policy, WYSA will not arrange for photographs, video or other images of young people to be taken or published without the consent of parents/guardians on the WYSA Consent Form. 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 WYSA Welfare Officer for Safeguarding.

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

January 2019

To be reviewed December 2019

DOCUMENT 6 - 2019 PARENTAL CONSENT FORM

Name of Sailor DOB

I consent to my son/daughter (named above) taking part in all WYSA / UWSC activities at Aztec Upton Warren from 1st April 2019 to 31st March 2020.

I agree to my son/daughter (named above) being given essential medical or dental treatment, including the administration of a general anaesthetic, and/or surgical operation, if qualified medical opinion believes such treatments to be necessary. I hereby authorise a WYSA / Aztec Upton Warren member of staff or volunteer to consent to such treatment on my behalf, in the case of extreme emergency, and if efforts to contact me are unsuccessful.

If my son/daughter will be sailing their own boat during training or racing sessions at Upton Warren, I confirm that they have valid insurance with third party liability insurance with a minimum cover of at least £2 million. I confirm that my son/daughter can swim at least 50 metres in light clothing. I have listed below details of any medical condition that could affect the safety of my son/daughter or others.

Please give details of **ALL** medical conditions we need to be aware of (continue overleaf if there is insufficient space).
.....

EMERGENCY CONTACT

List below **ALL** telephone numbers which could be used to contact a parent / guardian in an emergency.

Contact 1

Name and Relationship to Sailor
Telephone – Home, Mobile and Work

Contact 2

Name and Relationship to Sailor
Telephone – Home, Mobile and Work

The information you provide in this form will be used solely for dealing with you as a member of Worcestershire Youth Sailing Association. The Association has a Data Protection Policy which can be found both on the Association website and displayed on the Association noticeboard. Your data will be stored and used in accordance with this policy.

If any medical or contact details change, it is your responsibility to complete a new WYSA Consent Form and give to WYSA Secretary so that WYSA records can be updated.

WYSA may from time to time use photographs of youngsters on our website or social media channels, to promote the Association. If you consent to your image being used by the Association in this way, please tick here.

Signed (Parent/Guardian) Date

Status of person signing this declaration



Information given on this WYSA Consent Form is required in order for sailors to be able to take part in WYSA events. Information will be used by WYSA and Aztec staff and volunteers, and stored in a secure place. Information will not be shared with any other person or organisation.

Please return this completed and signed form to Sarah Cairns, WYSA Secretary, 44 Clifford Road, Droitwich, WR9 8UR, or email to sl.cairns@talktalk.net

DOCUMENT 7 - SAFEGUARDING REFERRAL FORM

When completed, this form should be copied, marked "Private and Confidential", and sent or given to WYSA Welfare Officer for Safeguarding, Alistair Hodgson at Aztec Upton Warren, Bromsgrove, B61 7ER and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

WYSA REPORT OF CONCERN FOR A CHILD OR YOUNG PERSON

Child / Young Person's Name: _____ Age: _____

Parent(s)' Names: (if applicable) _____

Address: _____

Date: _____ Time: _____ Place: _____

Is the following information (tick as appropriate):

- From your own observation?
- The reporting of someone else's concern

Describe in detail the nature of your concerns including any incident leading up to the concerns:

Who was allegedly involved and in what way?

Write down anything the child / young person / adult has said, as exactly as possible:

Describe any behavioural changes in the child / young person / adult that you have observed:

Who have you spoken to about your concerns (tick as appropriate)?

- | | | | |
|-----------------|--------------------------|-------------|--------------------------|
| The Individual | <input type="checkbox"/> | Police | <input type="checkbox"/> |
| Parent / Carer | <input type="checkbox"/> | Social Care | <input type="checkbox"/> |
| Activity Leader | <input type="checkbox"/> | LADO | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

What feedback have you received?

Has the parent of the child / young person given any explanations for your concerns?

Who have you passed this information to?

Please note this record must be submitted to the WYSA Welfare Officer for Safeguarding, or if not available, the WYSA Deputy Welfare for Safeguarding. This information is not to be stored anywhere else or discussed with anyone else.

Your Signature: _____

Your Name (capitals): _____ Date: _____

Action undertaken by WYSA Welfare Officer for Safeguarding or if not available, the WYSA Deputy Welfare Officer for Safeguarding

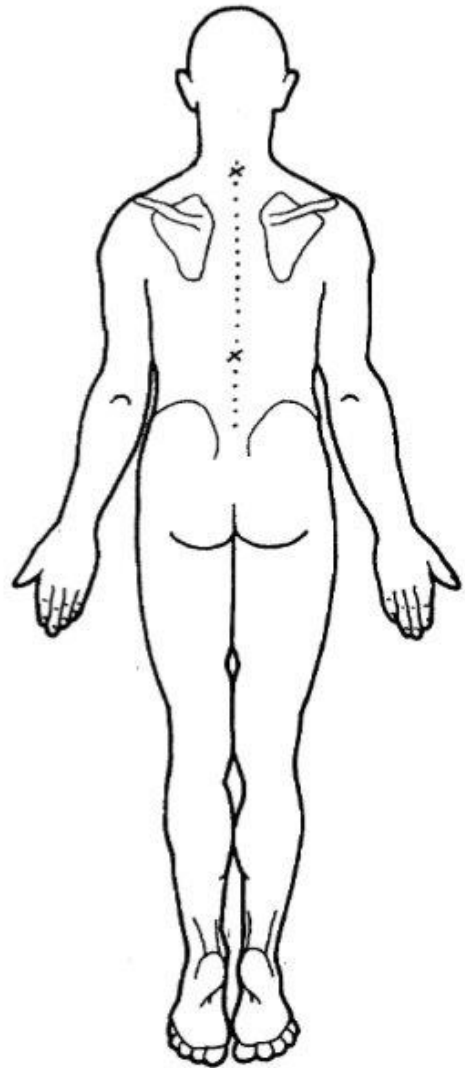
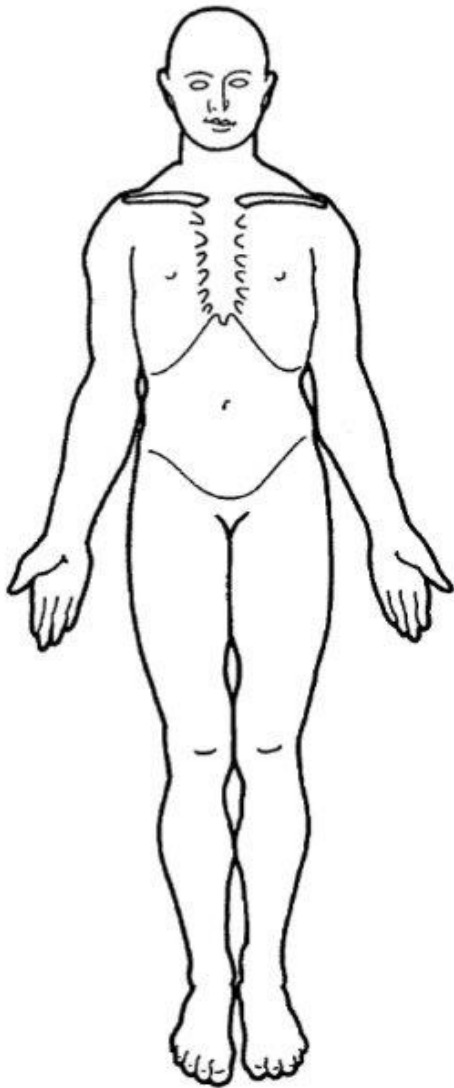
Has the Children's Social Care Access Centre been informed? Yes No

By Whom: _____ Position: _____

Signature: _____ Date: _____

WYSA Chair or other WYSA Authorised Person:

Signature: _____ Date: _____

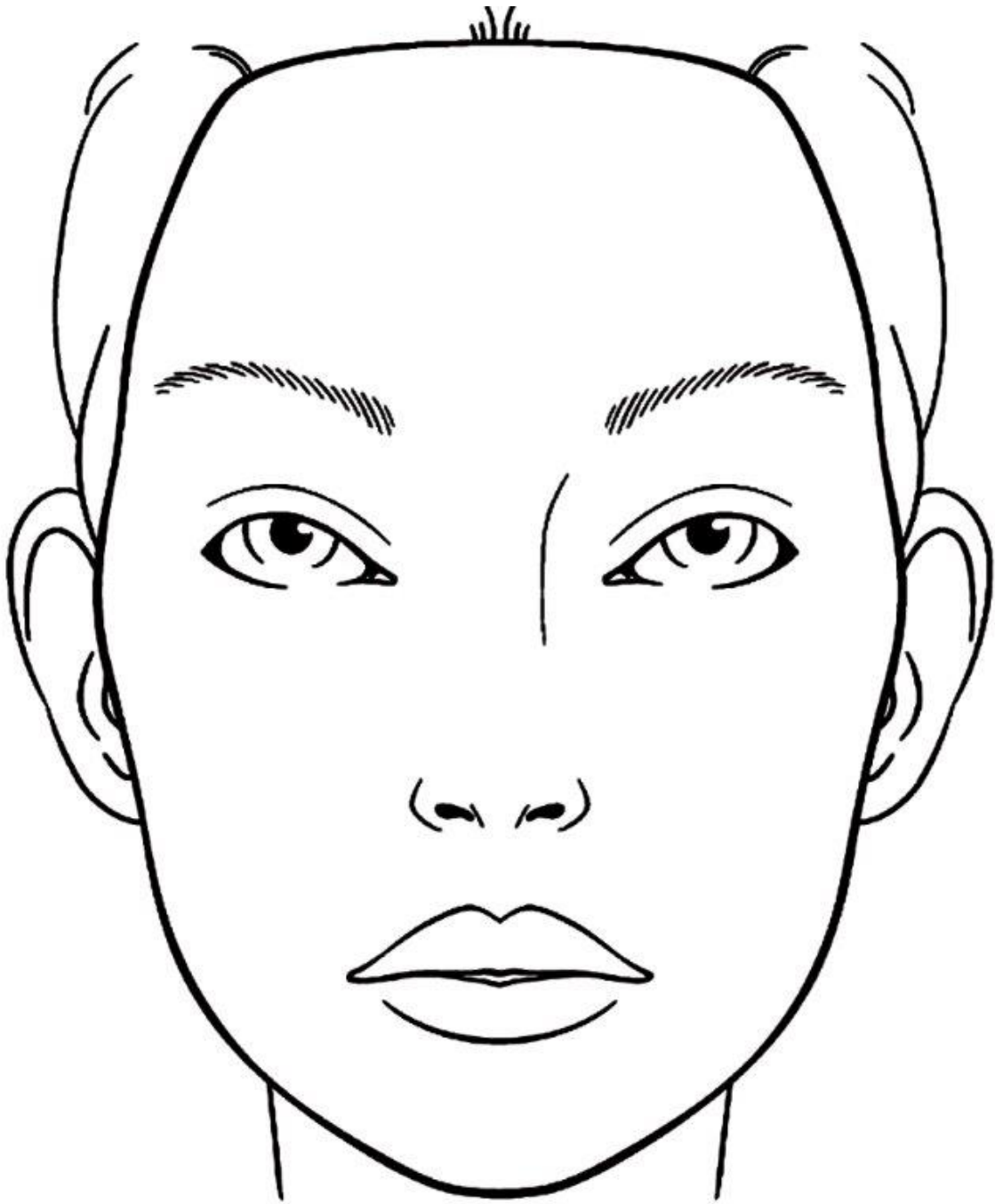


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Indicate above the location of any noticeable injuries; please include a description of injury, ie burn, cut, bruise and the severity of the injury.

Remember, it is not your job to investigate or to decide if any injury or mark is non-accidental.

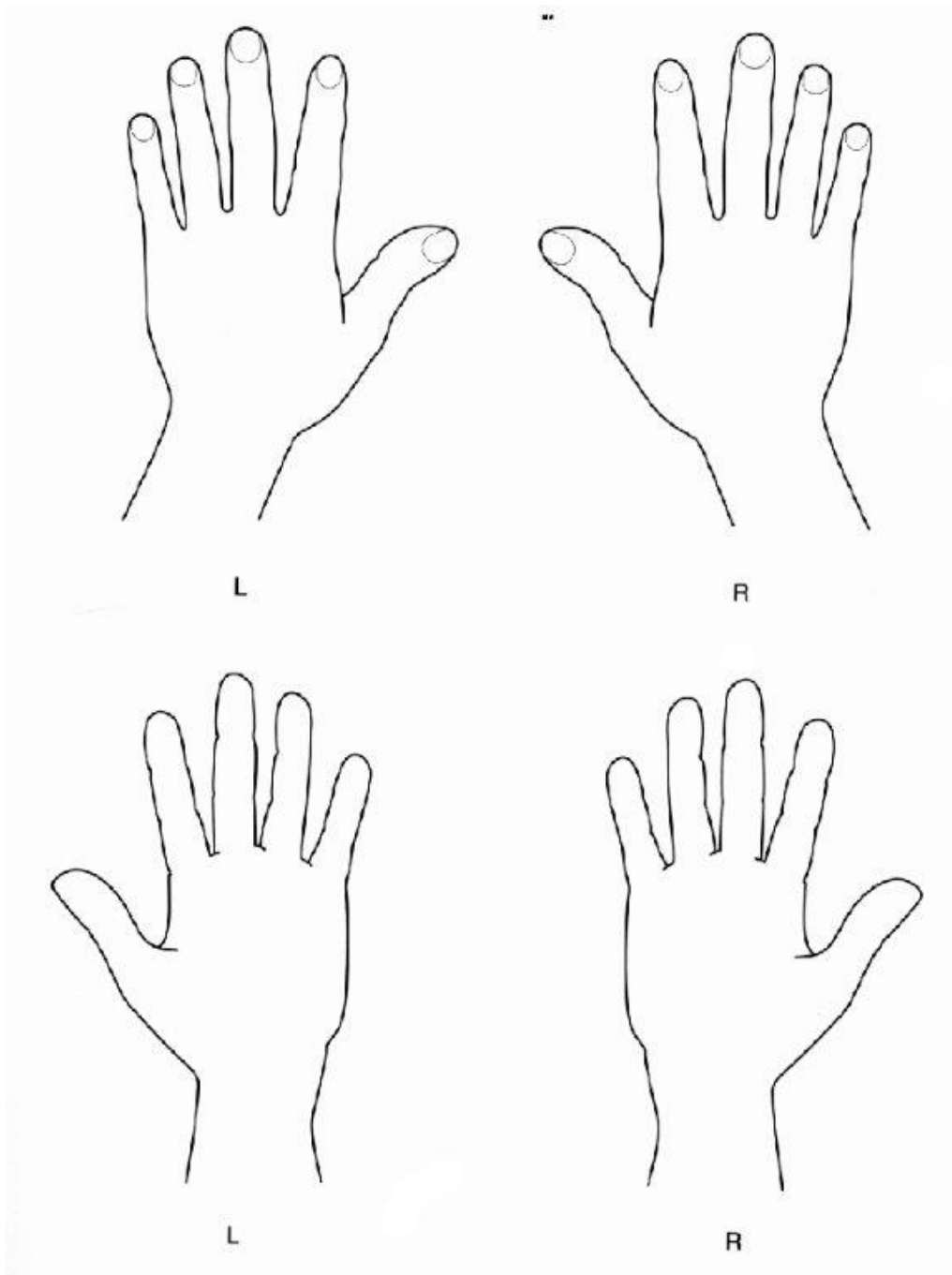
Injury Observations: (please write below or on reverse):



Indicate above the location of any noticeable injuries; please include a description of injury, ie burn, cut, bruise and the severity of the injury.

Remember, it is not your job to investigate or to decide if any injury or mark is non-accidental.

Injury Observations: (please write below or on reverse):



Indicate above the location of any noticeable injuries; please include a description of injury, ie burn, cut, bruise and the severity of the injury.

Remember, it is not your job to investigate or to decide if any injury or mark is non-accidental.

Injury Observations: (please write below or on reverse):

APPENDIX A - WHAT IS CHILD ABUSE?

(Based on the statutory guidance 'Working Together to Safeguard Children' 2015)

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

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

Recognising Abuse

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

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

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

If you are concerned

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

APPENDIX B - RYA INSTRUCTOR CODE OF CONDUCT

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

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

This is achieved by:

- Identifying and meeting the needs of individuals.
- Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
- 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:

- 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.
- Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- 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.
- 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.
- Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- Coaches must hold up to date and nationally recognised governing body coaching qualifications.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 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.
- Coaches must co-operate fully with other specialists (eg other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- Coaches must always promote the positive aspects of their sport (eg fair play) and never condone rule violations or the use of prohibited substances.
- Coaches must consistently display high standards of behaviour and appearance.