



Worcestershire Youth Sailing Association

2023 Safeguarding Policy and Guidelines

CONTENTS

		Page
PART 1	POLICY	
Section 1	Introduction	2
Section 2	WYSA Safeguarding Policy Statement	3
PART 2	PROCEDURES	
Section 3	Designated Person	4
Section 4	Safe Recruitment	5
Section 5	Good Practice Guidelines	7
Section 6	Handling Concerns, Reports and Allegations	11
PART 3	INFORMATION AND SUPPORTING DOCUMENTS	
Section 7	Supporting Documents:	
	Document 1 - WYSA Safeguarding Code of Conduct	16
	Document 2 - WYSA Safeguarding Volunteer Good Practice Guide	16
	Document 3 - WYSA Safeguarding Procedures	16
	Document 4 - WYSA Safeguarding Report of Concern Form	16
	Document 5 - WYSA Parental Consent Form	
APPENDICES		
	Appendix A - What is Child Abuse	16
	Appendix B - RYA Instructor Code of Conduct	18
	Appendix C - RYA Race Coach Code of Ethics and Conduct	19

PART 1 - POLICY

Section 1 - Introduction

These guidelines have been produced to help WYSA to enable youngsters 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 “youngsters” are both used, recognising that older teenagers may prefer not to be referred to as “children”.

RYA Recognised Training Centres (RTCs), 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 youngsters from physical or emotional harm, both on and off the water.
- To assure parents that their youngsters 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 young person, whether the concern relates to the young person’s welfare at your site, or something happening outside the sport that a young person 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 youngsters. “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 young person’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 youngster’s activities. Safeguarding youngsters 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 youngsters (see Section 4); good practice guidelines to ensure the safety and welfare of youngsters 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 youngsters must be familiar with the procedures.

For information on a Club’s legal liability and duty of care, please go to the RYA website (you’ll need your club’s login) and click on the link below.

<https://www.rya.org.uk/about-us/policies/safeguarding/safeguarding-policies-procedures-and-guidelines>

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 or youngster. All members of WYSA should be aware of the policy.

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

The WYSA Safeguarding Officer is:

Alette Bernasconi

Telephone 07711 943144

Email alette.bernasconi@googlemail.com

The WYSA Deputy Safeguarding Officers are:

Clare Brinksman

Telephone 07721 678 872

Email clarebrinksman@hotmail.co.uk

Vivien Brookes

Telephone 07880 944 170

Email vivien.brookes@gmail.com

WYSA actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where youngsters can have fun and develop their skills and confidence.
- Recognise that safeguarding youngsters is the responsibility of everyone, not just those who work with youngsters.
- 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.

WYSA will:

- Treat all youngsters 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 a suspected safeguarding incident.

This policy relates to all who work or volunteer with youngsters 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 Safeguarding Officer.

Staff and Volunteers

All WYSA staff and volunteers whose role brings them into regular contact with youngsters will be asked to register on WebCollect for volunteer membership. The WYSA Safeguarding Officer and those regularly instructing, coaching or supervising youngsters 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 youngsters should be aware of the guidance on recognising abuse.

Adults are requested not to enter the showers and changing rooms at times when youngsters 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 if taking photographs or filming. If WYSA publishes images of youngsters, 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 Safeguarding Officer.

Concerns

Anyone who is concerned about a youngster's welfare, either outside the sport or within the WYSA, should inform the WYSA Safeguarding Officer immediately, in strict confidence. The WYSA Safeguarding Officer will follow the attached

procedures.

PART 2 – PROCEDURES

Section 3 - Designated Person

Although everyone has a role to play in ensuring that youngsters 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 Safeguarding 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 youngsters 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 Safeguarding Officer is and how to contact them.

The RYA Safeguarding and Equality Manager is Andrea Gates, telephone 023 8060 4297, email:

Andrea.gates@rya.org.uk

If Andrea Gates is unavailable and the matter is urgent, contact the RYA Safeguarding Team, telephone 023 8060 4266, email safeguarding@rya.org.uk and for equality referrals you can contact the RYA Equality Team on 02380 604249, email equality@rya.org.uk

Section 4 - Safe Recruitment

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

All volunteers, 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 youngsters, in sole charge of youngsters 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 volunteer 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 volunteer 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 youngsters, 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 youngsters.
- If appropriate, take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with youngsters, and make the nature of the work clear to the referees.

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

- Require the volunteer 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 youngsters from proceeding any further
- Require the volunteer to apply for an Enhanced Criminal Records Disclosure which can be completed through RYA – 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 youngsters 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 youngster'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 youngsters. 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 youngsters 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 youngsters may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled youngster 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 youngster may not be able to express themselves or speak confidentially if they need an interpreter. A youngster who has experienced racism may find it difficult to trust an adult from a different ethnic background. Youngsters with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender youngsters, or any youngster 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 – youngsters, volunteers and staff.

- Avoid spending any significant time working with youngster in isolation.
- Do not take a youngster alone in a car, however short the journey.
- Do not take youngsters 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 youngster's parents.
- Design training programmes that are within the ability of the individual youngster.
- If a youngster 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 youngster, 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 youngsters to use inappropriate language unchallenged, or use such language yourself when with youngsters.
- Make sexually suggestive comments to a youngster, even in fun.
- Fail to respond to an allegation made by a youngster; always act.
- Do things of a personal nature that youngsters can do for themselves.

It may sometimes be necessary to do things of a personal nature for youngsters, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the youngster (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 youngster and undertakes personal care tasks with the utmost discretion.

Parental Responsibility and WYSA Liability

Parents play an essential part in their youngster's participation, but occasionally their desire to see their youngster achieve success can put the youngster 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 sailors, 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 WYSA has a duty of care to their members, and particularly to youngsters who cannot take full responsibility for their own safety, parents must be responsible for their youngster's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.

When youngsters 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 youngsters 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 youngsters 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 youngster 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/>

Managing Challenging Behaviour

Guidance for instructors and coaches on handling youngsters 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 Safeguarding Officer.

The RYA Racing Department has Sailor Supervision Guidelines and other detailed policies; 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.

Away Events

All adults who accompany WYSA youngsters attending events away from Aztec Upton Warren, have complied with WYSA Safeguarding procedures, ie completed the WYSA Adult Subscription form and obtained DBS clearance if required within the circumstances of their level of supervision.

Communicating with Youngsters

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 youngsters 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 youngsters. WYSA will:

- Follow the RYA guidance on the use of images of youngsters (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 youngsters WYSA will:

- Where possible, not use their personal phone to contact youngsters.
- 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 share images of the sailors without their parents' consent on your personal 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 and Sailors

WYSA is responsible for the content published on their sites, but parents must accept responsibility for their youngster's access to and use of computers, tablets and smartphones. See the links at the top of this page for guidance.

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 youngsters 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 youngsters' achievements and of promoting WYSA and the sport as a whole. However, it is important to minimise the risk of anyone using images of youngsters 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 youngster and their parents/carers for their images to be taken and used.

- Photographs will not be taken without a completed booking form for an event.
- 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 youngsters 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 WYSA'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 youngster:

- 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 youngster.
- Youngsters 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 Safeguarding Officer and treated in the same way as any other safeguarding concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

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

Safeguarding Training

WYSA will ensure that all volunteers working with youngsters 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 Safeguarding or Deputy Safeguarding Officers, 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 youngster, their parents, someone else within WYSA. It may involve the behaviour of a volunteer or employee, or something that has happened to the youngster outside the sport, perhaps at home or at school. Youngsters 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 youngster 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 Young Person

Always:

- Stay calm – ensure that the youngster is and feels safe.
- Show and tell the youngster that you are taking what he/she says seriously.
- Reassure the youngster and stress that he/she is not to blame.
- Be careful about physical contact, it may not be what the youngster wants.
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse.
- Make a record of what the youngster has said as soon as possible after the event, using the youngster'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 Safeguarding Officer or the person in charge or someone you can trust) so that you can begin to protect the youngster and gain support for yourself.

It is important to communicate any concerns to the appropriate people. Never keep concerns raised private.

Recording and Handling Information

If you suspect that a youngster may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred by the WYSA Safeguarding Officer or other designated person as soon as possible. If appropriate this will then be referred 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 youngster 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 youngster 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 youngster'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 youngster'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 youngster'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 4100 for professional advice on handling the media.

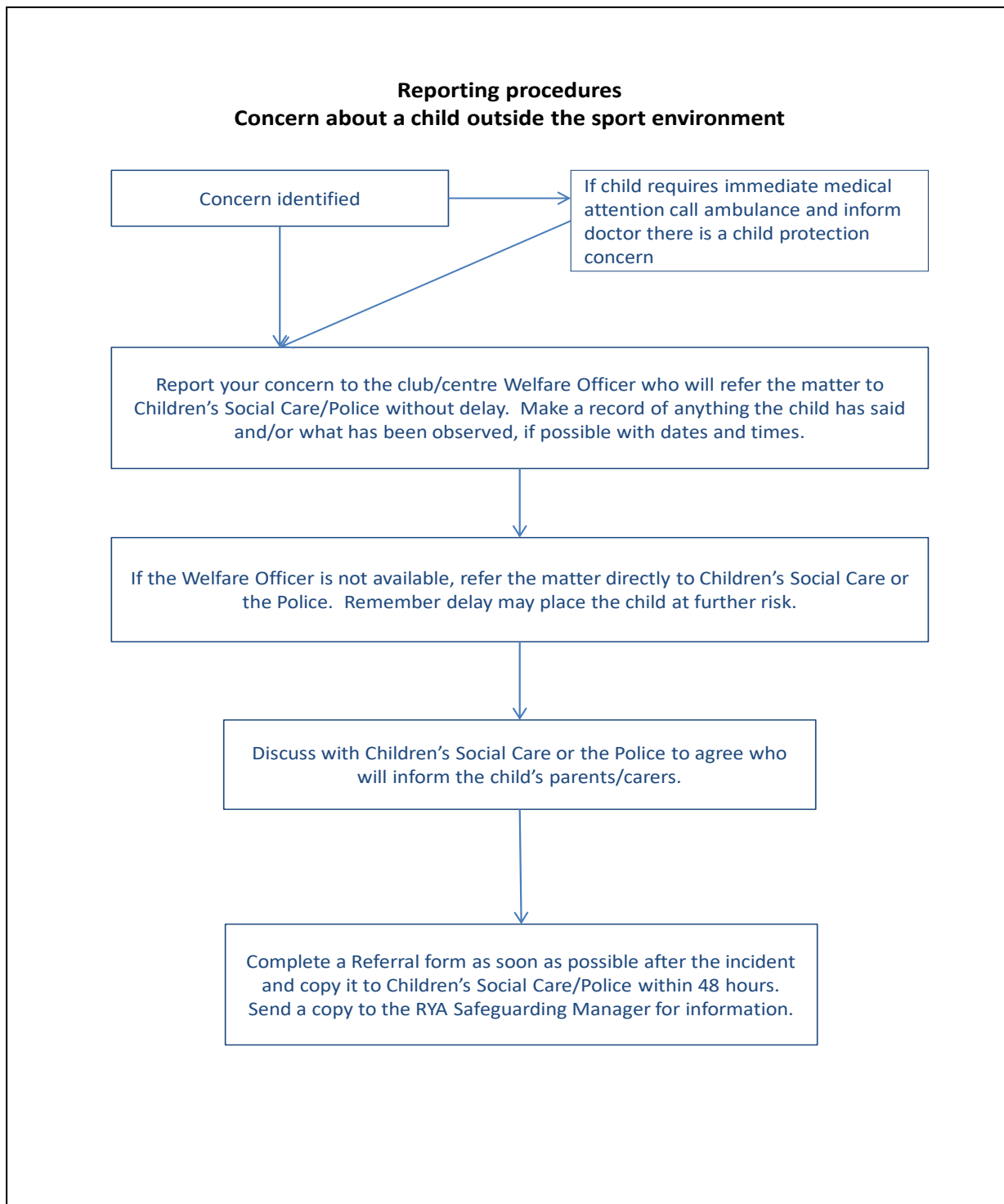
Reference to the Disclosure and Barring Service

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with youngsters 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 youngster 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.

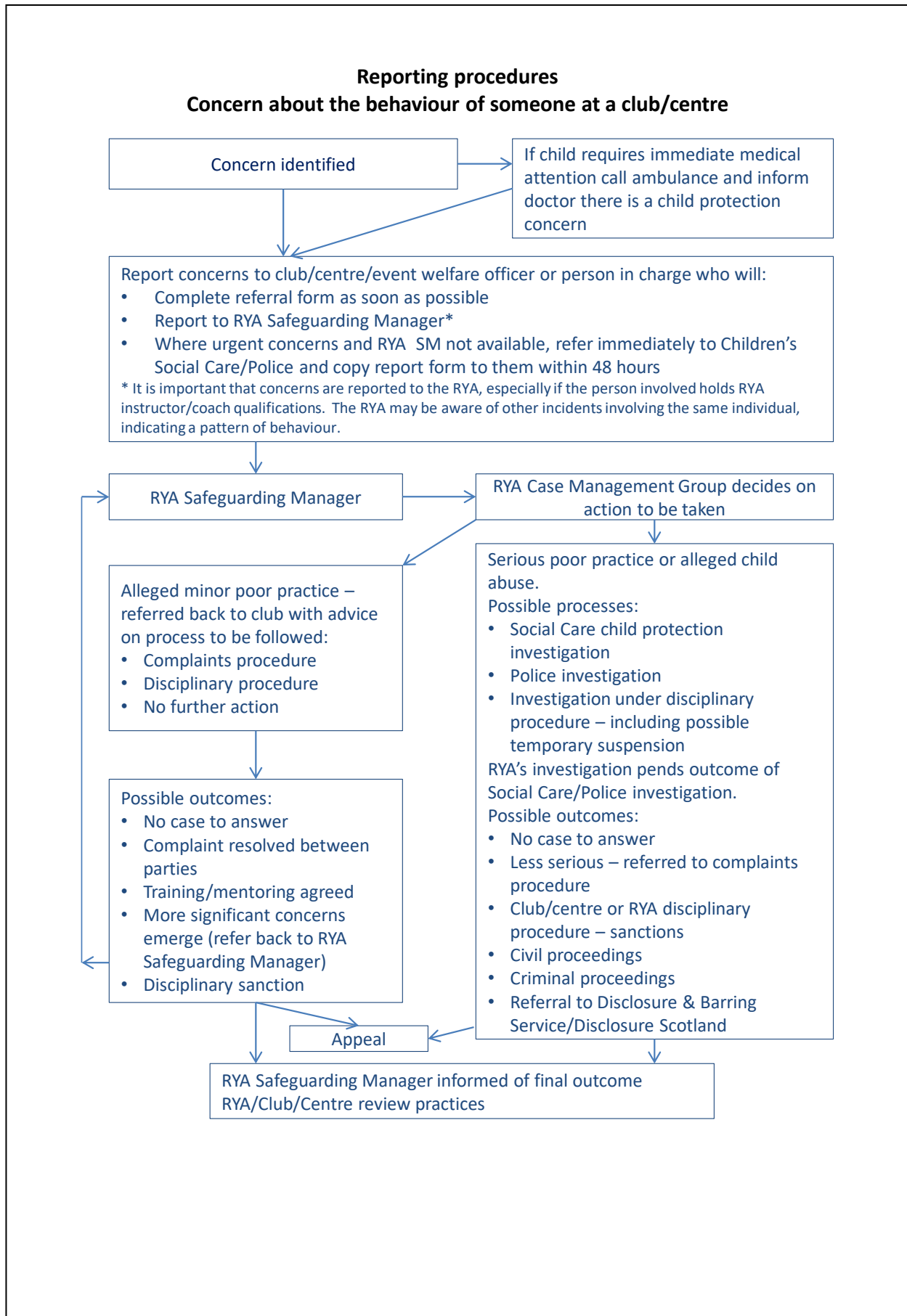
Reporting Procedures for WYSA Safeguarding Officer

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 youngster is at immediate risk, call the Police.

Flowchart 1



Flowchart 2



Section 7 - Supporting Documents

Document 1 - WYSA Safeguarding Code of Conduct

The current document can be viewed in the WYSA Volunteer Folder in the WYSA Container at Aztec Upton Warren, or on the WYSA website, under “About” and “Policies”

www.wysa.club

Document 2 - WYSA Safeguarding Volunteer Good Practice Guide

The current document can be viewed in the WYSA Volunteer Folder in the WYSA Container at Aztec Upton Warren, or on the WYSA website, under “About” and “Policies”

www.wysa.club

Document 3 - WYSA Safeguarding Procedures

The current document can be viewed in the WYSA Volunteer Folder in the WYSA Container at Aztec Upton Warren, or on the WYSA website, under “About” and “Policies”

www.wysa.club

Document 4 - WYSA Safeguarding Report of Concern Form

The current document can be found in the WYSA Volunteer Folder in the WYSA Container at Aztec Upton Warren, or on the WYSA website, under “About” and “Policies”

www.wysa.club

When completed, this form should be copied, marked “Private and Confidential”, and sent or given to WYSA Safeguarding Officer of WYSA Deputy Safeguarding Officers and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Document 5 - WYSA Parental Consent Form

This information is now included on WebCollect in the WYSA Sailor Subscription Form and Event Booking Forms for each event.

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 youngster. Somebody may abuse or neglect a youngster by inflicting harm, or by failing to act to prevent harm. Youngsters 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 youngster.

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

- By hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- Giving youngsters alcohol or inappropriate drugs.
- In sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the youngster's immature and growing body.

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

- Conveying to a youngster that they are worthless, unloved or inadequate.
- Not giving the youngster 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 youngster's age or developmental capability.
- Overprotection and limitation of exploration and learning or preventing the youngster from participating in normal social interaction.
- Allowing a youngster to see or hear the ill-treatment of another person.
- Serious bullying (including cyber bullying), causing youngsters frequently to feel frightened or in danger
- The exploitation or corruption of youngsters.
- Emotional abuse in sport might also include situations where parents or coaches subject youngsters to constant criticism, bullying or pressure to perform at a level that the youngster cannot realistically be expected to achieve.
- Some level of emotional abuse is involved in all types of maltreatment of a youngster.

Sexual abuse involves an individual (male or female, or another youngster) forcing or enticing a youngster or youngster to take part in sexual activities, whether or not the youngster 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 youngsters in looking at, or in the production of, sexual images.
- Encouraging youngsters to behave in sexually inappropriate ways or watch sexual activities.
- Grooming a youngster in preparation for abuse (including via the internet).
- Sport situations which involve physical contact (eg supporting or guiding youngsters) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over youngsters.

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

- Provide adequate food, clothing and shelter
- Protect a youngster from physical and emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care or treatment.
- Respond to a youngster's basic emotional needs.
- Neglect in a sailing situation might occur if an instructor or coach fails to ensure that youngsters 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 youngster. 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 youngster 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 youngster describes what appears to be an abusive act involving him/her.
- A change observed over a long period of time (eg the youngster 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 youngster could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the youngster 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 youngster's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the youngster 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 youngster at greater risk. You should contact the WYSA 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.

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.
- Follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Not develop inappropriate working relationships with students (especially youngsters). 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.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- 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.
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example youngsters 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 RACE 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.

