



Worcestershire Youth Sailing Association

2024 Safeguarding Policy and Guidelines

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PART 1 - WYSA'S SAFEGUARDING POLICY STATEMENT

In this document the terms "child" and "youngster" are both used and mean anyone under the age of 18 as defined in the Children Act 1989. All members of WYSA should be aware of this policy.

It is the policy of WYSA to safeguard all children and youngsters, taking part in its sailing and water sport activities, from physical, sexual or emotional abuse and harm.

WYSA recognises that the safety welfare and needs of youngsters are paramount and that all youngsters, irrespective of sex, age, disability, race, religion or belief, gender identity, sexual orientation, marital status or social status, have a right to protection from discrimination, victimisation and abuse.

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.
- Ensure that WYSA-organised training and events are run to the highest possible safety standards.

WYSA will:

- Treat all youngsters with respect and celebrate their achievements, listen to their views and experiences and provide opportunities for everyone to fulfil their potential and be their authentic selves.
- Take all reasonable steps to ensure that through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to all youngsters taking part in its activities it.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse referring to the RYA and external agencies as necessary.
- Ensure that there is an RYA registered, Safeguarding Officer with the necessary skills and training who will take the lead in dealing with all safeguarding concerns with support from the RYA Safeguarding Team.
- Ensure that the Safeguarding Officer's name and contact details are known to all employees, volunteers, members and participants.
- Ensure that all information regarding safeguarding referrals is stored securely and confidentially.
- Regularly review its safeguarding procedures and practices in light of experience or to take account of legislative, social or technological changes.
- Cooperate where necessary with multi agency investigations and enquiries relating to serious case reviews involving youngsters if there is an association with WYSA.

Everyone has the right to be safeguarded and we must ALL take responsibility to ensure it

This policy will be kept under annual review.

PART 2 – PROCEDURES

Section 1 - Safeguarding Officer

Although everyone has a role to play in ensuring that youngsters are safe, the RYA recommends 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. In this policy, the designated individual is called the Safeguarding Officer.

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

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

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 WYSA Safeguarding Officer 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 (the Senior Instructor etc).
- Keep the RYA informed as necessary (contact details below).

The WYSA Safeguarding Officer is:

Clare Brinksman Telephone 07721 678 872

Email clarebrinksman@hotmail.co.uk

The WYSA Deputy Safeguarding Officers are:

Vivien Brookes Telephone 07880 944 170

Email vivien.brookes@gmail.com

Alette Bernasconi Telephone 07711 943144

Email alette.bernasconi@googlemail.com

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 02380 012796 (choose option 1 for Safeguarding and option 3 for out of hours service), email
safeguarding@rya.org.uk

Section 2 - Safe Recruitment

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.

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.

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 3 - Good Practice Guidelines

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.

All members of WYSA should follow these good practice guidelines and agree to abide by the WYSA Code of Conduct. Those working or volunteering with youngsters should be aware of the guidance on recognising abuse.

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

All adults should follow the following good practices to minimise situations where they are with children unobserved or could take advantage of their position of trust:

- Do not 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.
- 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.

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 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, 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. For more guidance on anti-bullying 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 see <https://thecpsu.org.uk/media/2488/managing-challenging-behaviour-review-july-14.pdf>

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 in Part 3).

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.

There are various guides for hosting events in Section 5 of Part 3.

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.

Online Safety and Communicating with Youngsters

The online world provides many opportunities however WYSA recognises it also presents risks and challenges. We have a duty to ensure all our youngsters are protected from potential harm online.

We have a responsibility to help keep children and youngsters safe online.

The WYSA Website and Social Media

On the WYSA website and when promoting WYSA, and encouraging members to interact online, WYSA will:

- Follow the 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.

For further guidance on online safety and good practice see

<https://thecpsu.org.uk/help-advice/topics/online-safety/>

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.

Although WYSA is responsible for the content published on its website, all parents must accept responsibility for their youngster's access to and use of computers, tablets and smartphones.

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.

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 4 - 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).

Where there are concerns that this safeguarding policy has not been followed or there is a safeguarding concern, all WYSA members and volunteers should, in the first instance, contact the Safeguarding Officer. If further support or guidance are required, the RYA Safeguarding Team can be contacted.

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 it following the flow charts below. For guidance on recognising abuse, see Appendix A.

Handling an Allegation from a Young Person

Always:

- Stay calm and remain receptive and approachable.
- Assess the situation – do you need the emergency services? Has a crime been committed?
- Listen carefully and patiently without interrupting if possible and let the youngster recount the details in their own time
- Use the youngster’s own words if you need clarification.
- 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, and they have done the right things telling you
- If you need more information, use TED: Tell me. Explain to me Describe to me
- Be careful about physical contact, it may not be what the youngster wants.
- Let them know you will do everything to help them.
- Advise the youngster what will happen next.
- Make a record of what the youngster has said as soon as possible after the event, using the youngster’s own words.
- Report the disclosure to the Safeguarding Officer or RYA Safeguarding Team
- Gain consent from the parent/carer to share the information (only do this if that person does not pose a risk to the youngster)

Don’ts

- Don’t Rush into actions that may be inappropriate.
- Don’t Make promises you cannot keep (eg you won’t tell anyone).
- Don’t Ask leading questions (see “Recording and handling information” below).
- Don’t 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.
- Don’t repeatedly ask the youngster to repeat the disclosure.
- Don’t be judgmental.
- Don’t confront or contact the subject of concern (the person to whom the complaint or concern has been raised against).
- Don’t ignore what you’ve been told – you must pass it on

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.

Confidentiality

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.

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 for professional advice on handling the media.

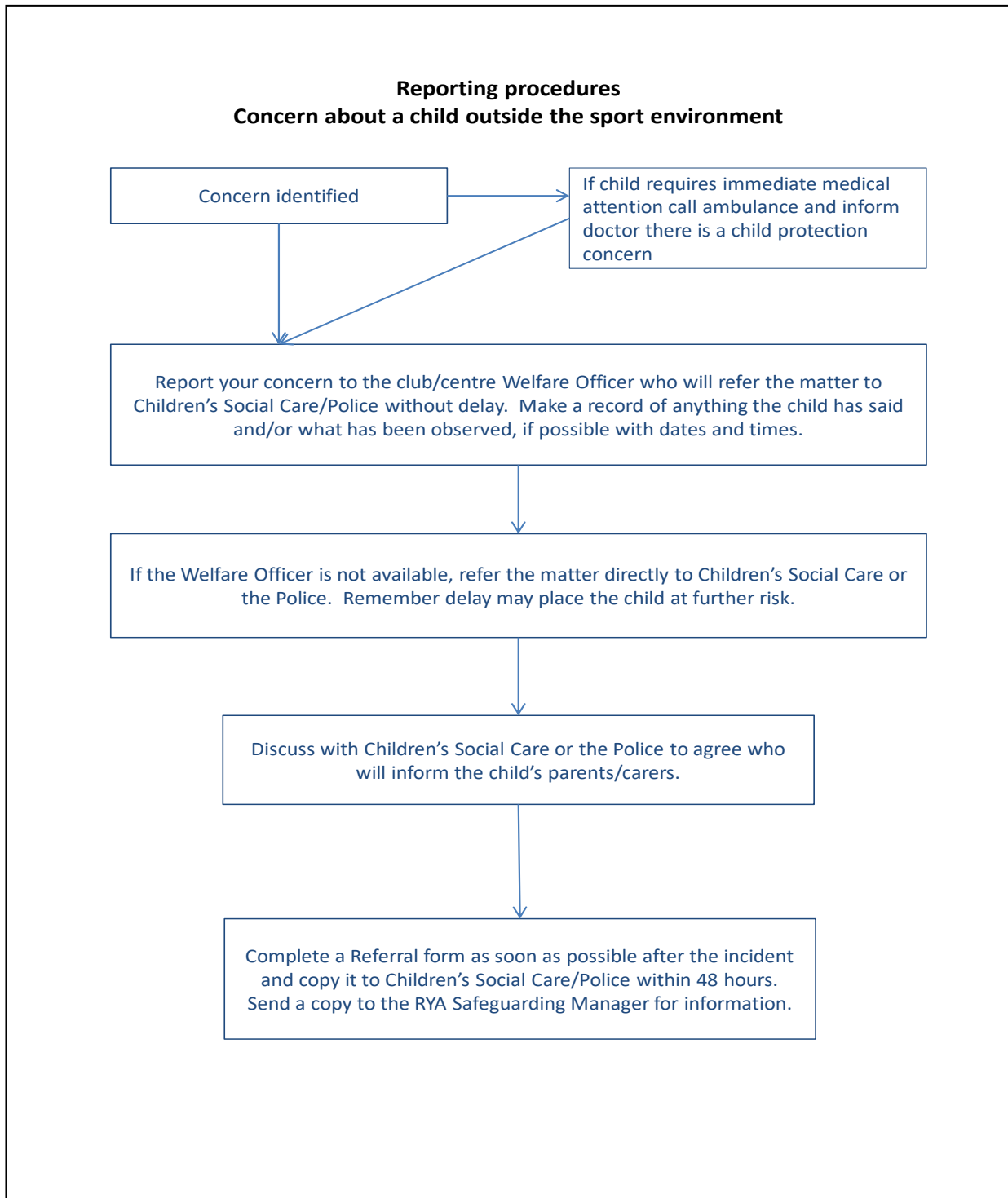
Details of Children's Social Care departments and emergency duty teams are listed on the summary document that accompanies this policy. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if a youngster is at immediate risk, call the Police.

Procedures

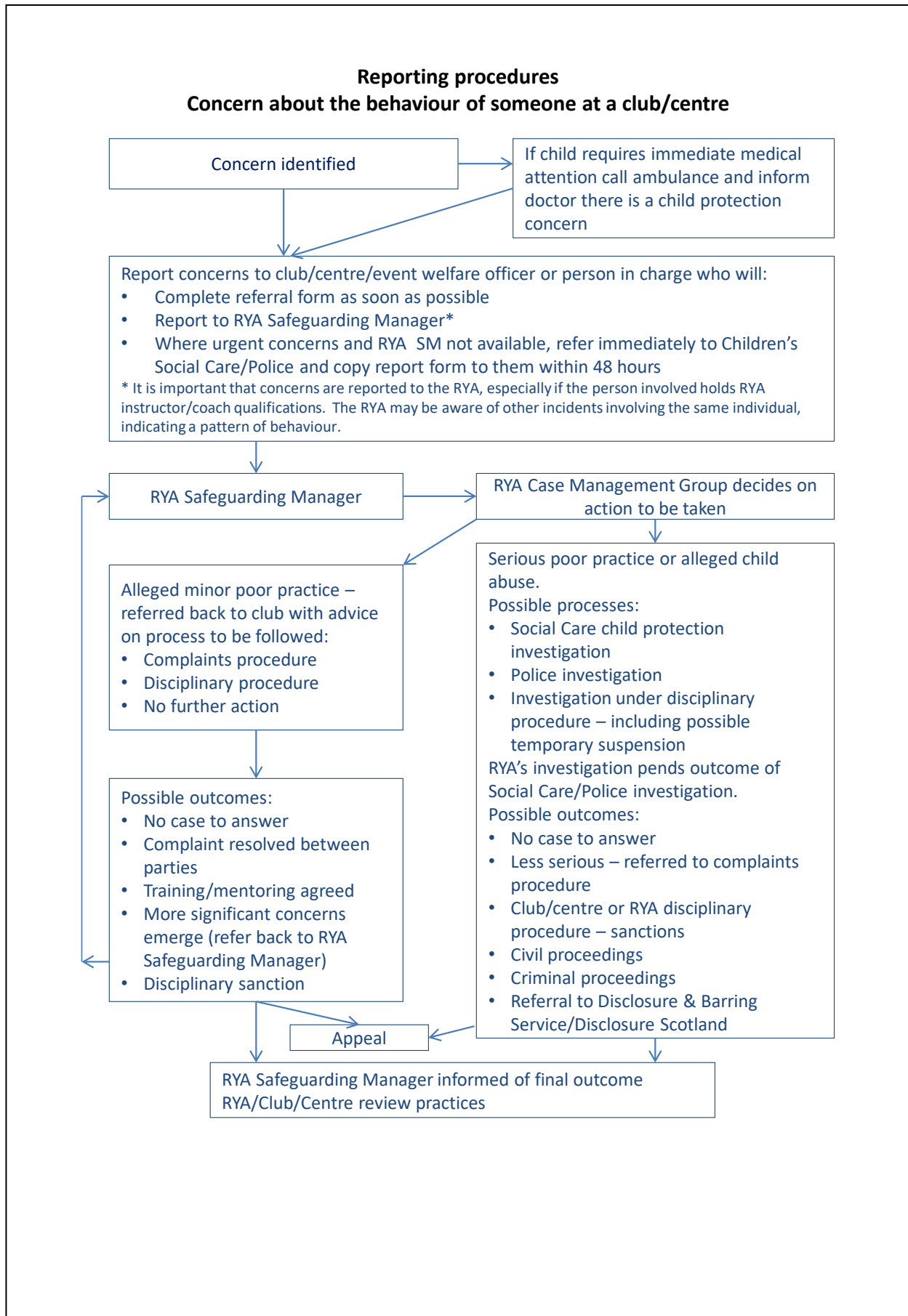
The procedures to be followed are set out in:

- The two Flow Charts at the end of this Section 3 and
- In Document 3 (in Section 6 of Part 3)

Flowchart 1



Flowchart 2



PART 3 INFORMATION AND SUPPORTING DOCUMENTS

Section 5 – RYA and Other Guidance

Changing Rooms:

<https://thecpsu.org.uk/media/445544/safe-use-of-changing-facilities-lg-july-2020.pdf>

[RYA Changing Room Guidance – please email \[safeguarrding@rya.org.uk\]\(mailto:safeguarrding@rya.org.uk\) for a copy](#)

Media and Communications:

<https://thecpsu.org.uk/help-advice/topics/online-safety/>

<https://thecpsu.org.uk/help-advice/topics/online-safety/#heading-top>

Challenging Behaviour:

<https://thecpsu.org.uk/media/2488/managing-challenging-behaviour-review-july-14.pdf>

Information Sharing:

<https://thecpsu.org.uk/help-advice/topics/information-sharing>

Safe Event Planning and Execution:

<https://thecpsu.org.uk/media/328759/safe-sport-events-activities-competitions-update-apr-2017.pdf>

Online Safety:

<https://thecpsu.org.uk/help-advice/topics/online-safety/>

Events held in public parks and spaces – additional safeguarding considerations:

<https://thecpsu.org.uk/resource-library/best-practice/events-held-in-public-parks-and-spaces/>

Event Staff – Your Roles and Responsibilities:

<https://thecpsu.org.uk/resource-library/best-practice/event-staff-your-roles-and-responsibilities/>

Safeguarding at Events – Weather Considerations:

<https://thecpsu.org.uk/resource-library/best-practice/safeguarding-at-events-weather-considerations/>

Heatwave Advice:

<https://thecpsu.org.uk/resource-library/best-practice/heatwave-advice-to-event-organisers/>

Away Trips and Hosting:

<https://thecpsu.org.uk/resource-library/best-practice/away-trips-and-hosting/>

Transporting Children and Young People in Your Own Car:

<https://thecpsu.org.uk/resource-library/best-practice/guidelines-on-transporting-a-child-or-young-person-in-your-car/>

Remote Teaching and Coaching:

<https://thecpsu.org.uk/resource-library/best-practice/remote-teaching-and-coaching/>

Virtual Events and Competitions for Children:

<https://thecpsu.org.uk/resource-library/best-practice/virtual-events-and-competitions-for-children/>

Inclusive Coaching:

<https://thecpsu.org.uk/resource-library/best-practice/inclusive-coaching/>

Physical Contact and Young People in Sport:

<https://thecpsu.org.uk/resource-library/best-practice/physical-contact-and-young-people-in-sport/>

RYA Equality Diversity and Inclusion (EDI) Guidance Documents

- Modern Day Manners – An RYA Guide to Inclusive Language
- RYA Guide to hate Crimes
- RYA Guide to Trans and Non-Binary Inclusion
- RYA Guide to Culture, Religion and Faith
- RYA Community Engagement Guide – A Toolkit to enable Inclusion

Section 6 - WYSA 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”

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Document 3 - WYSA Safeguarding Procedures

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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 - TYPES OF CHILD ABUSE

1. Children and Young People¹

Neglect: Neglect is not meeting a child's basic physical or psychological needs. It can have a long-lasting impact on a child's health or development. In sport, examples of neglect could include a coach or supervisor repeatedly:

- failing to ensure children are safe
- exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
- exposing children to unnecessary risk of injury by ignoring safe practice guidelines
- failing to ensure the use of safety equipment
- requiring young people to participate when injured or unwell

Physical Abuse: When someone deliberately hurts a child causing physical harm it is called physical abuse. It may involve hitting, kicking, shaking, pushing, poisoning, burning, biting, scalding, drowning or any other method of causing non-accidental harm.

In sport, physical abuse may occur:

- if the nature and intensity of training or competition exceeds the capacity of the child's immature growing body
- where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
- if athletes are required to participate when injured
- if the sanctions used by coaches involve inflicting pain

Sexual Abuse: Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of authority, such as a coach, was to misuse their power.

Contacts made within sport and pursued through other routes, such as social media, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations to create opportunities for abuse to take place.

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Emotional Abuse: Emotional abuse is the emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development. In sport, emotional abuse may occur if:

- children are subjected to repeated criticism, sarcasm, name-calling or racism
- a child is ignored or excluded
- children feel pressure to perform to unrealistically high expectations
- children are made to feel like their value or worth is dependent on their sporting success

Bullying: Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can involve people of any age and can happen anywhere, including at home, school, sports clubs or online. Bullying encompasses a range of behaviours which are often combined. It might include physical, verbal or emotional abuse, or online cyberbullying.

In sport, bullying can occur based on a young person's sporting ability, body size or shape. It might include name-calling, offensive hand gestures, physical assault or exclusion from team activities.

¹ The definitions of harm were obtained from the Child Protection in Sport Unit Website:
<https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/child-abuse-in-a-sports-setting/>

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.

