



**SAFEGAURDING  
AND CHILD  
PROTECTION  
POLICY**

25/01/25

**2025**

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Safeguarding and Child Protection Policy, Procedures, Information and Documents,

**Reviewer:**  
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General  
Committee  
**Review Period:**  
Annual

# HISC Safeguarding and Child Protection Policy and Guidelines

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# PART 1 - POLICY

## 1. Introduction

As a RYA Recognised Training Centre, we are required to have a formal safeguarding and child protection policy which is checked as part of our annual inspection.

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 your organisation as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all our 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 our Club or
  - something happening outside the sport that a child discloses to someone they trust at our club
- 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 the Club, by showing that we have taken 'all reasonable steps' to provide a safe environment.

### Definitions

In the context of this document, 'child' refers to any young person under the age of 18.

A 'vulnerable adult' in the context this policy is any person aged 18 years or older who:

- a. has needs for care and support (whether or not the authority is meeting any of those needs),
- b. is experiencing, or is at risk of, abuse or neglect, and
- c. as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Where this policy refers to 'protected persons/ people' it is intended to cover both children and vulnerable adults.

### Adopted a Policy Statement

This defines our commitment to providing a safe environment for children and vulnerable persons. '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. In a club context, 'Welfare Policy' might be more readily understood and accepted.

As we have a training centre attached to our club, the policy is being adopted by the whole club and all members are made 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 to assist with governing how the organisation 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*)
- handling concerns, reports or allegations (*see Section 6*).

## 2. Policy Statements

### A. HISC Safeguarding and Child Protection 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. The policy also applies to vulnerable adults.

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

HISC actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where protected people can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding protected people is the responsibility of everyone, not just those who work with protected people .
- Ensure that HISC 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 protected people with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all employees, contractors and volunteers who work with protected people in the course of their HISC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the RYA Safeguarding and Equality Manager.

## **B. HISC Safeguarding Policy and Procedures**

### **Policy Statement**

It is the policy of HISC to safeguard protected people taking part in boating from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, protected people participating in Club 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.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

### **Club Welfare Officers**

The Club Welfare Officers are:

Henry Message Tel 02392463768 Email [general.manager@hisc.co.uk](mailto:general.manager@hisc.co.uk)

Carol Letten: 07596960010

### **Staff and Volunteers**

All Club staff and volunteers whose role brings them into regular contact with protected people will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

### **Good Practice**

All members of the Club should follow the good practice guidelines attached and agree to abide by the Club Code of Conduct and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with protected 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 junior/youth training or racing on their own.

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

### **Concerns**

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

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 32.

## PART 2 – PROCEDURES

### 3 Designated Person

At HISC the Club Welfare Officer is the General Manager.

The terms of reference of the designated person are:

- 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 General Committee on safeguarding and child protection & vulnerable people 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 the organisation's procedures and in conjunction with the person in charge.
- Keep the RYA informed as necessary (*see flowcharts in Section 6*).

Everyone in the organisation should know who the Welfare Officer is and how to contact them and who to contact if they are unavailable.

#### **HISC designated person**

The HISC General Manager, Henry Message & Carol Letten are the designated Welfare and Child protection officers.

Call Henry on 02392463768 or 07737310445

e-mail: [general.manager@hisc.co.uk](mailto:general.manager@hisc.co.uk)

Call Carol on 07596960010

If Henry or Carol are unavailable and the matter is urgent, contact Sonnie Emeney, Marine Manager on 02392463768, e-mail [marine.manager@hisc.co.uk](mailto:marine.manager@hisc.co.uk)

#### **RYA designated person**

The RYA's Safeguarding and Equality Manager is **Katie Loucaides**, tel. 02380 604100 Ext 4104 , e-mail [Katie.Loucaides@rya.org.uk](mailto:Katie.Loucaides@rya.org.uk)

If **Katie Loucaides** is unavailable and the matter is urgent, contact Andrea Gates, RYA Safeguarding Officer , tel. 023 8060 4226 , e-mail [andrea.gates@rya.org.uk](mailto:andrea.gates@rya.org.uk)

## 4 Safe Recruitment

All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking is 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 protected people, in sole charge of protected people with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

HISC will check the following and apply it fairly and consistently:

- **who to check**
  - paid staff and/or volunteers
  - new applicants
  - anyone who regularly helps with junior/youth activity
  - anyone who regularly helps with vulnerable adults / sail ability schemes
- the **level of check** to be conducted for each category
  - references
  - self-disclosure
  - Enhanced Criminal Records Disclosure, if the post is eligible.

**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.

### Competence Checks

In recruiting HISC will ensure the following:

- All employees will be provided the applicant with a clear job or role description so that they understand what the work involves
- check that the applicant is competent for the role, e.g. 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 they may lack experience or confidence and familiarise them with your organisation's operating procedures.

### To Ensure all Employees and Volunteers are safe HISC will:

If the role involves contact with protected people:

- ask them 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 in their career history
- explore their experience of and attitude towards working with protected people
- take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with protected people, and make the nature of the work clear to the referees.



If the role involves close or regular contact with protected people, training or supervising children or is a position of trust or authority over protected people's welfare, we will:

- Ask the applicant to complete a self-disclosure form
- 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) and Protection of Vulnerable Groups (PVG) Scheme*

Organisations affiliated to or recognised by the RYA can access the DBS (previously CRB), Access NI or PVG processes through the RYA which is a registered Umbrella/Intermediary Body. The procedure varies according to the home country and legal jurisdiction in which your organisation is located). The RYA does not make an administrative charge for this service, but a fee is payable to the DBS/AccessNI/Disclosure Scotland 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, Access NI checks and the PVG Scheme 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, i.e. one that involves regularly caring for, training, supervising or being solely in charge of 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 vulnerable adults 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 should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect protected people. When data is no longer relevant it should be destroyed securely, e.g. by shredding. If your organisation is Notified under the Data Protection Act, you should check that Criminal Records are included in the list of types of data held about your members.

#### *RYA recruitment and induction policy – for information only*

*The RYA requires all employees and contractors recruited to posts involving regular contact with children to provide references and to obtain an Enhanced Criminal Records Disclosure, with Barred List check if applicable, prior to confirmation of appointment. All RYA Instructors and Racing Coaches sign up to the Codes of Conduct (see Appendices B and C).*

*The Safeguarding and Child Protection policy statement is contained in the RYA Staff Handbook issued to all new employees. All RYA employees and contractors whose work will involve contact with children are required to familiarise themselves with these Guidelines and to undertake appropriate training and CRB*

## 5 Good Practice Guidelines

### Culture

It is important to develop a culture within our Club 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 child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

### Minimising Risk

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.

These common sense guidelines should be available to everyone within our organisation:

- Avoid spending any significant time working with protected people in isolation
- Do not take protected people alone in a car, however short the journey
- Do not take protected people to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the protected person's parent / carer.
- Design training programmes that are within the ability of the individual protected person.
- If a protected person is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if possible.
- If you do have to help a protected person, 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 protected person, even in fun
- fail to respond to an allegation made by a protected person; always act
- do things of a personal nature that protected people can do for themselves.

It may sometimes be necessary to do things of a personal nature for protected people, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the protected person (where possible) and their

parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the protected person and undertakes personal care tasks with the utmost discretion.

### Responsibilities of Staff and Volunteers

Our staff and volunteers are given clear roles and responsibilities, and are aware of our organisation's safeguarding policy and procedures and are issued with guidelines on: following good practice and recognising signs of abuse (*see Appendix A*).

RYA Coaches and Instructors are expected to comply with the RYA Codes and Conduct (*see Appendices B and C*).

### Parental Responsibility and Club Liability

Parents and guardians 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. Clubs and class associations may wish to consider adopting a Code of Conduct (see Sample Document 5) that can be signed up to by 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 always have a duty of care for their safety and welfare. If the club/class/centre requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

### Changing rooms and showers

Shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. As a minimum there should be separate male and female changing rooms and, if relevant, unisex restricted mobility changing. If there is an opportunity to redevelop or refurbish changing facilities, clubs/centres should endeavour to provide some family changing areas like those provided at public swimming pools. 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.

Everyone using the changing rooms must comply with the HISC Changing Room Code of Conduct and Considerate Changing Guidance (Document 8). This information shall be communicated to all Club Members through posters in the changing rooms and the club website.

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 they are accompanied by another adult of the opposite sex.

### *Bullying*

If a protected person alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix A. Safeguarding and child protection procedures should include an Anti-Bullying policy. The RYA's Anti-bullying policy is available on the website under Racing, Youth and Junior, Information, Policies or - [Click Here](#)  
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 Sample Document 5) or to agree their own Code as a group.

### *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 Sample Document 6*).

### *Organising and hosting events*

When hosting an open junior, youth or sailability event at your club, liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

The RYA can provide a poster, in sailing, windsurfing or powerboating versions, for you to display at your event, giving the contact details of the event welfare officer – see the website [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding) or contact the RYA Safeguarding Manager, [Katie.Loucaides@rya.org.uk](mailto:Katie.Loucaides@rya.org.uk), 023 8060 4104.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under

these guidelines. The Child Protection in Sport Unit also publishes a comprehensive guide 'Safe Sports Events' (see page 22 for contact details).

### Away events

It is essential that those accompanying protected people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.

The RYA Racing Department has Sailor Supervision Guidelines and other detailed policies for the RYA junior and youth squad programmes. These are available on the RYA website, see Racing, Youth and Junior, Information, Policies, or click on [policies and guidance](#). They may be a useful reference for events organised by bodies other than the RYA but should not be taken as prescriptive.

### Communicating with young people

The world of the internet, social media and apps is constantly and rapidly evolving, and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are:

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

### Club websites and social media

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

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

### Coaches and Instructors

When working with protected people you are advised to:

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

When using social media, it is recommended that you:

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

### Parents

Organisations are responsible for the content published on their sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links 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](http://www.thinkuknow.co.uk) provides guidance for children and young people in different age groups.

### Photography

Publishing articles, photos and videos in club newsletters, on websites, in local newspapers etc. is an excellent way of recognising protected people's achievements and of promoting your organisation and the sport as a whole. However, it is important to minimise the risk of anyone using images of protected people 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 protected person and their parents/carers for their images to be taken and used**

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

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

- 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 you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the protected person.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

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

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

### Safeguarding Training

Organisations should ensure that all staff or volunteers working with protected people have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

UK coaching can offer a Safeguarding course contact them directly to book a course [Safeguarding and Protecting Children Workshop - UK Coaching](#)

Places at open multi-sport 'Safeguarding and Protecting Children' workshops can be booked via Sports coach UK – [www.sportscoachuk.org](http://www.sportscoachuk.org) click on Workshops or click on this link: <http://www.sportscoachuk.org/workshops/workshop-search>

Some local authorities and Local Safeguarding Children Boards also provide training, but this will not be specific to a sports setting.

The RYA has developed an online safeguarding awareness course 'Safe + Fun' which will be offered through a number of RYA Training Centres. It is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches to complete the online course prior to their Instructor or Coach course. The course will also be available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge.

## **6 Handling Concerns, Reports or Allegations**

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

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

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a protected person 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 protected person is safe and feels safe
- show and tell the protected person that you are taking what he/she says seriously
- reassure the protected person and stress that he/she is not to blame
- be careful about physical contact, it may not be what the protected person 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 protected person own words
- follow your organisation's protected people protection procedures.

#### **Never:**

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

You may be upset about what the protected person 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 protected person may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.



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

**All information must be treated as confidential and only shared with those who need to know.**

If the allegation or suspicion concerns someone within your club or centre, only the protected persons parents/carers, the person in charge of the organisation (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 protected persons parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

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

### Procedures

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

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

### 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, you are advised to contact the RYA Safeguarding Manager as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct. See also 'Handling the media' below.

### Handling the Media

There is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to

contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

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

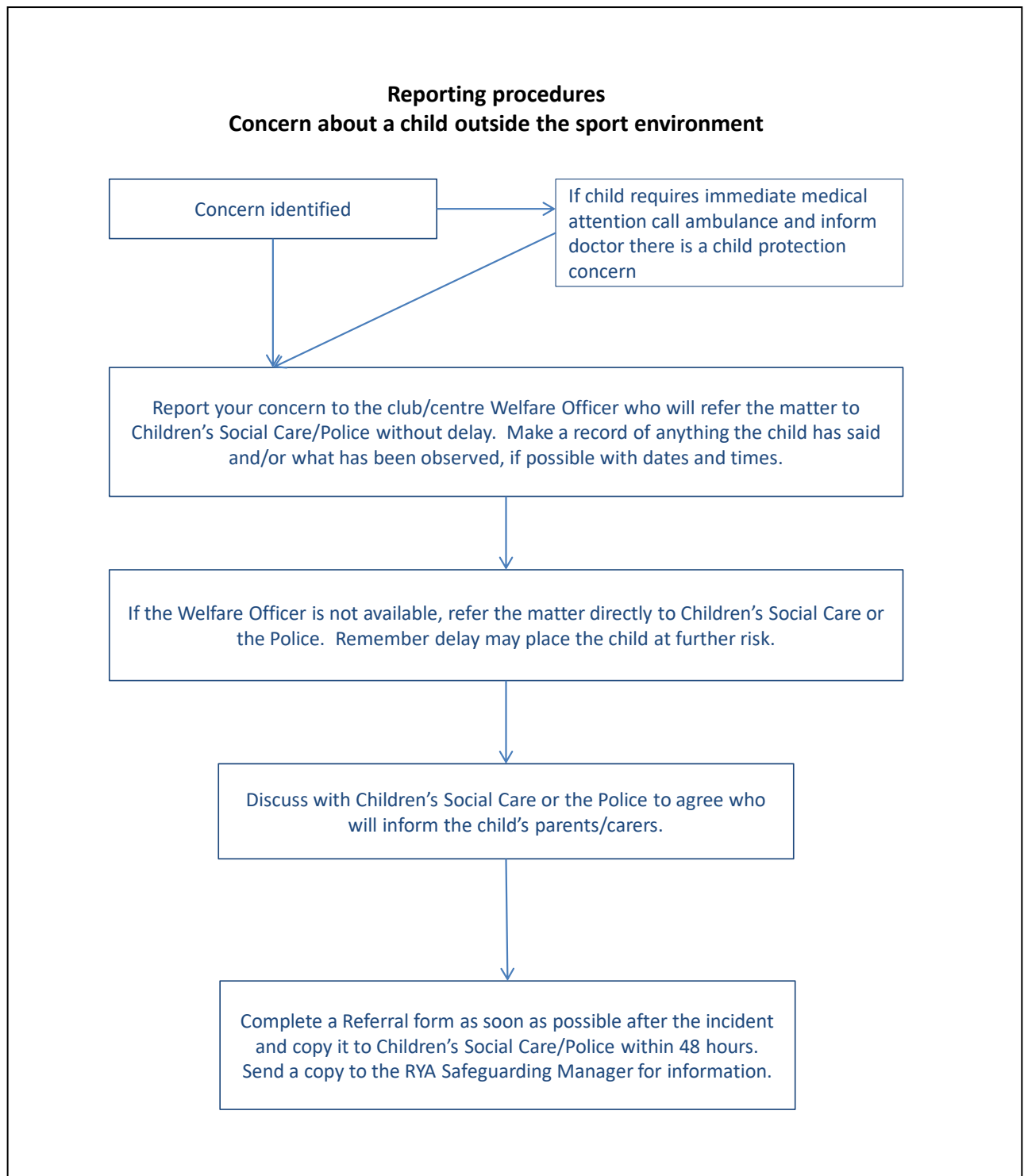
The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If your organisation permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Section 7 Useful Contacts) or contact the RYA Safeguarding Manager.

### Reporting Procedures

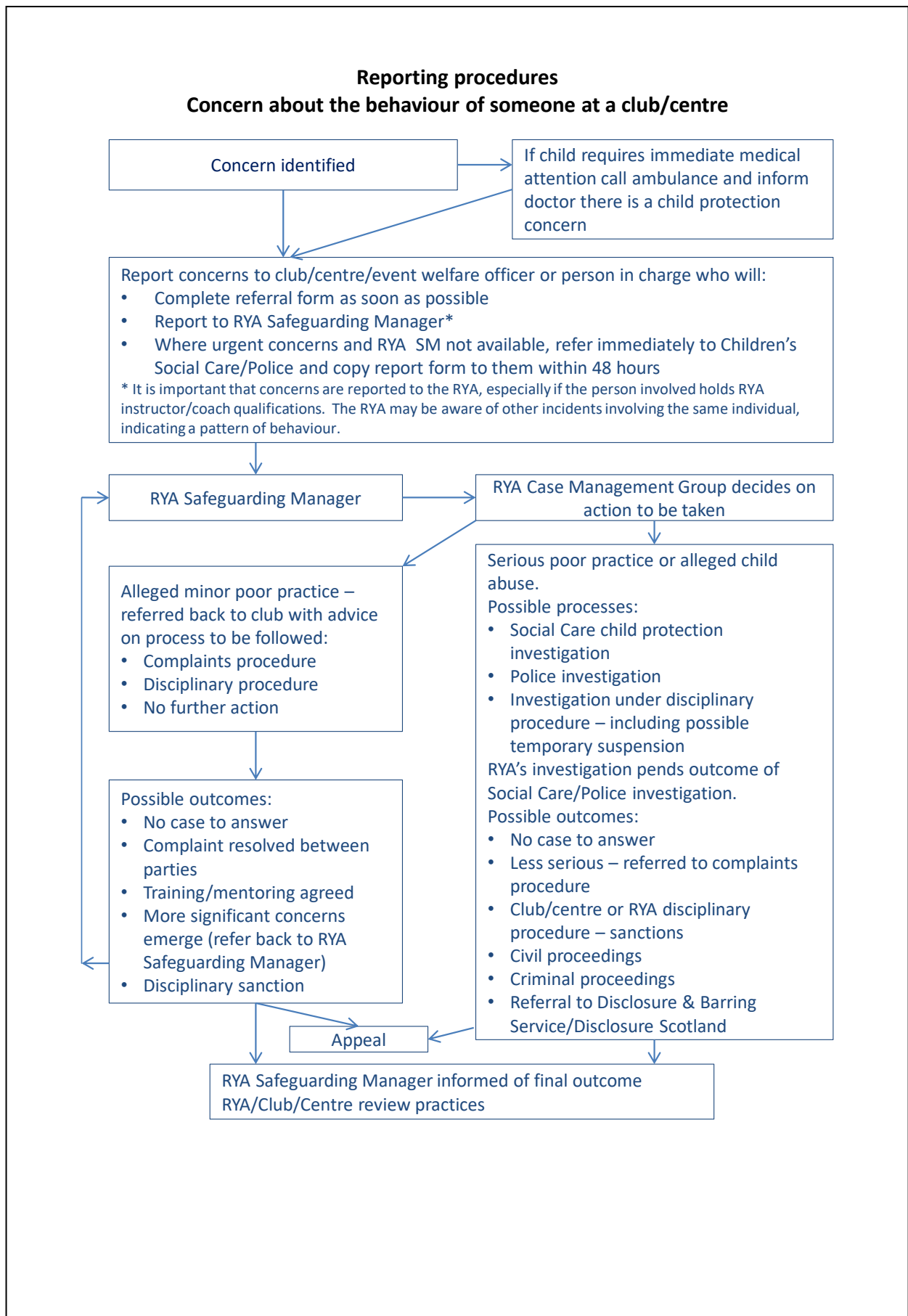
If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if a child is at immediate risk, the Police.

## Flowchart A



## Flowchart B



## PART 3 – INFORMATION

### 7 Useful Contacts

#### **NSPCC Helpline**

0808 800 5000

E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

#### **Childline**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

#### **Social Care Services**

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours' service).

#### **Royal Yachting Association**

Katie, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk)

Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

Community text phone (for people with a hearing impairment): 07823 559018

#### **Child Protection in Sport Unit (CPSU)**

##### **England**

Tel: 0116 234 7278

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

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

Website: <https://www.gov.uk/dbs-update-service>

#### **AccessNI – RYA is Registered Body**

Website: [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

#### **sports coach UK – provide Safeguarding and Protecting Children training**

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

## **8. Documents**

### **Document 1 – Application form**

#### **Application for the role of RYA Instructor / Coach or Sailing Volunteer**

When completed this form should be returned, marked 'Private and Confidential', to:  
The General Manager, Hayling Island Sailing Club, Sandy Point, PO11 9SL

The closing date for applications is .....

#### **Personal details**

Title:

Surname:

Other names in full:

#### **Contact details**

Address:

Home phone:

Work phone:

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

Mobile:

E-mail:

#### **Training and Qualifications**

Academic and/or vocational qualifications:

RYA or other qualifications relevant to the role:

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

**Summary of past experience**

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

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

**Other relevant information**

e.g. recreational interests, hobbies, voluntary or community work

**Criminal record**

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

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

If yes, give brief details

**References**

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

**Referee 1**

Name

Address

E-mail address

Phone number

Capacity in which known to you

**Referee 2**

Name

Address

E-mail address

Phone number

Capacity in which known to you

**Declaration**

Data Protection Act in order to recruit to this post [*insert name of organisation*] will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

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

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

Signature

Date



Document 2 – Reference Request

**CONFIDENTIAL**

(Name) ..... has expressed an interest

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

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

- 1. How long have you known this person? .....
- 2. In what capacity? .....
- 3. What attributes does this person have which would make them suitable for this role?  
.....  
.....  
.....

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

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

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

If you answer ‘Yes’ we will contact, you in confidence.

Name: (please print) ..... Tel. No: .....

Signed: ..... Date: .....

Please return this form, marked ‘Confidential’ to: The General Manager, Hayling Island Sailing Club, Sandy Point, Hayling Island, Hampshire, PO119SL.

## Document 3 – Self-disclosure Form

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

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

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

Name .....

1. **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** YES / NO  
**If yes, please supply details.**
  
2. **Have you ever been known to any Children Services Department or the Police as being an actual or potential risk to children?** YES / NO  
**If yes, please supply details.**
  
3. **Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?** YES / NO  
**If yes, please supply details.**

#### Declaration

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

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

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

Signed: ..... Date: .....

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

## **Document 4**

### **Handout for Instructors, Coaches and Volunteers – Good Practice Guide**

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

- Avoid spending any significant time working with children in isolation
- Do not take children or vulnerable adults alone in a car, however short the journey
- Do not take children or vulnerable adults to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child or vulnerable adult.
- If a child or vulnerable adult is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if possible
- If you do have to help a child or vulnerable adult, 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 or vulnerable adults.
- make sexually suggestive comments to a child or vulnerable adult, even in fun
- fail to respond to an allegation made by a child or vulnerable adult; always act
- do things of a personal nature that children or vulnerable adults can do for themselves.

It may sometimes be necessary to do things of a personal nature for children or vulnerable adults, 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.

## **HISC Code of Conduct**

It is the policy of HISC that all everyone - participants, coaches, instructors, officials, parents and volunteers – must always show politeness, respect and understanding for each other. All individuals should treat everyone equally at all times and conduct themselves in a way that always reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

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

### **Participants - young sailors, windsurfers and power boaters**

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

### **Parents**

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

## **Coaches, Instructors, Officials and Volunteers**

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

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

### Training Session Booking Conditions

Training sessions will be delivered by HISC in accordance with RYA training centre guidance and staffed by appropriately qualified and experienced RYA instructors.

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

### Conditions of Use of photography or video

In accordance with our safeguarding and child protection policy HISC will not arrange for photographs, video or other images of protected people to be taken or published without the consent of the parents/guardians/carer and children or vulnerable adult. 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 General Manager immediately.

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

Document 7 – Safeguarding and Child Protection referral form

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

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



## Document 8 – Changing Room Code of Conduct & Considerate Changing Guidance


This is a friendly reminder to ensure a pleasant experience for everyone in our changing rooms:

- We kindly ask that you wear swimwear or underwear while using the showers or changing rooms. Please only remove your clothes when you are actively changing or using a shower cubicle. This request is aimed at ensuring everyone feels comfortable and at ease when using our changing facilities.
- Parents or responsible adults are responsible for any under 18s using these facilities.
- Use of phones or cameras is not permitted in the changing rooms to respect privacy.
- Please treat this space with care and cleanliness.
- Showers should be used for the shortest time possible, ideally for no more than 3 minutes.
- Wetsuits should not be worn in the showers.
- Wash sandy feet in the showers provided outside to keep the showers clean.
- Avoid leaving any sailing equipment in the changing rooms overnight.
- If you encounter any issues or concerns, please report them promptly to HISC Staff or the Club Welfare Officer.

Thank you for your cooperation in maintaining a safe, welcoming and tidy environment for everyone at Hayling Island SC!

### Considerate Changing!

**Please consider others while changing or moving around the changing rooms**



Please change in/out of clothes discreetly/quickly.

Please be mindful that there are children/young people around, or about to walk into the changing rooms at any moment.

We kindly ask that you wear swimwear or underwear while using the showers or changing rooms. Please only remove your clothes when you are actively changing or using a shower cubicle.


Don't use phones or other devices to take photos or videos.

**If you encounter any issues or concerns, please report them promptly to HISC Staff or the Club Welfare Officer.**

*Thank you - HISC Team*

### Considerate Changing!

**Please consider others while changing or moving around the changing rooms**



Please change in/out of clothes discreetly/quickly.

Please be mindful that there are children/young people around, or about to walk into the changing rooms at any moment.

We kindly ask that you wear swimwear or underwear while using the showers or changing rooms. Please only remove your clothes when you are actively changing or using a shower cubicle.

Don't use phones or other devices to take photos or videos.

**If you encounter any issues or concerns, please report them promptly to HISC Staff or the Club Welfare Officer.**

*Thank you - HISC Team*

## Appendix A – What is Child Abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' 2013)

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. They may be abused by an adult or adults, or another child or children.

### Physical abuse

This may involve adults or other children inflicting physical harm:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

### Emotional abuse

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

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

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

### Sexual abuse.

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

- physical contact (e.g. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (e.g. 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

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 (e.g. 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 (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

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

### If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Welfare 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](http://www.rya.org.uk)
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (e.g. 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:**

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

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

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk). If you are unable to access the website, please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular, they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.

10. Coaches must always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.