

St Mawes Sailing Club

Safeguarding and Child Protection Procedures

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To be reviewed no later than 2021

St Mawes Sailing Club
Safeguarding and Child Protection Procedures

Policy statement

It is the policy of St Mawes Sailing Club to safeguard children and young people taking part in boating from physical, sexual and emotional harm. St Mawes Sailing Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in St Mawes sailing Club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have the right to protection from abuse.

For the purpose 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. *See Appendix 1.*

Club Child Welfare Officer

The Club Child Welfare Officer is:

Lorraine Hill 07583 735812 / 01872 581810
gllmhill@btinternet.com

The Club Child Welfare Officer's general terms of reference include:

- Maintaining an up to date policy and procedures compatible with those of the RYA
- Ensuring that relevant staff and/or volunteers are aware of and follow procedures, including implementing safe recruitment procedures
- Advising the General Committee on safeguarding and child protection issues
- Maintaining contact details for local Children's Services and Police

If there is a concern, the Club Child Welfare Officer would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring confidentiality is maintained in all cases
- Decide on appropriate action to be taken, in line with the organisation's procedures and in conjunction with the Commodore
- Keep the RYA informed as necessary

Volunteers

Club volunteers whose role brings them into regular contact with young people may be asked to provide references.

The Club Child Welfare Officer and those instructing, coaching or supervising young people may be asked to apply for an Enhanced Criminal Records Disclosure with Barred list check as appropriate.

Staff Recruitment

All applicants for work are subject to an appropriate level of scrutiny. The level of checking carried out is proportionate to the role and the level of risk involved and in line with relevant statutory requirements.

Good practice

All members of the Club should follow the good practice guidelines attached (*see Appendix 2*). Those working with young people should be aware of the guidance on recognising abuse (*see RYA Appendix A*)

Good practice suggests that adults should not enter the showers and changing rooms at times when children are changing before or after training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. (*See Appendix 3*). Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club published images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Child Welfare Officer.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Child Welfare Officer immediately in strict confidence. The Club Child Welfare Officer will follow the procedures in Flowcharts 1 & 2.

Any member of the Club failing to comply with the Child Protection Policy and any relevant Codes of Conduct may be subject to disciplinary action.

Any member of staff failing to comply with the Child Protection Policy and any relevant Codes of Conduct may be subject to disciplinary action under standard grievance procedures.

Good Practice Guidelines

Culture

It is important that 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 a carer. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

Minimising Risk

Events should be organised 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 are applicable to everyone:

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of an event or activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge of someone in charge of the event or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

You should never:

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

It may be necessary to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/carers. In an emergency situation, 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 child and undertakes personal care tasks with the utmost discretion.

Responsibilities of staff and volunteers

Staff or volunteers should be given clear roles and responsibilities, and be aware of the 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 RYA Codes of Conduct (*see Appendices B and C*).

Parental responsibility and club liability

Parents play an essential part in their children's participation, but occasionally their desire to see their children achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching.

Although St Mawes Sailing Club has a duty of care to their members, and particularly to young people who cannot take 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 normal club activities.

When children are attending an organised training or coaching session, the organisers have a duty of care for their safety and welfare at all times. If St Mawes Sailing Club requires a parent (or designated adult) to be on site, it will be made clear at what point responsibility transfers from instructor, coach or organiser to the parent.

Changing room and showers

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

Bullying can be an issue in changing rooms and showers (*see below*).

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

Grooming

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know – for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/>

Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. The Club's anti-bullying policy is attached at Appendix 2.

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 Protection Guidelines.

First aid and medical treatment

First aid is part of normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

Organising and hosting events

When hosting an open junior or youth event, 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 who can be contacted if they have any concerns.

The Club should display a notice giving contact details of the Club Welfare Officer.

Away events

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

The RYA Racing Department has Sailor Supervision Guidelines and other detailed policies for the RYA junior and youth programmes. These are available on the RYA website, see racing, Youth and Junior, Information, Policies or click on:

www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx

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 are:

www.nspcc.org.uk/shareaware

www.net.aware.org.uk

www.internetmatters.org

www.getsafeonline.org

Club websites and social media

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

- follow RYA guidance on the use of images of children (see Photography section below)
- ensure that the content and language on the site page 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

- the process for parents and others to report inappropriate content or online bullying and to request that content is removed is directed to the Club's Welfare Officer.
- The Club has a robust procedure for handling and assessing such a report or request and will act promptly to remove offending content.

Coaches and instructors

When working with children and young people, coaches and instructors are advised to:

- Where possible have a business phone and a personal phone
- Only contact sailors on the business phone
- 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 coaches and instructors:

- Have a personal and professional page for their social media
- Do not allow young sailors to follow or be friends with your personal account
- Set your privacy settings as high as possible on your personal account
- Challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- Educate young sailors about the boundaries between them and their coach or instructor.

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

Parents

Whilst the Club is responsible for the content published on its website, parents must accept responsibility for their children's access to computers, tablets and smart phones. See the links above for guidance.

Children and young people

Unfortunately, online communication and texting can often be used as a means of bullying. "Cyberbullying" will be treated in the same way as any other form of bullying.

www.thinkuknow.co.uk provides guidance for children and young people in different age groups.

Photography

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

There are two key principles to bear in mind:

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

- A consent form should be included with the event or course entry/booking form
- Any photographer or member of the press or media attending an event should wear identification at all times and should be 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 and access to images.

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

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name.
- If you are recognizing 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 child.
- Ensure that young people pictured are suitable dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas 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 the changing areas should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

Handling concerns, reports or allegations

This section is primarily for the Club's designated Child Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see Flowcharts 1&2 below).

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

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

Handling an allegation from a child

Always:

- Stay calm- ensure that the child is safe and feels safe
- Show and tell the child that you are taking what he/she says seriously
- Reassure that child and stress that he/she is not to blame
- Be careful about physical contact, it may not what the child wants
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what the child has said as soon as possible after the event
- Follow the Club's child protection procedures.

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. you won't tell anyone)
- Ask more questions than are necessary for you to be sure that you need to act
- Take sole responsibility – consult someone else (ideally the designated St Mawes Sailing Club Child Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support yourself.

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

Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children' Social Care or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise any formal investigation. 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 Appendix 4 for Referral Form and Cornwall Social Care Services contact details).

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

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

Statutory Authorities

If St Mawes Sailing Club is contacted by the Police or Children's Services concerning information or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Child Protection Co-ordinator 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.

Historical allegations

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

Reference to the Disclosure and Barring Service

The Disclosure and Barring Service (DBS) maintains a list of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If the Club permanently dismisses or removes someone from regulated activity/work, you 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. The Club has a statutory duty to refer them to the DBS.

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 or contact the RYA Child Protection Co-ordinator.

Handling the media

If there is an incident at the Club which attracts media interest, or if you are contacted by the media with an allegation concerning St Mawes Sailing Club member or employee, 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.

Appendix 1

St Mawes Sailing Club

Safeguarding and Child Protection Policy Statement

(From RYA Statement – revised 2016)

As defined by the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy applies to all St Mawes Sailing Club members, guests, visitors, employees and volunteers.

St Mawes Sailing Club is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

St Mawes Sailing Club takes all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities organised by St Mawes Sailing Club do so in a safe and enjoyable environment.

St Mawes Sailing Club actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Run St Mawes Sailing Club training and events to the highest possible safety standards.
- Treat all children with respect and celebrate their achievements.

St Mawes sailing Club

- Recognises that safeguarding children is the responsibility of everyone, not just those who work with children.
- Carefully recruits and selects all employees, contractors and volunteers in roles involving close contact with children and provides them with appropriate information and training.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Regularly reviews safeguarding procedures and practices in the light of experience and take into account legislative, social or technological changes.
- Communicates changes and shares good practice with training centres, clubs and class associations.

This policy will be reviewed by the St Mawes Sailing Club General Committee annually.

St Mawes Sailing Club's Child Welfare Officer should be notified of all relevant concerns, allegations or complaints.

February 2019

Appendix 2

St Mawes Sailing Club Anti-bullying Policy Statement

RYA Statement 2006

1. INTRODUCTION

1.1 It is the Policy of St Mawes Sailing Club to safeguard children taking part in boating from physical, sexual and emotional harm. St Mawes Sailing Club considers bullying of any kind unacceptable within activities under its direct remit and control. A child is defined as any person under the age of 18.

1.2 This document sets out what St Mawes sailing Club means by bullying, how you can recognise it and what to do about it.

2 OBJECTIVES

2.1 The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the situation.

3 WHAT IS BULLYING

3.1 Bullying is the use of aggression with the intention of hurting another person.

The three bullying behaviours are:

3.1.1 It does not happen just once; it is ongoing over time.

3.1.2 It is deliberate and intentional – it is not accidentally hurting someone

3.1.3 It is unfair/there is an unequal power balance. The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

3.2 Bullying can be:

3.2.1 Emotional - being unfriendly, excluding, tormenting (e.g. hiding possessions, threatening gestures)

3.2.2 Physical – pushing, kicking, hitting, punching or any use of violence

3.2.3 Racist – racial taunts, graffiti, gestures

3.2.4 Sexual – unwanted physical contact or sexually abusive comments

3.2.5 Homophobic – because of, or focussing on the issue of sexuality

3.2.6 Verbal – name-calling, sarcasm, spreading rumours, teasing

3.3 Why is it important to respond to bullying?

3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore, promptly informing an appropriate person about these behaviours helps everyone.

4 SIGNS AND SYMPTOMS OF BULLYING

4.1 A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if the child:

- 4.1.1 Is frightened of being left alone with other children.
- 4.1.2 Changes their usual routine.
- 4.1.3 Suddenly doesn't want to attend training events.
- 4.1.4 Becomes withdrawn or anxious.
- 4.1.5 Starts stammering.
- 4.1.6 Has cuts and bruises that cannot be explained.
- 4.1.7 Attempts or threatens suicide.
- 4.1.8 Feels ill in the mornings.
- 4.1.9 Begins to perform poorly for no reason.
- 4.1.10 Comes home with clothes torn or belongings damaged.
- 4.1.11 Has possessions suddenly going missing.
- 4.1.12 Asks for money or starts stealing money (to give to a bully).
- 4.1.13 Continually 'loses' money.
- 4.1.14 Becomes aggressive, disruptive or unreasonable.
- 4.1.15 Is bullying other children or siblings.
- 4.1.16 Stops eating.
- 4.1.17 Is frightened to say what is wrong.
- 4.1.18 Gives improbable excuses for any of the above.

4.2 These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

5 PROCEDURES

- 5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a Parent, Coach, Class Captain or the Club's Child Welfare Officer
- 5.2 This person will then follow the procedure laid down in the Club's Safeguarding and Child Protection Policy and Guidelines.
- 5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.
- 5.4 Being found to know about bullying without reporting it can be a disciplinary offence.

6 OUTCOMES

- 6.1 All interviews will be conducted under Best Practice Guidelines, which include all children being accompanied by a parent or responsible adult.
- 6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible, the children will be reconciled.
- 6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.
- 6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.

- 6.5 Depending on the severity of the case, suspension or exclusion of the bully from events might be necessary.
- 6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Appendix 3

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 St Mawes Sailing Club's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey.
- Do not take children to your home as part of the Club's activities.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents.
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- If you do have to help a child, make sure you are in full view of others, preferably another adult.

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 with children
- Make sexually suggestive comments to a child, even in fun
- Fail to respond to an allegation made by a child; always act
- Do things of a personal nature that children can do for themselves

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

St Mawes Sailing Club Code of Conduct

Mission statement

The aim of the junior sailing programme at St Mawes Sailing Club is to provide sailing for those aged eight to sixteen plus making sailing accessible for beginners and more skilled sailors alike so that novices and those with Olympic aspirations all have fun and feel at home with us on the water.

High levels of activity

In 2018 there were 430 bookings made for junior sailing involving 230 children from 160 different families. There were also training sessions for local schools, training sessions for adults and sessions for home learners.

Discipline

In order to run this level of activity, it is necessary to have a set of rules that we all abide by in order to keep our sailing safe. St Mawes Sailing Club is recognised as a training centre by the **RYA** which entails sticking to a set of safety procedures that keep our children and staff safe by operating to the highest possible standards.

RYA Centre Principal and Senior Instructor

Bob Hindmarsh fulfils this role on behalf of the club and, as such, is legally responsible for the health and safety of staff and junior sailors when sessions are being held. This means that his word is his command and that decisions made about sailing matters are entirely his to make.

He is a very experienced coach and is also responsible for the upkeep of the club boats and safety craft in his role as club bosun.

The club has invested heavily in boats for the club to ensure that as many people as possible have access to the sport of sailing but it is the responsibility of all those using them to look after them as if they were their own.

Use of the Stoneworks Quay

The quay is not the sole property of Junior Sailing and is rightfully accessed by many other members of the club who keep their boats and tenders on the quay. Sailors should be mindful of the needs of others and respectful to other users.

Parental responsibilities

The junior sailing programme cannot function without help from parents. This is particularly the case in Junior Race Week but is also true during the year when help is required manning safety boats and committee boats during racing.

Please ensure that your sailors are properly equipped for sailing with appropriate wet weather gear (usually a wetsuit or dry suit, splash vest, gloves, footwear, buoyancy aid, sailing watch and a hat on colder days).

The club boats are there for general use at the discretion of the Senior Instructor and the coordinator for each class of boat. Booking for participation in the various activities and payment should be through the Sailing Club website.

If your sailor(s) is an experienced sailor intent on entering national and regional competitions, then you should plan to purchase your own boat as it is not normally possible to borrow club boats for these events.

The coaches at the club will always be pleased to advise on development opportunities depending on the level of ambition that your sailor has at any particular stage.

You are always welcome to watch proceedings but, if you are afloat, please keep well away from the coaching area and leave any rescue processes to the designated safety boats and crew.

Parents and guardians need to be aware that if courses have to be cancelled on account of bad weather, there can be no refund of costs since the coaches and instructors still have to be paid for the cancelled sessions.

Sailor's responsibilities

Please adhere to the simple rules laid down by the club. These include:

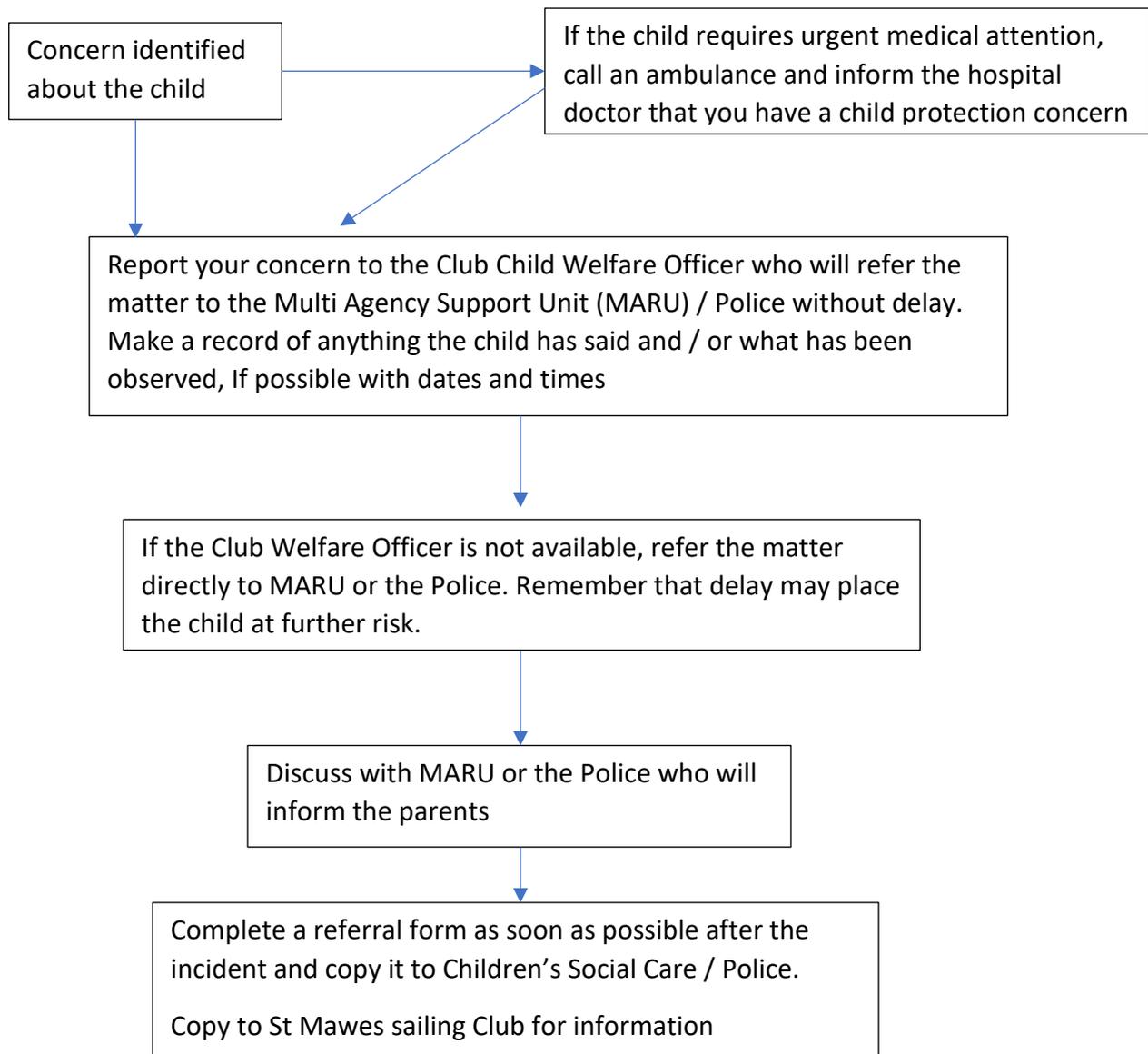
- **No** swimming
- **No** climbing of the ladders on the quay
- **No** running on the slipways as they are often slippery
- The boats are not designed to be used as bumper cars. Avoid collisions at all times even if you may be "in the right".
- Look after the boats carefully. This includes rolling the sails carefully to avoid creasing, tying the boats down when you finish, putting tyres under them and ensuring that the covers are secure.
- During courses come prepared for briefings before and after sailing so that you can learn from the coaches and bring with you a note of the weather forecast and state of the tide for the day.
- Always be polite to your peers, coaches and instructors and other users of Stoneworks Quay.
- Swearing and bad behaviour will not be tolerated.

Appendix 4

Safeguarding and Child Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is being made	
Name and age of child involved	
Nature of incident, complaint or allegation	
Action taken	
If Police or Social Services contacted, name, position and telephone number of person handling the case	
Name, organisation and position of person completing this form	
Contact telephone number	
Signature of person completing the form (Date and time)	
Name and position of organisation's Child welfare Officer or person in charge	
Contact telephone number	

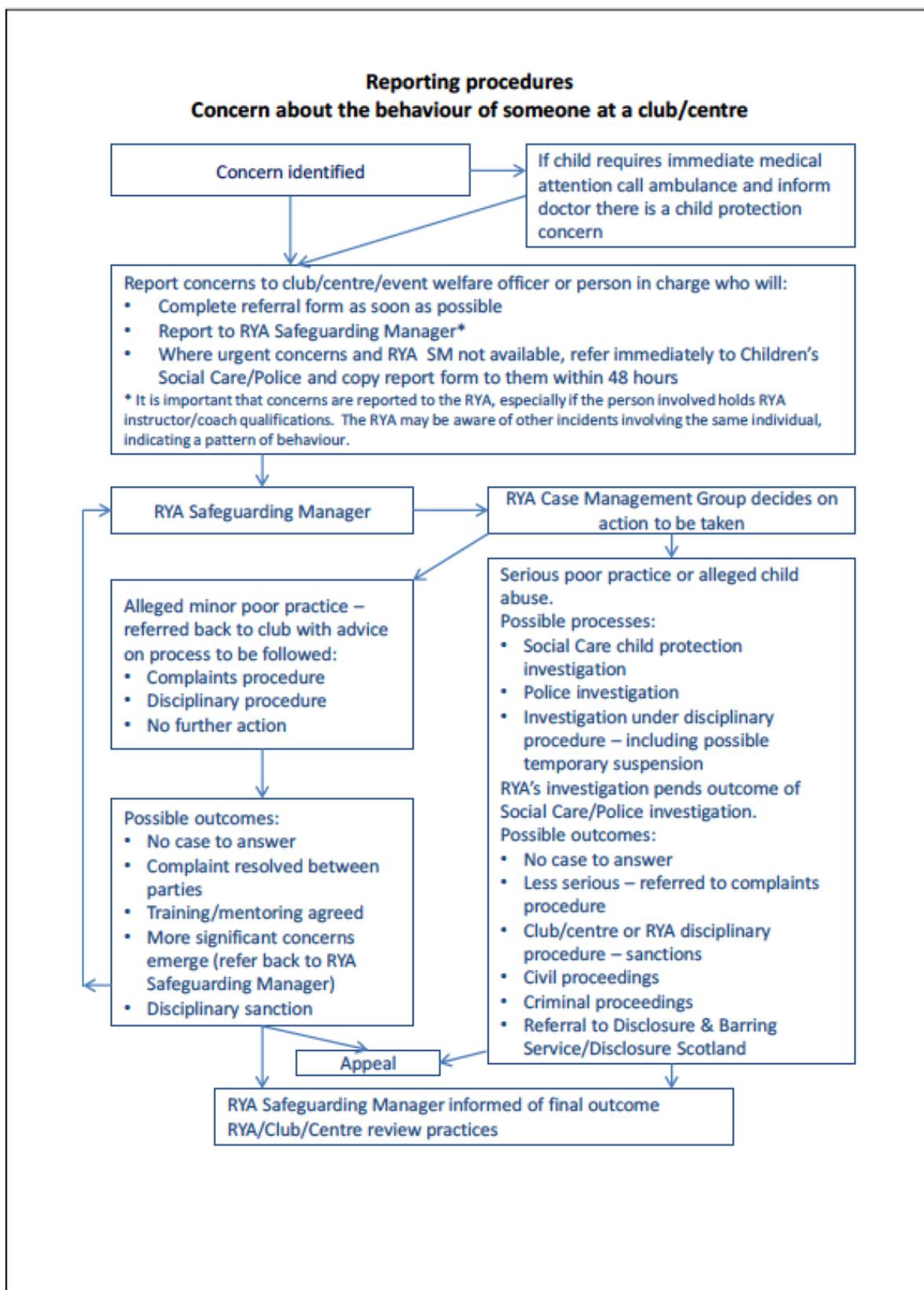
Flowchart 1 – what to do if you are worried that a child is being abused outside the sailing environment but the concern has been identified at the Club.



If you are uncertain what to do at any stage, contact the Club's Welfare Officer on 07583 735812 or 01872 581810 or the RYA's Child Protection Coordinator on 023 8060 4104, or the NSPCC free 24 hour helpline on 0808 800 5000.

For local help contact the Multi Agency Referral Unit (MARU) on 0300 123 1116

Flowchart 2



Appendix A – What is child abuse?

Updated Jan 2016

(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 (including via the internet). They may be abused by an adult or adults, or another child or children.

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

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

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

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

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

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

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

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

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

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

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

Recognising Abuse

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

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

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

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Child Protection/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

Revised Feb 2014

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

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

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

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

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

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

This is achieved by:

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

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

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