



Bough Beech Sailing Club

Safeguarding and Child Protection Policy

This document has been produced to help enable children and vulnerable adults to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment at BBSC. In the context of this document, 'child' refers to any young person under the age of 18. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care.

Bough Beech SC General Committee

Approved: October 2023

Review due: October 2024

Bough Beech Sailing Club



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INTRODUCTION

Definition of a child

The Children Act 1989 defined any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as 'children' although they are still children in the eyes of the law.

Safeguarding adults

Many of the safeguarding principles in these guidelines also apply to 'vulnerable adults' or 'adults at risk', but the categories of abuse and the statutory procedures to be followed in the case of a concern are different. We recommend that you refer to our separate guidance on Safeguarding Adults which can also be found at www.rya.org.uk/go/safeguarding

RYA requirements

RYA Recognised Training Centres (RTCs) that teach under 18s, including all OnBoard and Team15 clubs and centres, are required to have a formal safeguarding and child protection policy which is checked as part of their annual inspection. RYA British Youth Sailing (BYS) Recognised Clubs and Recognised Junior and Youth Class Associations are also required to adopt and maintain a safeguarding and child protection policy.

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PART 1 – SAFEGUARDING POLICY STATEMENT

This policy will be reviewed by the BBSC Safeguarding Officer annually and approved by the BBSC General Committee.

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

BBSC takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children taking part in its events and activities. 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.

Bough Beech Sailing Club (BBSC):

- Recognises that safeguarding children is the responsibility of everyone, not just those working directly with them.
- Carefully recruits and selects all volunteers in roles involving close contact with children and provides them with appropriate information or training.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to external agencies as necessary.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.
- Is prepared to review its ways of working to incorporate best practice.
- Aims to ensure that training and other events are run to the highest possible safety standards.
- Aims to create a safe and welcoming environment, both on and off the water (Bough Beech Reservoir), where young people can have fun and develop their skills and confidence.
- Will treat all young people with respect and celebrate their achievements.

Club Safeguarding Officer -

The Club Safeguarding Officer is:

Sarah Seddon

07799 400270

welfare@boughbeechsc.org.uk

Volunteers

The Club Safeguarding Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

Good Practice

All members of the Club should follow the good practice guidelines (see Appendix B) and agree to abide by the Club Code of Conduct (see Appendix E) and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of Part 4 of this policy –



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Handling concerns, reports or allegations, the Good Practice Guide (Appendix B) as well as the guidance on recognising abuse (see Appendix C).

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. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. If the Club publishes images of children, no identifying information other than first 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 young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Safeguarding Officer immediately, in strict confidence. The Club Safeguarding Officer will follow the attached procedures (see Section 4.9 = Flowcharts 1 and 2).

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PART 2 – PROCEDURES

2.1 - Designated Person

The BBSC Safeguarding Officer (SO) is Sarah Seddon.

The designated person's role includes:

- Maintaining up to date policies and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe (volunteer) recruitment procedures.
- Advising the BBSC General Committee on safeguarding and child protection issues.
- Maintaining contact details for Children's Services and Police. If they are unable to obtain contact details from your local authority's website or the phone book, the RYA Safeguarding and Equality Manager can provide this information on request.

If there is a concern, the designated person shall:

- 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 (Commodore, etc.).
- Keep the RYA informed as necessary (see flowcharts in Part 4.9).

Bough Beech Sailing Club Designated Person:

Sarah Seddon

07799 400 270

welfare@boughbeechsc.org.uk

RYA designated person:

RYA Safeguarding and Equality Manager

023 8060 4104

RYA Safeguarding Officer:

023 8060 4226

safeguarding@rya.org.uk



2.2 – Recruitment and Training

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

The Club will endeavour to:

- Check that the applicant is competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate or coach qualification if required.
- For RYA instructors who qualified on or after the 1st of April 2015, the Club will ensure that the applicant holds a current RYA Safeguarding Certificate.
- Provide training, mentoring or supervision to cover any areas where they may lack experience or confidence.
- If the person will be working unsupervised and/or parents will not be present, the Club will require the applicant to submit a Disclosure and Barring Service check, to be renewed at an interval of not more than three years.

2.3 - Disclosure and Barring Service Checks

Under the Rehabilitation of Offenders Act, the Club should not ask someone to apply for a Disclosure unless they are going to be in a position of trust, 'in close or unsupervised contact' with children or vulnerable adults, or in a role with influence over their welfare.

A Disclosure 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.

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006

- to knowingly allow someone who is on the list of individuals barred from working with children or with vulnerable/protected adults.
- for such a person to apply to work with the relevant vulnerable group.
- for an organisation to fail to make a referral to the Disclosure and Barring Service if they have dismissed someone from Regulated Activity for harming a child or vulnerable adult or placing them at risk of harm, or would have discontinued their voluntary work if they had not stepped down.

There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors.

2.4 - Confidentiality

All personal information, including Disclosure information, will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children or vulnerable adults, in accordance with the DBS/Codes of Conduct and your organisation's Data Privacy Policy. When data is no longer relevant it should be destroyed securely, e.g. by shredding.



PART 3 – GOOD PRACTICE GUIDELINES

3.1 - Culture

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

3.2 - Minimising Risk

At BBSC, we will plan programmes 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 and volunteers. We will:

- Avoid spending any significant time working with children in isolation
- Will not take children alone in a car, however short the journey
- Will not take children to our home as part of BBSC's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of the Commodore and the child's parents
- Design training programmes that are within the ability of the individual child.
- Ask the child to ask a friend to help if at all possible, if they are having difficulty with a wetsuit or buoyancy aid
- Make sure we are in full view of others, preferably another adult, if we do have to help a child, for whatever reason
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, we will copy it to the child's parent or carer.

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

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



3.3 - Additional Vulnerability

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:

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

3.4 - 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/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy teachers and others working with young people receive training on recognising the warning signs.

3.5 - Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix C. Safeguarding and child protection procedures should include an Anti-Bullying policy. The RYA's Anti-bullying policy is available on the website under Racing & Performance, British Youth Sailing, Information, Policy Guidance or click on this link: [Youth and Junior Racing Policies](#).

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/> Resources and advice for young people can be found on www.kidscape.org.uk and www.childline.org.uk

3.6 - 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 www.rya.org.uk/go/safeguarding under RYA Safeguarding and Child Protection Guidelines.



3.7 - Responsibilities of Volunteers

The Club will ensure our volunteers are given clear roles and responsibilities, are aware of the Club's Safeguarding and Child Protection Policy and Procedures, and are issued with guidelines on:

- Following good practice (see Good Practice Guidelines above and Appendix B)
- Recognising signs of abuse (see Appendix C).

3.8 - Parental Responsibility and Club Liability

Although BBSC has a duty of care to its members, and particularly to children or vulnerable adults who cannot take full responsibility for their own safety, parents and/or carers must be responsible for their charges' welfare and behaviour, or designate another adult to take that responsibility, outside of formal club-organised activities.

When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. The club requires a parent (or designated responsible adult) to be on site at all times and, once the child is ashore, the responsibility transfers from the instructor, coach or organiser to the parent. Contact details of the parent/carer and/or the designated adult must be given to the person in charge of the training.

3.9 - Changing Rooms and Showers

It is preferable for adults to stay away from the changing rooms while children or vulnerable adults are changing. If this is unavoidable because adults are sailing at the same times, we recommend that adults avoid being alone in a changing room with children. Parents should be made aware that adult club members may be in the changing rooms.

Bullying can be an issue here and a balance should be struck depending on the situation.

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 gender.

3.10 - First Aid and Medical Treatment

First aid, provided by an appropriately trained and qualified person, is part of normal duty of care. Prior consent must be obtained if medication or medical treatment is required in the absence of the parent/carer.

3.11 Organising and Hosting Events

When hosting an open youth or junior event at BBSC, a representative of the club (usually the Sailing Secretary) will 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.



3.12 Photography

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 photography tick box for consent is included with all online entries for training.
- For youth and junior Open events, a tick box for consent is included in the online registration process.
- Any official photographer, or member of the press or media attending an event should be fully briefed in advance on your expectations regarding his or her behaviour and the issues covered by these guidelines.
- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.
- 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 child

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 recognising the achievement of an individual sailor and wish to publish their name with their photo, only use a first name and DO NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.
- 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 recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing areas in any circumstances.



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PART 4 - HANDLING CONCERNS, REPORTS OR ALLEGATIONS

A complaint, concern or allegation may come from a number of sources: the child, their parent or carers, someone else within BBSC, a member of the public, or the statutory authorities (Police or Children's Social Care). It may involve the behaviour of one of our volunteers, or be something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

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

4.1 - 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 they say seriously.
- Reassure that child and stress that they are not to blame.
- Be careful about physical contact, it may not be what the child wants.
- Be honest, explain that you will have to tell someone else to stop the alleged abuse.
- Make a record of what the child has said as soon as possible after the event, using the child's own words.
- Follow BBSC'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 leading questions (see section 4.2 below)
- Take sole responsibility — consult someone else (ideally the designated Safeguarding Officer or the Commodore or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about young people 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.

4.2 - 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'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



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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 Appendix D for referral form).

All information must be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within BBSC, only the child’s parents/carers, the Safeguarding Officer, the Commodore (unless any of them are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager should be informed. If the alleged abuse took place outside BBSC, the Police or Children’s Social Care will decide who else needs to be informed, including the child’s parent/carers. It should not be discussed by anyone within BBSC other than the person who received or initiated the allegation and if different, the person in charge.

4.3 - Statutory Authorities

If BBSC is contacted by the Police or Children’s Services concerning information received or a complaint made by or about a member or volunteer, we will follow advice and contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. We will co-operate fully with official requests for factual information, but will not express any personal opinions on the person’s conduct.

4.4 - Handling the Media

If there is an incident at BBSC which attracts media interest, or if we are contacted by the media with an allegation concerning one of our members, we will not give any response until we have had an opportunity to check the facts and seek advice from a member of the General Committee. We may contact the RYA’s Communications department on 023 8060 4215 for professional advice on handling the media.

4.5 - Insurance

If there is a serious allegation involving harm caused to a child either at your premises or as a result of taking part in your activities, the person in charge should consider notifying our insurers in case there is a subsequent claim against the organisation.

4.6 - Data Retention

Confidential information must be processed, stored and destroyed in accordance with your organisation’s Data Privacy Policy and Data Protection legislation. Records containing personal information should be: adequate, relevant and not excessive for the purpose(s) for which they are held; accurate and up to date; and only kept for as long as is necessary. They should be reviewed on a regular basis. If a person is removed from your organisation for a safeguarding reason, we will consider whether we should retain essential details of the reasons for the action taken, and who will have access to that file in the future, in case the former member tries to re-join at a later date or a further allegation is made about them.

4.7 - Historical Allegations

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

4.8 - Reference to the Disclosure and Barring Service

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If BBSC permanently removes someone from a role involving Regulated Activity/Work, or would have stopped them from volunteering if they had not stepped down, because they have harmed a child or vulnerable adult or placed them at risk of harm, we have a 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 (see Part 5 - Useful Contacts) or contact the RYA Safeguarding and Equality Manager.

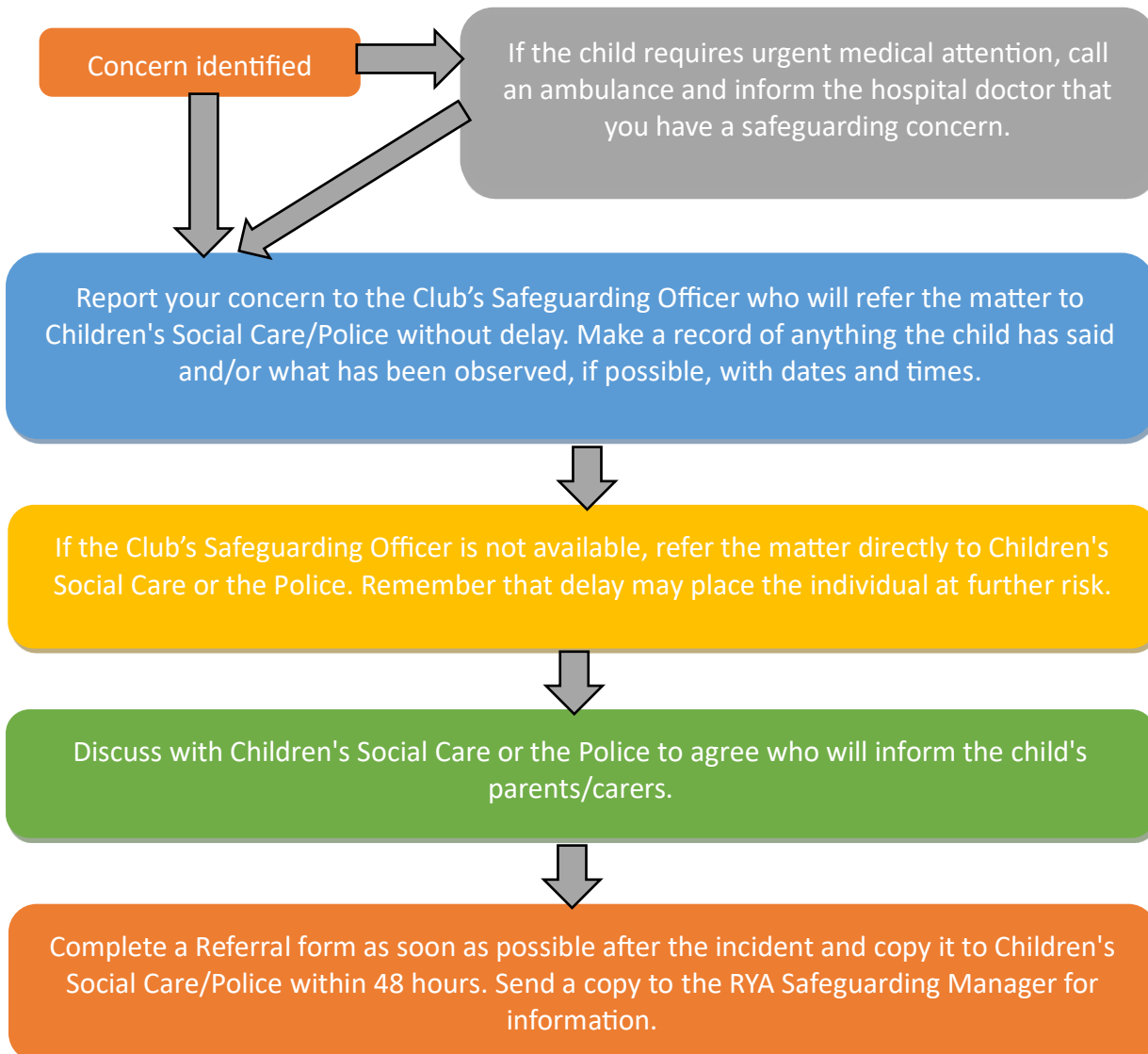
4.9 - Reporting Procedures

If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality 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 and Equality Manager or, if a child is at immediate risk, the Police.



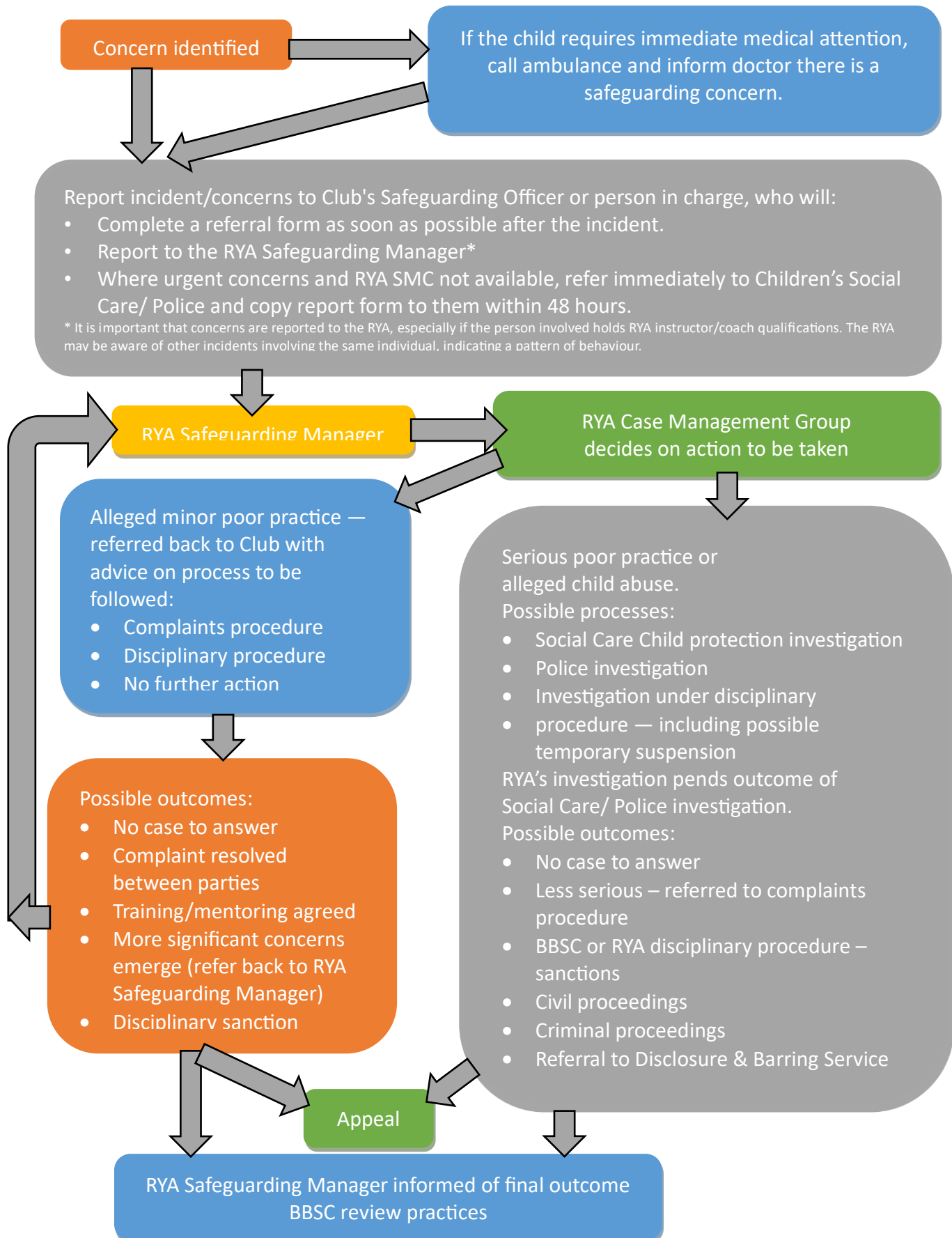
Flowchart 1 - Concern about a child outside the sport environment



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Flowchart 2 - Concern about the behaviour of someone at BBSC



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PART 5 – USEFUL CONTACTS

NSPCC 24 hour free helpline

For advice on any aspect of children's welfare

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

Kent Social Care Services

Tel: 03000 41 61 61

Email: social.services@kent.gov.uk.

[Complete their online form](#)

Royal Yachting Association

Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk

Website: www.rya.org.uk/go/safeguarding

Child Protection in Sport Unit (CPSU)

Website: www.thecpsu.org.uk

Tel: 0116 366 5580

E-mail: cpsu@nspcc.org.uk

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

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

UK Coaching – provide Safeguarding and Protecting Children training

Website: www.ukcoaching.org



Appendix A - Self-Declaration Form

Private and Confidential Self-declaration form for roles involving contact with children

BBSC is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving contact with children to complete this self-declaration form.

If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant (Scotland: to be a member of the Protecting Vulnerable Groups Scheme). 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 our Data Privacy Policy and current data protection legislation and guidance.

Name

1. Have you ever been known to any Children's Services Department as being an actual or potential risk to children?
YES / NO If yes, please supply details.
2. 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.

If required I agree to provide a valid Criminal Records Disclosure.

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 supplied by third parties, may be shared with 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



Appendix B - Good Practice Guide

Good Practice Guide for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation'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 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
- 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
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

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

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



Appendix C - What is Child Abuse?

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 causing physical harm:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol, inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- 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 children 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 cyberbullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

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

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

- physical contact (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 or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust 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 sport 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.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (e.g. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination e.g. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society

Bullying (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) 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 is often 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 or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

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 Welfare/Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

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Appendix D - Safeguarding and Child Protection Referral Form



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	
Name of club or organisation (if relevant)	
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 and email address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/safeguarding officer or person in charge (if different from above)	
Contact telephone number and email address	

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



Appendix E - BBSC Code of Conduct

BBSC Code of Conduct for participants, parents, instructors and volunteers

It is the policy of BBSC that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of 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 powerboaters –

- 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 on site at all times, or designate a responsible adult to act on your behalf
- 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



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- 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/Class Welfare Officer or the person in charge of the activity.



Appendix F - RYA Instructor Code of Conduct

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 (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.

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Appendix G – 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 progressive 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 RYA Child Protection Policy as detailed on the RYA website at www.rya.org.uk/go/safeguarding . If you are unable to access the website please contact coachingdevelopment@rya.org.uk
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 sailor above the development of performance. They should follow all guidelines laid down by the RYA, follow Operating Procedures and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with sailors 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 sailors 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 sailors (and where appropriate their parents) exactly what is expected of them and what sailors 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 sailor.
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.
12. Coaches must notify the RYA immediately of any court imposed sanction that precludes the coach from contact with a specific user group (eg. children and vulnerable adults).
13. Coaches must not carry out coaching activities whilst under the influence of alcohol or drugs, or when they have received medical advice not to continue activities that are connected with their coaching (eg. driving).
14. Coaches must not behave in a way which brings the sport into disrepute.

Failure to adhere to the RYA Coach Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments and will be dealt with in line with the RYA Coaches' Performance Guidelines. To access these Guidelines please contact coachingdevelopment@rya.org.uk