

## **CSC Child Protection Policy and Procedures – based on RYA guidelines**

### **Policy Statement**

It is the policy of Christchurch Sailing Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. CSC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in CSC 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 a right to protection from abuse.

CSC 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.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that CSC organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their CSC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the CSC welfare officer.

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

**Club Welfare Officer** = Lesley Lock – 01202 425933.

### **Volunteers**

All Club volunteers whose role brings them into contact with young people will be asked to provide references and to complete a self-disclosure form. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

### **Good Practice**

All members of the Club who are assisting with training should follow the good practice guidelines attached (*see good practice guide*). Those working with young people should be aware of the guidance on recognising abuse.

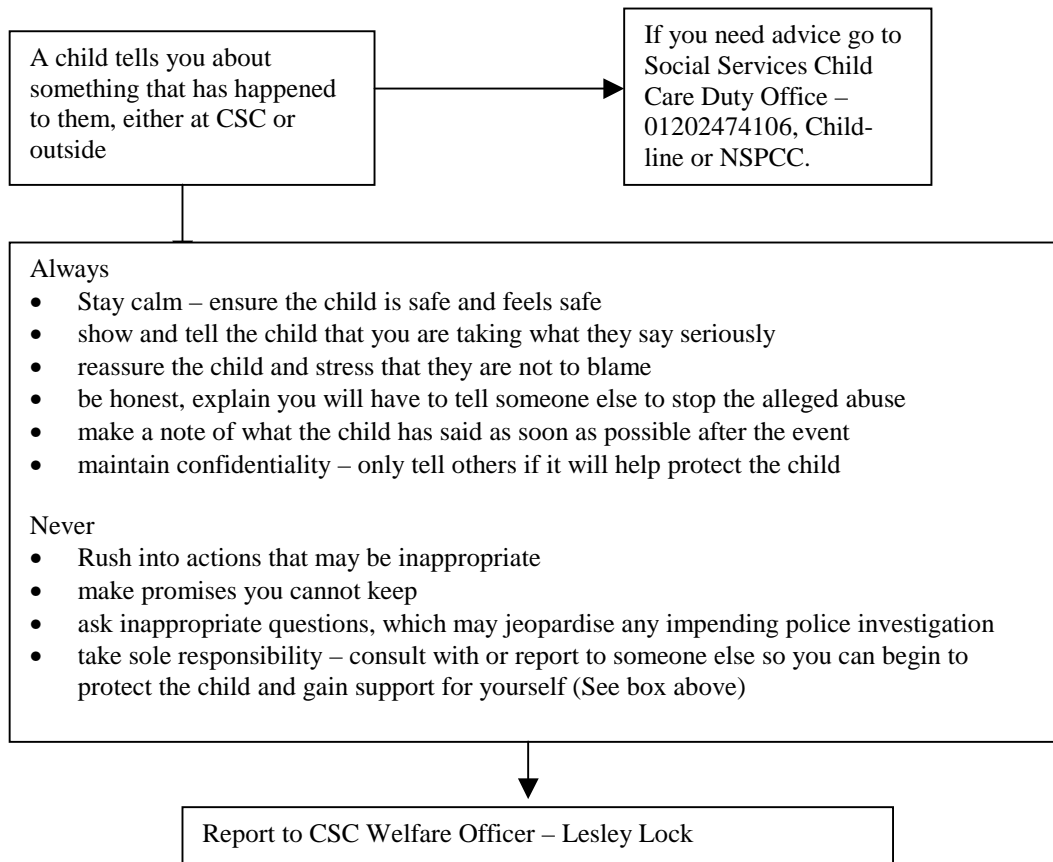
The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes 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 Welfare Officer.

### **Concerns**

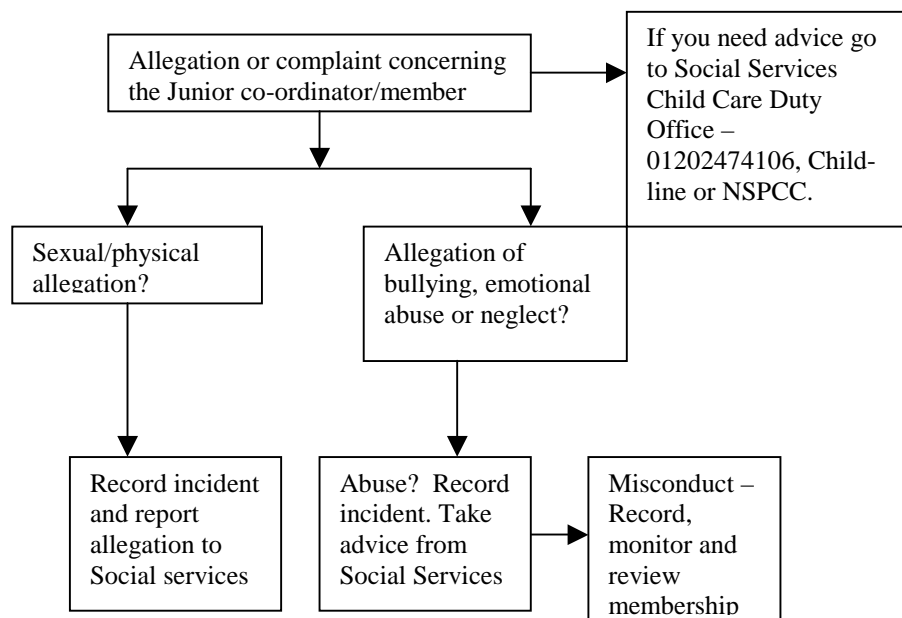
Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures.

Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action under Club Rule 21.

## CSC - TEMPLATE Y - REPORTING PROCEEDURE FOR VOLUNTEER/JUNIOR CO-ORDINATOR



### TEMPLATE Z – FOR USE BY APPOINTED CSC WELFARE OFFICER. (Lesley Lock)



If the allegation or complaint concerns the CSC Welfare Officer the matter should be referred to the Hon Sec or to the RYA Safeguarding Co-ordinator (02380604104)

Policy Decisions Agreed by CSC Committee on 19 February 2008

1. The RYA will be the 'umbrella body' for Criminal Records Bureau (CRB) checks.
2. The Honorary Secretary will be the Responsible Person dealing with the RYA regarding Disclosure information, the vetting of staff and committee and with other Safeguarding matters except for those pertaining to Junior training and sailing, which would be undertaken by the Club Welfare Officer.
3. The Club will work within the CRB and RYA good practice guidelines. In order to comply with RYA requirements, policies on the Employment of Ex-offenders and the Secure Handling and Storage of Disclosure Documentation have been adopted.
4. CRB checks to be undertaken in respect of the Honorary Secretary, Welfare Officer, Junior Core Team and all newly appointed staff and franchisees in permanent positions. Children's entertainers' CRB Disclosure Certificates should be checked.
5. As all new Junior Volunteers will complete the two-sided Self Declaration Form and work alongside an experienced person for a probationary period of at least one season it was agreed that a CRB check is not necessary. All current Junior Volunteers have completed Self Declaration Forms, provided references and have been monitored therefore it is unnecessary for them to undergo further vetting.
6. After the 2008 AGM the new Committee, Social Committee, Officers and Trustees, and any persons subsequently newly elected or appointed to these positions, will be asked to complete the one-sided Self Declaration Form.
7. The Safeguarding Policy and Guidelines will be posted on the Clubroom board and the Club website. Copies will be distributed to volunteers and staff. A full set of Safeguarding documents will be kept in the Club Office.

## **Christchurch Sailing Club Safeguarding (Child Protection) Good Practice Guidelines**

All those who work with young people in the Club are encouraged to demonstrate exemplary behaviour at all times in order to protect children and to protect themselves from allegations.

The following are common sense examples of how to create a positive culture and environment within our Club.

- ✓ Always be publicly open when working with young people
- ✓ Situations will occur when in order to keep the young person safe, or to coach certain techniques, it will be necessary to make physical contact with the young person. Always inform the young person beforehand and ask if they have any objections. In an emergency situation which requires this type of help, parents should be fully informed.
- ✓ If groups are to be supervised in changing rooms, always ensure that adults work in pairs and that the gender is appropriate.
- ✓ Where mixed teams compete away from home they should always be accompanied by at least one male and one female adult.
- ✓ Coaches must place the safety and well-being of the participant above the development of performance.

### **You Should:**

- Avoid overtraining and over competing of participants
- Ensure development comes first, winning second
- Design training programmes that are within the capability of the individual child
- Never allow injured participants to train or compete
- Ensure all equipment and facilities are safe and appropriate
- Never overtly criticise young people - their confidence is paramount.

### **You Should Avoid:**

- Spending excessive amounts of time working alone with children in isolation
- Taking young people alone on car journeys, however short
- Taking young people to your home.

Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of the parents or someone in charge of the organisation.

### **You Should Never:**

- X Engage in inappropriate physical contact or rough, physical or sexually provocative games
- X Allow or engage in inappropriate touching of any form
- X Share a bedroom with a young person
- X Permit young people to use unacceptable or explicit language unchallenged or use such language yourself when with children
- X Make sexually suggestive comments to a young person, even in fun
- X Agree to meet a young person on your own, outside the context of the normal coaching or mentoring process
- X Do things of a personal nature that children can do for themselves
- X Photograph or video children, or publish their pictures, without the knowledge and consent of their parents.
- X Allow allegations made by a participant to go unchallenged, unrecorded or not

acted upon.

*Remember you are a role model and mentor to young people*

**Abuse can be any of the following:**

**Physical abuse**

When adults or other young people deliberately inflict injuries on a young person, or knowingly do not prevent such injuries. It includes being kicked, punched or hit. It also includes forcing a young person to train/compete beyond his/her capabilities.

**Emotional abuse**

When adults persistently fail to show young people due care, love or affection; where a young person may be constantly shouted at, threatened or subjected to sarcasm and unrealistic pressures. It includes constant criticism, name-calling and ridiculing the young person.

**Sexual abuse**

Where girls and boys are abused by both male and female adults, who use young people to meet their own sexual needs. This includes making sexually suggestive comments and touching in an inappropriate manner.

**Neglect**

Where adults fail to meet a young person's basic needs such as food, warmth, adequate clothing and medical attention. It also includes exposing young people to undue cold, heat or unnecessary risk of injury.

**Bullying**

Where another person uses deliberate, aggressive, hurtful behaviour, usually over a period of time, where it is difficult for those being bullied to defend themselves. It can include hurtful text messages, violence, tormenting, name-calling and the spreading of rumours.

***Safeguarding the welfare of our young participants is paramount. Coaches, instructors and volunteers have a moral and, at times, legal responsibility to provide the highest possible standard of care to all young people involved in sailing.***

**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.

### **Acting on concerns**

It is not your responsibility to determine if abuse has taken place, however it is your responsibility to act upon and report any concerns.

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 the Club's designated Welfare Officer, Lesley Lock, or the person in charge. It is this person's responsibility to make the decision to contact Social 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.

If you have any other concerns regarding a young person or if a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them you should avoid

- X Rushing into actions that may be inappropriate
- X Making promises you cannot keep
- X Asking more questions than are necessary for you to be sure that you need to act
- X Taking sole responsibility - consult someone else, such as Lesley Lock.

You should

- ✓ React immediately
- ✓ Remain calm, so as not to frighten or deter the young person
- ✓ Tell the young person that he/she is not to blame and that he/she is right to tell
- ✓ Follow the Club's Safeguarding procedures
- ✓ Make a detailed note of your observations and/or exactly what was said
- ✓ Contact Lesley Lock, the Club's Welfare Officer, immediately on 01202 425933. If she is not available, or is part of the concern, contact the RYA Child Protection Officer on 023 8060 4104
- ✓ You can use the 24 hour freephone helplines for advice. Childline 0800 11 11. NSPCC 0800 800 500.

*1 February 2008*