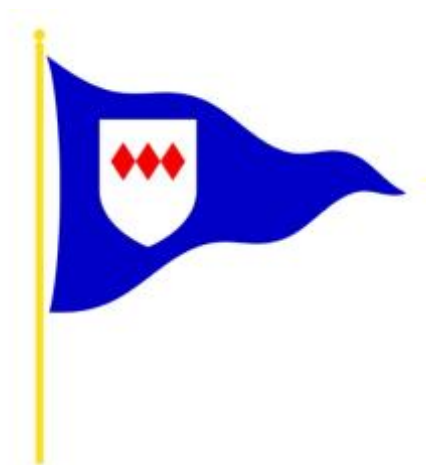


*Christchurch Sailing Club*  
*Safeguarding Policy, Guidance Documents and Forms*



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## *Section 1 – Policy Documents*

### *Christchurch Sailing Club Safeguarding Policy*

This policy is based on the RYA policy. Whenever children are mentioned in the policy, it also relates to the safeguarding of young people under the age of 18 and vulnerable adults. A vulnerable adult could be someone with learning or communication difficulties or who relies on someone else to provide personal care.

#### *Policy Statement*

It is the policy of Christchurch Sailing Club to safeguard children 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, race, 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 Safeguarding Coordinator.

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 Safeguarding Coordinator – Val Roantree Tel: 01202 429383. Email: [cscsafeguarding@gmail.com](mailto:cscsafeguarding@gmail.com)**

#### *Volunteers*

All Club volunteers and staff whose role brings them into regular contact with young people will be asked to provide references and to complete a self-disclosure form. The Club Safeguarding Coordinator and the core team responsible for 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 who are assisting with training should follow the Good Practice Guidelines attached as Appendix 1. Those working with young people should be aware of the guidance on recognising and Dealing with Abuse (Appendices 2 and 3).

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 requests written consent from the child and their parents/carers regarding the taking of 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 Safeguarding Coordinator.

### *Concerns*

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should immediately, in strict confidence, inform the Safeguarding Coordinator, who will follow the attached procedures in Appendices 2 & 3. Any member of the Club failing to comply with the Safeguarding Policy and Codes of Conduct may be subject to disciplinary action under Club Rule 21 (Suspensions and Expulsions).

## *Appendix 1: Safeguarding (Child Protection) Good Practice Guidelines*

All those who work with young people and vulnerable adults in the Club are encouraged to demonstrate exemplary behavior at all times in order to protect children and to protect themselves from allegations. It is also important to maintain a culture where everyone feels confident about raising any concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves and others.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

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 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.

Plan activities and promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

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 over-training 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***

### ***Photography***

Publishing articles and photos in the Club Newsletter, website, local newspapers etc is an excellent way of recognising young people's achievements and of promoting the Club and sailing as a whole. However, it is important to minimise the risk of anyone using images of children in an inappropriate way, as digital technology makes it easy to take, store, send, manipulate and publish images. Parental consent is, therefore, requested on the Club Consent Forms and care will be taken over the use of images and information.

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 Club's Safeguarding Coordinator and treated in the same way as any other safeguarding concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

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

### ***Websites and Social Media***

As there is a Club website and a Junior Squad Facebook page, good practice is to:

- follow the RYA guidance on the use of images of children
- remind parents of their responsibility to monitor their children's internet use
- ensure that the content and language on our site and page, including contributions to blogs, forums etc, does not link directly to unsuitable material on other sites
- use the website and email for all major communication with CSC Juniors, maintaining Facebook as a forum for older teens and adults with closed membership requiring approval of one of the administrators
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.



## *Responsibilities*

All volunteers working with children and vulnerable adults need to be clear about their roles and responsibilities and also familiarize themselves with the Club's Safeguarding Policy, procedures and guidelines on following good practice and recognizing signs of abuse.

RYA Coaches and Instructors are expected to comply with the RYA Code of Ethics and Conduct.

Parents and guardians have ultimate responsibility for their children and wards. No Officers, General Committee Members or employees of the Club shall be required to exercise supervision or control of children (Rule 27) Parents play an essential part in their children's participation and Christchurch Sailing Club values the partnership between parents and the Junior Coaching Team and has produced 'The Role of Parents at Christchurch Sailing Club' as guidelines for parents and carers of children participating in organized training, sailing and events. This guidance should be followed to ensure the safety, well-being and enjoyment of everyone.

In confidence, parents should use the Consent Forms to inform coaches of any medical or special needs of their children. First Aid is part of the normal duty of care and the Club keeps an accident book.

When hosting junior events at the Club, the Junior Coaching Team will follow RYA good practice guidance as appropriate to the situation.

Val Roantree is CSC Safeguarding Coordinator.

## *Appendix 2: Safeguarding Children, Young People and Vulnerable Adults – Dealing with Abuse*

### *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 a stranger. They may be abused by an adult or adults, or another child or children.

Abuse can be any of the following:

**Physical abuse** may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting to suffocate or drown children
- 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.

**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 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 over young people.

**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
- over-protection and limitation of exploration and learning
- 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.

**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) 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.

### **If you are concerned**

If there are concerns about abuse or violence in the home, talking to the parents or carers might put the child at greater risk so you should consult CSC's designated Safeguarding Coordinator, Val Roantree, 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.

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 which does not cause serious concern, 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.

*Handling an allegation from a child – Refer to the flow charts in Appendix 3 of the Safeguarding Policy.*

### **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 the child and stress that he/she is 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 help 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 the Club's Safeguarding procedures.

## **Never:**

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions
- take sole responsibility – consult someone else (ideally Val Roantree, the Club's Safeguarding Coordinator, or the person in charge) 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 children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

## ***Safeguarding Coordinator's Role - Recording and handling information***

If there is suspicion 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 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 using the Club's Referral Form.

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within the Club, only the child's parents/carers; the Commodore (unless s/he is the subject of the allegation); the relevant authorities and the RYA Child Protection Co-ordinator should be informed. If the alleged abuse took place outside the Club, 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 Club other than the person who received or initiated the allegation and, if different, the person in charge.

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

## ***Procedures***

If safeguarding concerns are raised, the agreed procedures in this document and Appendix 3 will be followed. Any ensuing disciplinary procedures would be in accordance with Club rules.

## ***Statutory Authorities***

If the Club is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, the RYA Child Protection Coordinator must be contacted as soon as possible for guidance and support. The Club will cooperate fully with official requests for factual information, but should not express any opinions on the person's conduct. See also 'Handling the media'.

## ***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 CSC permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, the Club has a duty to refer them to the DBS. *It is a criminal offence not to make such a referral.* Guidance on the grounds and process for making a referral can be obtained from the RYA Child Protection Coordinator.

## ***Handling the media***

If there is an incident at CSC which attracts media interest, or if the Club is contacted by the media with an allegation concerning one of the members or employees, no response should be given until there has been an opportunity to

check the facts and seek advice. The RYA's Communications department can be contacted on 023 8060 4215 for professional advice on handling the media.

### *Christchurch Sailing Club Safeguarding Coordinator*

Val Roantree Tel: 01202 429383 E-mail: [cscsafeguarding@gmail.com](mailto:cscsafeguarding@gmail.com)

### *Royal Yachting Association Child Protection Co-ordinator*

Jackie Reid, HR and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

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

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

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

### *NSPCC Helpline*

Tel: 0808 800 5000

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

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

### *Childline*

Tel: 0800 1111

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

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

Tel: 0116 234 7278

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

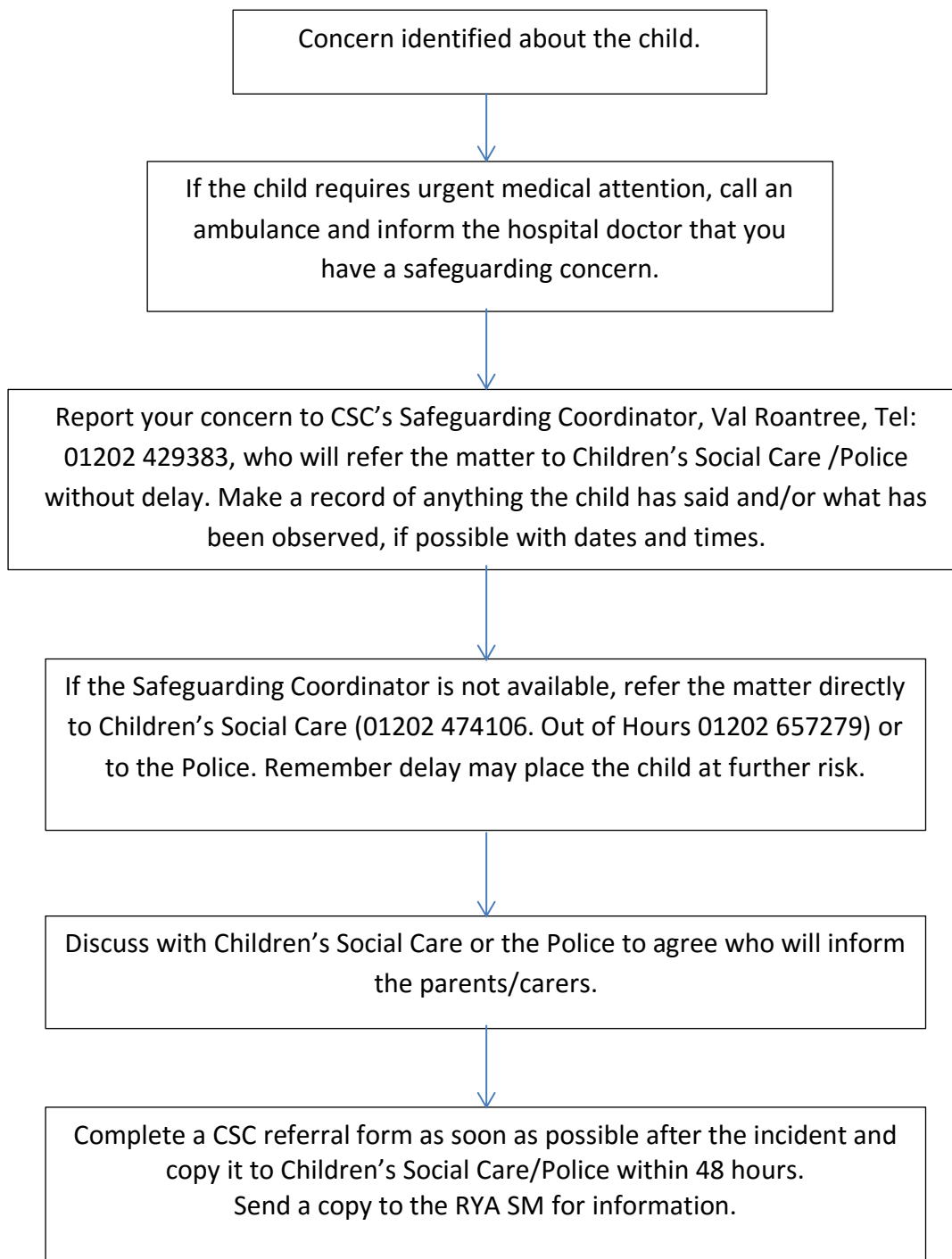
Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

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

Website: [www.homeoffice.gov.uk/government/organisations/disclosure-and-barring-service](http://www.homeoffice.gov.uk/government/organisations/disclosure-and-barring-service)

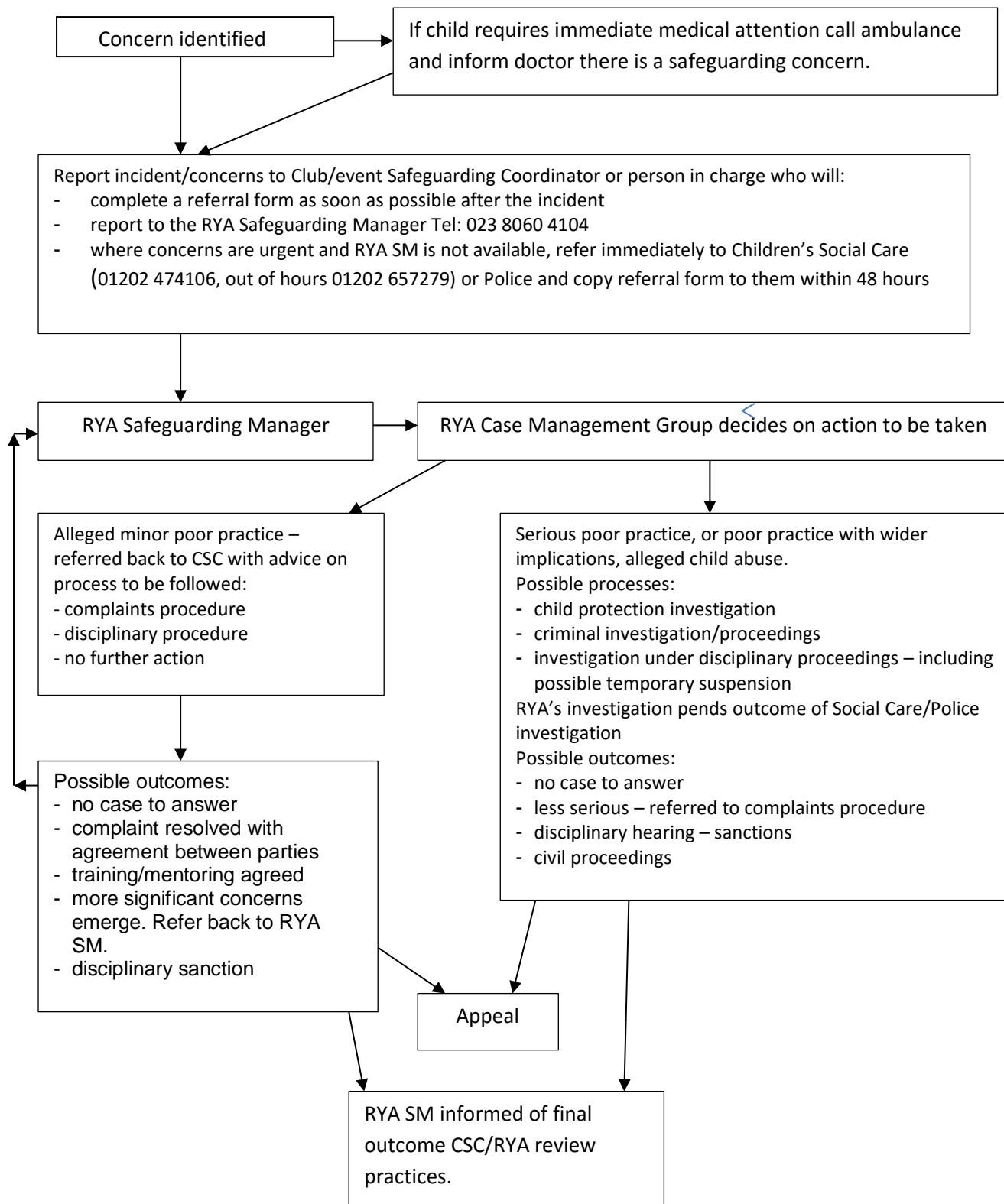
## Appendix 3: Reporting Abuse

*What to do if you are worried that a child is being abused outside the Christchurch Sailing Club environment but the concern is identified through the child's involvement in sailing.*



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

*Reporting Abuse (Flowchart 2) - What to do if you are concerned about the behaviour of any CSC member, coach, volunteer, employee or officer.*



#### Appendix 4: Safeguarding referral form

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

**This form should be copied, marked 'Private and Confidential', to the CSC Safeguarding Coordinator Val Roantree, care of the Club office and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident. Form also to be used to report to the RYA Child Protection Coordinator.**



## ***Safeguarding Coordinator's General Terms of Reference:***

- Maintaining and implementing an up-to-date policy compatible with the RYA's.
- Advising the Officers and General Committee on Safeguarding issues.
- Liaising with the Junior core team and volunteers about Safeguarding procedures and good practice.
- Maintaining contact details for local Children's Services and Police.

If there is a concern, the Safeguarding Coordinator would:

- Be the first point of contact for any concerns or allegations from children or adults, ensuring that confidentiality is maintained.
- Decide on the appropriate action to be taken, in line with the Club's procedures and in conjunction with the Commodore and/or Honorary Secretary.
- Keep the RYA informed as necessary (*see flowcharts in Appendix 3 of the Policy*).

**Safeguarding is the responsibility of everyone, not just the Coordinator.**

## *Appendix 5: Managing Challenging Behaviour*

### *Prior to the activity:*

You should establish before taking a group of young people on an activity whether any child has a specific behavioural diagnosis, ie Autistic spectrum, ADHD, Tourette's syndrome etc. Specialist advice and support should be sought for working with these children.

The following guidelines are for working with young people displaying challenging behaviour. Always confirm the group's agreement:

- Establish behaviour expectations from the outset, explain who is in charge and why (safety etc)
- Explain boundaries and respect for property and each other
- Explain sanctions and consequences for inappropriate behaviour

### *During the activity:*

When working with groups or individuals with challenging behaviour:

- Employ your own method for memorising individual names – but do so as soon as possible
- Try to establish a relationship with your group, particularly those exhibiting challenging behaviour, eg by showing an interest in them
- Give positive reinforcement, ie praise 'good' behaviour and achievements
- Keep challenging members of the group busy by giving them small tasks of responsibility
- Avoid confrontation
- Avoid physical contact, punishment or threat of such
- Avoid physical restraint – use only for safety of the young person or other members of the group (see below)
- Avoid negative instructions ie instead of "Stop doing ....." say, "It would be better if ....."

### *Possible options and sanctions:*

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion.

**Should problems arise:**

- Do not humiliate or verbally abuse the young person
- Discuss the problem one-to-one, ensure you always have another adult present and never in front of the whole group
- Do not criticise the young person, only their behaviour
- Remind them of consequences/sanctions, employing your own policies, ie 'three strikes and you're out' or second/ final warning etc
- Always give them a choice (and therefore responsibility) if they fail to comply, for how things turn out, ie "If you choose not to follow my instructions, then you are accepting the consequences" or "If you make the right choice .... it would be a really good result for you and the group". Give them some time to make their decision without further discussion.

***Physical Intervention:***

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves 'Is this the only option in order to manage the situation and ensure safety?'. It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

**For your own protection:**

- Never be alone with a student
- Keep a written record of any specific behavioural incidents
- Note the names of witnesses to such incidents

## Section – 2 Guidance Documents

### Safe Recruitment Guidelines

#### Recruitment of Paid Staff and Volunteers

The General Committee should bear in mind the current Government guidance.

The Club should agree a clear policy and apply it fairly and consistently.

***It is a criminal offence to knowingly employ or use as a volunteer someone who is on the list of individuals barred from working with children, or with vulnerable/protected adults if relevant. It is also an offence for such a person to apply to work with the relevant vulnerable group.***

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

- **who to check**
  - paid staff and/or volunteers (if they have the same level of responsibility and contact, they should be treated in the same way whether they are paid or not)
  - new applicants and unchecked existing volunteers/staff as well those with specific responsibilities (eg. General Committee, instructor, Safeguarding Coordinator, coach, Junior core team) or anyone who regularly helps with junior/youth activity
- the **level of check** to be conducted for each category
  - references
  - self-disclosure (Officers, General Committee, volunteers and paid staff with no direct role with children)
  - Enhanced Disclosure and Barring Service check if the post is eligible (Junior core team and Safeguarding Coordinator).

#### *Are they competent?*

To increase the likelihood of recruiting and retaining someone who is well suited to their role, paid or voluntary, and ensure equality of opportunity, the Club will:

- provide the applicant with a clear job or role description so that they understand what the work involves
- draw up a 'person specification' listing the key qualifications, skills, experience and qualities looked for
- check that the applicant is competent for the role and, where appropriate, holds appropriate and valid qualifications if required
- provide induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with the Club's operating procedures as necessary.

## *Are they safe?*

If the role involves contact with children, take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children, and make the nature of the work clear to the referees.

If the role involves close or regular contact with children, training or supervising children or is a position of trust or authority over children's welfare, it is good practice to:

- First ask the applicant to complete a self-disclosure form. Although they might make a false declaration, the fact that the Club has these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- Before confirming their appointment, Junior core team members and Safeguarding Coordinators will be expected to undertake an Enhanced Disclosure and Barring Service check.

## *Disclosure and Barring Service checks*

DBS checks should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

An individual is only eligible to apply for an Enhanced Disclosure if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, ie. one that involves regularly caring for, training, supervising or being solely in charge of persons under 18. They can only be required to apply for a Barred List check if they will be undertaking 'regulated activity' with children or vulnerable adults as defined under the Protection of Freedoms Act 2012.

Although it is not currently a legal requirement for voluntary sports clubs or private employers to ask their staff or volunteers to apply for Disclosures, it is an offence to allow a person who has been barred from undertaking regulated activity with the relevant vulnerable group. There is a risk that determined offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors.

The RYA is registered with the Disclosure and Barring Service (DBS) as an 'Umbrella body' and processes Disclosure applications on behalf of Christchurch Sailing Club.

## *Confidentiality*

All personal information will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children unless the person concerned has given permission. When data is no longer relevant it will be destroyed securely, eg. by shredding.

## *CSC Policy Statement on the Recruitment of Ex-Offenders*

As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Christchurch Sailing Club (CSC) complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

Christchurch Sailing Club makes this policy on the recruitment of ex-offenders available to all DBS applicants at the outset of the recruitment process. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the Code of Practice and a copy is made available on request.

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Christchurch Sailing Club aims to ensure that all present and potential participants, members, volunteers and staff are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status or offending background.

Christchurch Sailing Club actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcomes applications from a wide range of candidates and selects all candidates based on their skills, qualifications and experience. CSC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Christchurch Sailing Club can only ask an individual to provide details of convictions and cautions that CSC is legally entitled to know about. Where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), CSC can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

CSC ensures that all those who are involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974, and are aware that they can seek guidance from the RYA if required.

CSC ensures that an open and measured discussion takes place with the individual seeking the position on the subject of any offences or other matter that might be relevant, including any matter revealed on a DBS certificate, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

# *CSC Policy Statement on the secure storage, handling, use, retention and disposal of DBS Disclosures and Disclosure information*

## *General Principles*

As an organisation using the Disclosure and Barring Service (DBS) to help assess applicants' suitability for positions of trust, Christchurch Sailing Club (CSC) undertakes to comply with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This written policy is available to those who wish to see it on request.

## *Storage and Access*

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## *Handling*

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information have been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## *Usage*

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## *Retention*

Once a recruitment (or other relevant) decision has been made, we do not keep DBS Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

## *Disposal*

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, ie. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

## *Code of Conduct*

It is the policy of **Christchurch Sailing Club** 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. 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.*

- 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 or its members.

### *Parents*

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

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

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



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

This guide only covers the essential points of good practice when working with children and young people. You should also read the Club's Safeguarding 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 Club activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the Club 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 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.

## Section 3 - Forms

### Self-disclosure form for new Officers and General Committee Members

Christchurch Sailing Club 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-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name .....

1. Have you ever been convicted of any criminal offences? YES  NO

If yes, please supply details of any criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?

YES  NO

If yes, please supply details.

3. Have you ever had any disciplinary sanction relating to child abuse?

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 cancelling my appointment. I understand that I may be asked to apply for a Disclosure and Barring Service check and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in Safeguarding issues.

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

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

Christchurch Sailing Club 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-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name .....

1. Have you ever been convicted of any criminal offences? YES  NO

If yes, please supply details of any criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?

YES  NO

If yes, please supply details.

3. Have you ever had any disciplinary sanction relating to child abuse?

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 cancelling my appointment. I understand that I may be asked to apply for a Disclosure and Barring Service check and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in Safeguarding issues.

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

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

**REFERENCES**

Please give names and addresses of two persons to whom application for a reference may be made. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted.

**NAME AND ADDRESS****CAPACITY IN WHICH KNOWN TO YOU**

NAME AND ADDRESS	CAPACITY IN WHICH KNOWN TO YOU

**DECLARATION****Data Protection Act**

In order to fill this position CSC will (within the terms of the Data Protection Act 1998) process personal information given in connection with this form. Information received will form part of personnel records. No other use will be made of it.

Consent

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

Declaration

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

Signature:

Date:

*Junior Sailor Details and Parental Consent Form*    **CONFIDENTIAL**

**Junior Sailor's Details.**    **Name:** .....

**Date of birth:** .....    **Age:** .....

**Type of boat sailed**.....    **Sail number** .....

**Next of kin:** .....    **Relationship:** .....

**Emergency contact numbers:**

**Home:** .....    **Work:** .....

**Mobile:** .....    **Email**.....

**Doctor/Surgery:** .....

It is your responsibility to make known any potential medical conditions or special needs that may affect you during the activities associated with the training programme or event you are taking part in. Please therefore provide as many details as possible. This information will be shared with the organisers and coaches at training and events.

**Have you ever suffered from any of the following conditions.** If Yes, please give details below

- |                                   |     |    |
|-----------------------------------|-----|----|
| • Asthma/bronchitis               | Yes | No |
| • Heart conditions                | Yes | No |
| • Fits, fainting or blackouts     | Yes | No |
| • Severe headaches                | Yes | No |
| • Diabetes                        | Yes | No |
| • Travel sickness                 | Yes | No |
| • Allergies to medication         | Yes | No |
| • Any other allergies             | Yes | No |
| • Other illnesses or disabilities | Yes | No |

Are you currently taking any medication? If so, please give full details.

Do you have any food allergies? If so, please specify.

Do you have any special needs? If so, please specify.

**Parental Consent**

I, the parent/guardian of ..... give permission to the CSC organisers of activities during junior sailing sessions to administer any relevant treatment or medication to the above named participant when or if necessary. In an emergency situation I authorise the organisers to take my son/daughter to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, a.s.a.p., of the hospital visit and any treatment given by the hospital. I have read the 'Role of Parents' guidance and I understand and accept that photographs will be taken for training purposes and possible publication in the Club magazine or web-site.

**Signed:** .....    **Name:** (please print) .....

**Date:** .....

# Entry and Consent form

**CONFIDENTIAL**

Sailor's Name: ..... Club .....

School or College .....

Date of birth: ..... Age: .....

Next of kin: ..... Relationship:.....

**Emergency contact numbers:**

Home: ..... Work: .....

Mobile: ..... Doctor: .....

It is your responsibility to make known any potential medical conditions that may affect you during the activities associated with the training programme or event you are taking part in. Please therefore provide as many details as possible. This information will be shared with the organisers and coaches at training and events.

Have you ever suffered from any of the following conditions?

- |                                   |     |    |
|-----------------------------------|-----|----|
| • Asthma/bronchitis               | Yes | No |
| • Heart conditions                | Yes | No |
| • Fits, fainting or blackouts     | Yes | No |
| • Severe headaches                | Yes | No |
| • Diabetes                        | Yes | No |
| • Travel sickness                 | Yes | No |
| • Allergies to medication         | Yes | No |
| • Any other allergies             | Yes | No |
| • Other illnesses or disabilities | Yes | No |

If you have answered Yes to any of the above, please provide details below.

Are you currently taking any medication? If so, please specify.

Do you have any food allergies? If so, please specify.

**Consent**

I the parent/guardian of ....., give permission to the CSC organisers of activities during junior sailing sessions to administer any relevant treatment or medication to the above named participant when or if necessary. In an emergency situation I authorise the organisers to take my son/daughter to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, asap, of the hospital visit and any treatment given by the hospital. I understand and accept that photographs will be taken for training and possible publication in CSC magazine or website. **I do / do not give my consent for photographs to be used in this way.**

**Signed:** ..... (parent/guardian)

**Name:** (please print) ..... **Date:** .....