

*Chew Valley Lake Sailing Club
and
CVLSC RYA Training Centre*

Child Protection and Child Welfare Policy and Guidelines

Updated February 2011

Contents

	Page
1 Introduction	3
PART 1 - POLICIES	
2 A: CVLSC Child Protection Policy	4
B: CVLSC Anti bullying Policy	6
PART 2 - PROCEDURES	
3 Designated person (Child Protection Officer)	8
4 Good practice guidelines	9
5 Handling concerns, reports or allegations	12
PART 3 - INFORMATION AND TEMPLATE DOCUMENTS	
6 Flowcharts of what to do	14
7 Useful contacts	16
8 APPENDICES	
A What is child abuse?	17
B Good Practice Handout for Instructors & Volunteers	19
C RYA Code of Ethics and Conduct	20
D RYA Guidance on Safe Recruitment	21
9 Templates	
1 Application form	24
2 Reference request	27
3 Self-disclosure form	28
4 Parental consent form	29
5 Medical consent form	30
6 Photography consent form	32
7 Safeguarding and Child Protection referral form	33

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PART 1 - POLICY

1 Introduction

Revised Aug 09

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.

RYA Recognised Training Centres (TCs) are required to have a formal child protection policy which is checked as part of our annual inspection.

Club training or activities for young people operating outside the RYA framework also needs to be covered under this policy.

There are several good reasons for doing this:

- to protect children, both on and off the water
- to assure parents that their children are as safe at CVLSC as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of our members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to the child's welfare at our site or outside the sport
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect CVLSC, by showing that we have taken 'all reasonable steps' to provide a safe environment.

Everyone serving on the Club Committees should be aware of the policy and have access to the supporting procedures, and those club members working with children must be familiar with the procedures.

2 A: CVLSC Child Protection Policy

Revised Sept 09

Policy Statement

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

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

CVLSC 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 CVLSC 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 CVLSC duties.

It will be kept under periodic review.

All relevant concerns, allegations, complaints and their outcome should be notified to the CVLSC Child Protection Officer.

The Club will appoint a Child Protection Officer who will be a member of the General Committee.

Child Protection Officer

The Child Protection Officer is Gordon Scott

Tel: 01761 221748 or 07770734773. E.mail : scottclan@btinternet.com

Volunteers

All Club volunteers whose role brings them into contact with young people will be asked to provide references or to complete a self-disclosure form. The Child Protection 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 should follow the good practice guidelines attached (see pages 9-11 and Appendix B). Those working with young people should be aware of the guidance on recognising abuse (see Appendix A).

Whenever possible children on Club training courses should have a parent / guardian present on Club premises at all times.

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 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 Child Protection Officer.

CVLSC posts requiring Enhanced Criminal Records Disclosure:
Principal of the RYA Training Centre
Youth Co-ordinator
Junior Co-ordinator
RYA / Club instructors in charge of a group
Anyone who helps regularly with a youth /junior activity

A Self Declaration Forms (Template 3) will be required for:
Occasional assistant instructors/ helpers for youth / junior activities

People whose roles have no planned contact with children will only be scrutinised in exceptional circumstances. Currently this includes:

Race officials
Rescue Boat Crews
Duty Officers
Committee Members

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Child Protection Officer immediately, in strict confidence. The Child Protection Officer will follow the attached procedures (see RYA Flowcharts pages 14, 15).

Any member of the Club failing to comply with the Child Protection Policy may be subject to disciplinary action under Rule 2.8.

1. INTRODUCTION

- 1.1 It is the Policy of the CVLSC to safeguard children taking part in boating from physical, sexual and emotional harm. CVLSC consider bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.
- 1.2 This document sets out what CVLSC means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

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

3. WHAT IS BULLYING

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

The three key bullying behaviours are:

- 3.1.1 It does not just happen once; it is ongoing over time.
- 3.1.2 It is deliberate and intentional- it is not accidentally hurting someone.
- 3.1.3 It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

3.2 Bullying can be:

Emotional: being unfriendly, excluding, tormenting (eg. hiding possessions gear or equipment, threatening gestures)

Physical: pushing, kicking, hitting, punching or any use of violence

Racist: racial taunts, graffiti, gestures

Sexual: unwanted physical contact or sexually abusive comments

Homophobic: because of, or focussing on the issue of sexuality

Verbal: name-calling, sarcasm, spreading rumours, teasing.

3.3 Why is it important to respond to Bullying?

- 3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.
- 3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

4. SIGNS AND SYMPTOMS OF BULLYING

- 4.1 A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:
 - Is frightened of being left alone with other children.
 - Changes their usual routine.

- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has cuts or bruises that can not adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

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

5. PROCEDURES

5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a Coach, a Club Officer or the Child Protection Officer.

5.2 This person will then follow the procedure laid down in the CVLSC Child Protection Policy and Guidelines.

5.3 The bully will not be informed of your identity without your consent.

5.4 Being found to know of bullying without reporting it is unacceptable behaviour.

6. OUTCOMES

6.1 All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.

6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.

6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.

6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.

6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.

6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

6.7 All incidents will be reported to the CVLSC Child Protection Officer and kept on record to monitor any future reports.

7. MONITORING AND REVIEW

8.1 The Policy will be monitored by the CVLSC Child Protection Officer.

8.2 The Policy will be reviewed annually by the Commodore of CVLSC in consultation with the CVLSC Child Protection Officer and appropriate Club officials.

PART 2 – Procedures

3 Child Protection Officer

Revised Sept 09

Although everyone has a role to play in ensuring that children are safe, it is recommended that a designated individual has specific responsibility for implementing our policy, and acts as the point of contact to receive information and advice from the RYA.

Ideally it should be someone with relevant knowledge and experience, who is perceived as being approachable and having a child-focused approach. They don't need to be an expert – that is the role of Children's Social Care Services* and the Police. If they haven't received any previous training, [see page 10](#) for information on training.

The designated Child Protection Officer's general terms of reference include:

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

If there is a concern, the Child Protection Officer would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the CVLSC's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed as necessary ([Appendix 7](#)).

Everyone in the organisation should know who the Child Protection Officer is and how to contact them. The RYA provides a free poster for clubs and training centres to display this information. Contact Jackie Reid (see below).

* Note Following the revision of the Government's guidance document 'Working Together to Safeguard Children' in 2006, in England and Wales the Children and Families services which formerly came under the Social Services departments of local authorities have been reorganised and merged with Education services. The names of the new departments vary from one authority to another but are generally known as Children and Families Services or Children's Social Care. If you are unable to obtain contact details from your local authority or the phone book, the RYA Child Protection Officer can provide this information on request.

RYA designated person

The RYA's Child Protection Officer is Jackie Reid, HR and Administration Manager, tel. 023 8060 4104, e-mail jackie.reid@rya.org.uk.

If Jackie Reid is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Volunteer Development Officer, tel. 023 8060 4199, e-mail jackie.bennetts@rya.org.uk.

4 Good practice guidelines

Revised Sept 09

Culture

It is important 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.

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

Minimising risk

Plan work 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.

Common sense guidelines:

- 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 CVLSC's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge within CVLSC 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 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.

Note: HANDOUT FOR INSTRUCTORS & VOLUNTEERS – Appendix B

Responsibilities of staff and volunteers

Make sure your staff or volunteers are given clear roles and responsibilities, are aware of your organisation's child protection policy and procedures and are issued with guidelines on:

- following good practice (*see above and Template 4*) and
- recognising signs of abuse (*see Appendix A*)

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

Child Protection Training

Revised July 10

The RYA has a number of Tutors accredited by sportscoach UK to deliver a three-hour basic awareness workshop 'Safeguarding and Protecting Children' to RYA clubs and centres. Any club or centre interested in booking a workshop should contact RYA Sport Development on 023 8060 4192. Specific training for Club Welfare Officers will be available from autumn 2010.

Sportscoach UK (www.sportscoachuk.org, Public Pages, Workshop Finder), some County Sports Partnerships, local authorities and Local Safeguarding Children Boards offer open training.

Parental responsibility and club liability

Although clubs have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's Child Protection and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities. For further information on club liability and duty of care, see the RYA's website www.rya.org.uk, Working with Us, Clubs and Class Associations.

Changing rooms and showers

It is preferable for adults to stay away from the changing rooms while there are children there. However bullying etc. can be an issue and a balance should be struck depending on the situation. In general it is better if one adult is not alone. Extra vigilance may be required if there is public access to the venue. 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.

Bullying

See Page 6 for CVLSC's Anti-bullying policy.

First aid and medical treatment

First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer (*see Template 5*).

Organising and hosting events

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

The RYA can provide a poster, in sailing, windsurfing or powerboating versions, to display at any event, giving the contact details of the event Child Protection officer – see the website www.rya.org.uk, Working with Us, Child Protection, or call RYA Sport Development on 023 8060 4192. Guidance on running events is available from the RYA.

Photography

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

There are two key principles to bear in mind:

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

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

- It is preferable to use a general shot showing participants on the water, or a group shot of the prizewinners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, **DO NOT** publish any other information (eg. 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 CVLSC's Child Protection officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

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

5 Handling concerns, reports or allegations

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

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

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a 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 A.

Handling an allegation from a child

Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure that child and stress that he/she is not to blame
- be careful about physical contact, it may not 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
- follow your organisation's child protection procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask more questions than are necessary for you to be sure that you need to act
- take sole responsibility – consult someone else (ideally the designated Child Protection/Child Protection Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the 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.

Recording and handling information

Revised July 2010

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 questions which may jeopardise any formal investigation. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities (see Template 9 for Referral Form).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are 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 sport, the Police or Children's Social Care

will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

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

Procedures

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

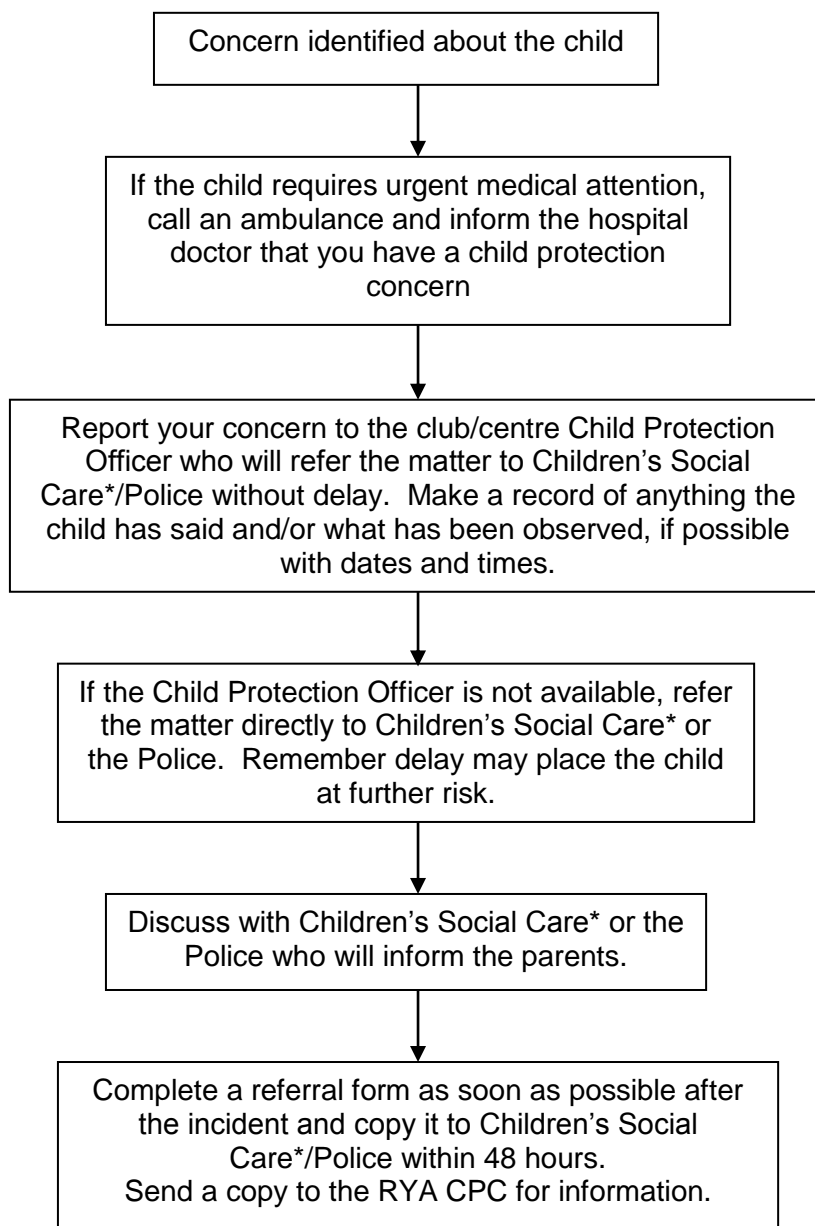
- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in club rules or a staff handbook, depending on the nature of the organisation) setting out how an allegation of misconduct will be investigated and, if substantiated, acted upon.

Handling the media

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

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

**Flowchart 1 –
What to do if you are worried that a child is being abused outside the sport’s
environment (but the concern is identified through the child’s involvement in the sport)**

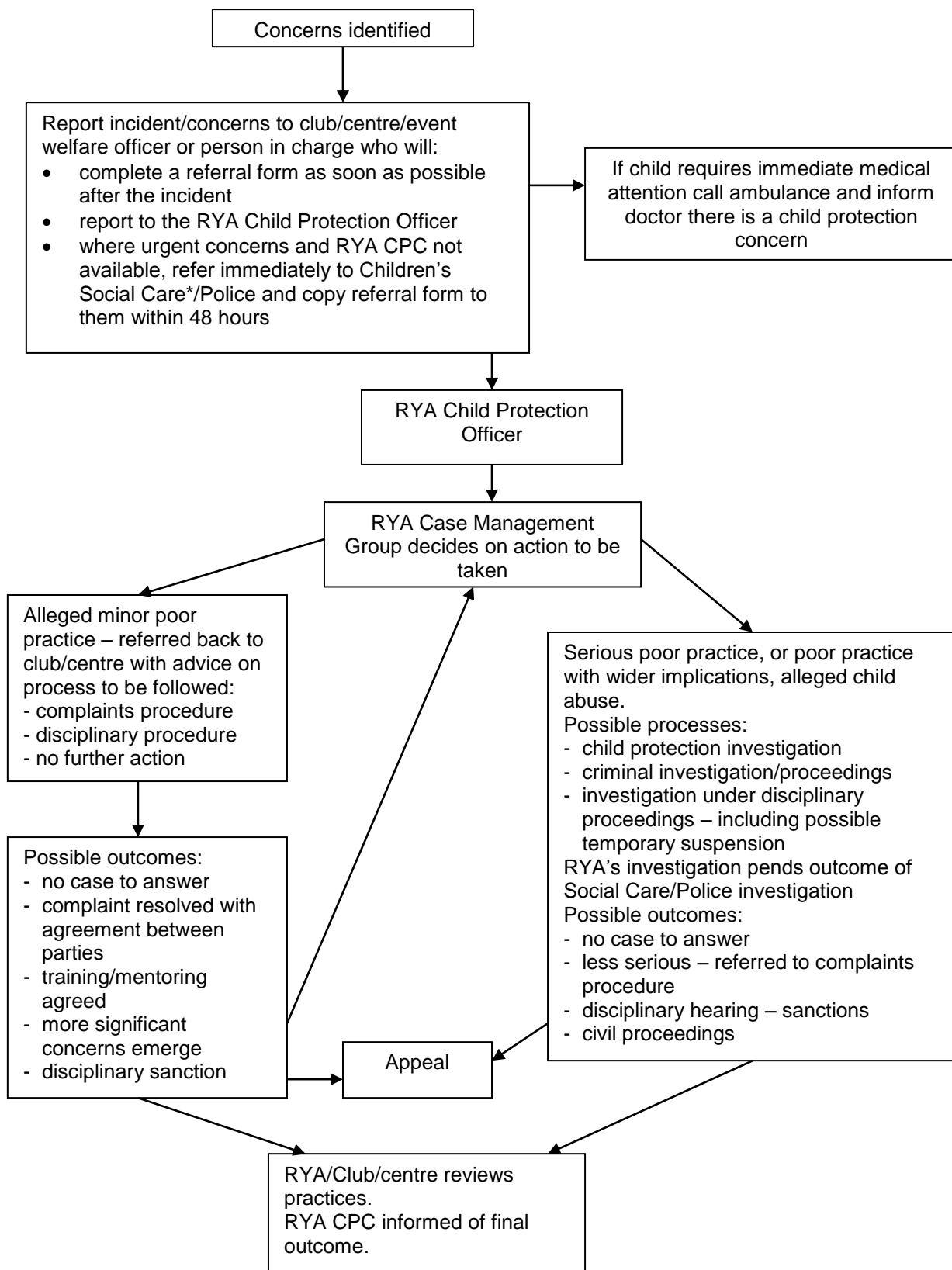


If you are uncertain what to do at any stage, contact the RYA’s Child Protection Officer on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

* Details available from RYA Child Protection Officer.

Flowchart 2 –

What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for CVLSC or an RYA affiliated/recognised organisation



* Details available from RYA Child Protection Officer

PART 3 – INFORMATION

7 Useful Contacts

Revised July 10

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

Fax: 023 8060 4298

E-mail: jackie.reid@rya.org.uk

Website: www.rya.org.uk

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

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Social Care Services

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

NSPCC Helpline

0808 800 5000

Childline

0800 1111

Website: www.childline.org.uk

sportscoach UK – provide child protection training

Tel: 0845 601 3054

Website: www.sportscoachuk.org

Appendix A – What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to damage done to a child's physical or mental health. Child abuse can take many forms:

Physical abuse where adults or other children:

- physically hurt or injure children (eg. by hitting, shaking, squeezing, biting or burning)
- give children alcohol, inappropriate drugs or poison
- attempt 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.

Neglect includes situations in which adults:

- fail to meet a child's basic physical needs (eg. for food, water, warm clothing, essential medication)
- consistently leave children alone and unsupervised
- fail or refuse to give children love, affection or attention
- neglect in a sailing situation might also occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse. Boys and girls are sexually abused when adults (of the same or opposite sex) or other young people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- 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 can occur in a number of ways. For example, where:

- there is persistent lack of love or affection
- there is constant overprotection which prevents children from socialising
- children are frequently shouted at or taunted
- there is neglect, physical or sexual abuse
- 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.

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.

Recognising Abuse

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

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

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

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Child Protection Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Appendix B

Good Practice Guide

For instructors and other volunteers working with children.

You can reduce situations for abuse of children, and help to protect yourself from false allegations, by using these common sense guidelines:

- Do not spend excessive amounts of time alone with children away from others.
- Do not take children alone in a car on journeys, however short.
- Do not take children to your home.
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents.
- Design training programmes that are within the ability of the individual child.
- Whenever possible stipulate that children on courses have a parent/guardian on the Club premises at all times
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help. If you do have to help a child make certain that you are in full view of others, preferably another adult.
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents. Be sensitive to the risk, although it is probably slight in our sport, that images could be misused by a third party.
- Do not publish information, either in print or on a website that might enable someone to contact the child.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- allow or engage in inappropriate touching of any form.
- allow children to use inappropriate language unchallenged.
- 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.

However, it may sometimes be necessary for you 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 parents. In an emergency situation requiring this type of help it must be given in a sensitive way and with the utmost discretion. Parents/guardians should be informed as soon as possible.

Appendix C - RYA Code of Ethics and Conduct for Instructors, Trainers and Coaches

Sports training and coaching helps the development of individuals through improving their performance

This is achieved by:

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

Instructors, Trainers and Coaches should comply with the principles of good ethical practice listed below. They must:

- If working with young people under the age of 18, have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk under Working with Us.
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the sport's governing body and hold appropriate insurance cover.
- Develop an appropriate working relationship with students (especially children), 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 and nationally recognised governing body qualifications.
- 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 their sport (eg. courtesy to other water users).
- Consistently display high standards of behaviour and appearance.

If a good recruitment policy is adopted, and the issue of child protection covered in the organisation's risk assessment and operating procedures, both children and adults should be adequately protected. Potential abusers have difficulty operating in a well-run organisation.

All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking we carry out should be proportionate to the role and the level of risk involved. 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.

Organisations should agree a clear policy and apply it fairly and consistently:

- **who to check**
 - paid staff and/or volunteers (if they have the same level of responsibility, they should be treated in the same way whether they are paid or not)
 - new applicants only or existing volunteers/staff as well (if you are introducing checking for the first time you might want to start with new applicants and then check your existing volunteers or staff in priority order depending on their role)
 - those with specific responsibilities (eg. instructor, centre principal, child protection/Child Protection officer, coach, head of cadet section) or anyone who regularly helps with junior/youth activity
- the **level of check** to be conducted for each category
 - references
 - self-disclosure (normally used at the application stage and followed up by a full Disclosure at the offer stage)
 - Enhanced Criminal Records Disclosure.

Are they competent?

You are more likely to recruit someone who is well suited to their role, and ensure equality of opportunity, if you:

- 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 you're looking for
- check that the applicant is competent for the role, eg. they hold an appropriate and valid RYA instructor certificate or coach qualification if required
- provide training, mentoring or supervision to cover any areas where they may lack experience or confidence.

Are they safe?

If the role involves contact with children, you should at least:

- ask them to provide information about their past career or relevant experience
(see *Template 1 for sample application form*)
- ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- explore their experience of and attitude towards working with 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 (see *Template 2 for sample reference request*).

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 Child Protection, you are strongly advised to:

- ask the applicant to complete a self-disclosure form (see *Template 3*). Although they might make a false declaration, the fact that your organisation has these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- ask the applicant to apply for an Enhanced Criminal Records Disclosure (see below).

Criminal Records Disclosures

Revised July 10

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.

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, or if they will be undertaking 'regulated activity' within the meaning of the Safeguarding Vulnerable Groups Act 2006. A Regulated Position is a paid or voluntary role which involves working closely with children or vulnerable adults on a frequent (once a week or more), intensive (on four days or more in a single month) or overnight basis.

Organisations affiliated to or recognised by the RYA can access the Disclosure process through the RYA. The procedure varies according to the home country and legal jurisdiction in which your organisation is located (see below). Up to date information is available from the RYA website, or contact the RYA's Child Protection Co-ordinator (see Section 7 for contact details).

England and Wales

The Protection of Children Act 1999 requires people working in 'regulated childcare positions', for example teachers, medical staff, child minders, foster carers, to undergo a criminal records check. It is not currently a legal requirement in England or Wales for voluntary sports clubs or private employers. However there is a risk that determined offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools come to your site, the Local Education Authority may request that you check your instructors or volunteers so that they are subject to the same level of scrutiny as the children's teachers. The RYA is registered with the Criminal Records Bureau (CRB) as an 'Umbrella body' and can process Disclosure applications on behalf of affiliated organisations and TCs. A fee is payable to the CRB in the case of paid employees.

Vetting and Barring/Safeguarding Vulnerable Groups Scheme

A new mandatory Vetting and Barring scheme, which was due to be introduced in England, Wales and Northern Ireland from November 2010, has been put on hold pending a review by the new Government. The legislation leading to this scheme arose from the Bichard Inquiry into the Soham murders, which recommended that people wishing to work with children or vulnerable adults should be required to register. The scheme will be overseen by the Independent Safeguarding Authority (ISA) which already maintains the lists of people barred from working with children or with vulnerable adults, but operated by the Criminal Records Bureau, Disclosure Scotland and Access NI alongside the existing Disclosure process. The RYA is monitoring developments and will keep clubs and centres informed.

A separate Safeguarding Vulnerable Groups Scheme is due to be introduced in Scotland in November 2010. The RYA will keep clubs and centres informed of developments.

Confidentiality

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

England and Wales

The Protection of Children Act 1999 requires people working in 'regulated childcare positions', for example teachers, medical staff, child minders, foster carers, to undergo a criminal records check. It is not currently a legal requirement in England or Wales for voluntary sports clubs or private employers. However there is a risk that determined offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If your organisation is a registered charity, the Charity Commission may require your trustees to be checked. If groups from local schools come to your site, the Local Education Authority may request that you check your instructors or volunteers so that they are subject to the same level of scrutiny as the children's teachers. The RYA is registered with the Criminal Records Bureau (CRB) as an 'Umbrella body' and can process Disclosure applications on behalf of affiliated organisations and TCs. A fee is payable to the CRB in the case of paid employees.

8 Templates

Template 1 – Application form

Revised Jan 09

To be adapted for voluntary role or paid employment

APPLICATION FOR THE POST OF (JOB/ROLE TITLE)

When completed this form should be returned, marked 'Private and Confidential',
to:

The closing date for applications is

PERSONAL DETAILS		
Title:	Surname:	Other names in full:

ADDRESS

TELEPHONE, FAX AND E-MAIL	
Home Tel: Fax: E-mail: Mobile:	Work Tel: Fax: E-mail: (please state if you do not wish to be contacted at work)

Do you hold a valid UK driving licence?	YES / NO
Do you have any unspent convictions (including motoring offences)? If yes, give brief details	YES / NO

Having a criminal record will not necessarily bar you from working with CVLSC. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving contact with children or vulnerable adults you will be required, at the offer stage, to apply for a Criminal Records Bureau Standard/Enhanced Disclosure.

IF APPOINTED WHEN COULD YOU START WORK?	HOW DID YOU HEAR OF THIS VACANCY?

EDUCATION AND TRAINING		
Secondary School, College/ University and/or Training Centres attended	Dates	Academic and/or Vocational Qualifications

SUMMARY OF PAST EXPERIENCE (start with most recent)	
Name of organisation, position held, dates	Brief description of responsibilities and duties

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

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OTHER RELEVANT INFORMATION

Recreational interests, hobbies, voluntary or community work

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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. Please indicate if you do not want us to seek a reference from any of your referees before interview or before an offer of employment.

NAME AND ADDRESS	CAPACITY IN WHICH KNOWN TO YOU

DECLARATION

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

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

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

Signature:

Date:

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Template 2 – Reference request
CONFIDENTIAL

Revised Dec 05

(Name) has expressed an interest in working with CVLSC in the role of, and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and Child Protection of children, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

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

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

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

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

5. Do you have any reason at all to be concerned about this applicant being in contact with children or young people?

YES NO Please tick

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

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked ‘Confidential’ to:

.....

Self-disclosure form

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

Chew Valley Lake Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection 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 Criminal Records Disclosure 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 child protection issues.

Signed: Date:

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

Template 4 – Sample Parental Consent form

Added Jan 09

Sailing Training Session Booking Form

Training sessions will be delivered by Chew Valley Lake Sailing Club (CVLSC) in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

Booking Conditions

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

Participant's First Name: Surname:

Age: (participants must be aged between 8 and 16 yrs) Date of Birth:

Address:

..... Postcode:

Please give details of any disability/medical condition/medication that you think the centre should know about eg. sight/hearing impairment, limited mobility, asthma, diabetes, epilepsy

Declaration: I hereby acknowledge that I have read the above conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Signed by Parent or Guardian: Date:

Print name:

Contact telephone number during session:

Template 5 – Medical consent and emergency contact form
THIS FORM IS DOUBLE SIDED – PLEASE ENSURE YOU TURN OVER
Please complete all sections in Block Capitals

SAILOR DETAILS:

Sailor Name:	
Home Address:	
Date of birth:	
Age:	

EMERGENCY CONTACTS:

Emergency Contact

Name:	
Relationship:	
Home Number	
Work Number	
Mobile Number:	

Alternative Emergency Contact:

Name:	
Relationship:	
Home Number	
Work Number	
Mobile Number:	

IF DIFFERENT FROM ABOVE:

Mother's Name:		Mobile Number:	
Home Number		Work Number:	
Father's Name:		Mobile Number:	
Home Number		Work Number:	

DOCTOR DETAILS:

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

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 in the box below.

When did you last have a tetanus vaccination? Year

Are you currently taking any medication? If so please specify:

Are you suffering/recovering from any injuries which may affect your sailing?

Are you vegetarian? Yes No Do you have any food allergies? If so, please specify:

Consent

I the parent/guardian of give permission to the organisers of activities during the period (dates of event) 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, as soon as possible, of the hospital visit and any treatment given by the hospital.

Signed: (parent/guardian)

Name: (please print) Date:

Template 6 – Photography consent form

Revised Jan 09

Consent form for the use of photography or video

Chew Valley Lake Sailing Club (CVLSC) recognises the need to ensure the safety and Child Protection of children and young people taking part in boating. In accordance with our child protection policy we will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children.

CVLSC will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform John Smalley (Child Protection Officer) immediately.

Conditions of Use

1. We will not re-use any images after your child has left CVLSC.
2. We will normally only identify a child by reference to the child's first name.
3. We will not use personal details or full names (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
4. We will not include personal email or postal addresses, telephone or fax numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
5. We may use group photographs or footage with very general labels, such as 'Cadet Week'.
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

Declaration of parent or person with Legal Responsibility:

Name of child:

1. I agree that my son's/daughter's photograph may be used in CVLSC's brochure and other printed publications. **Yes / No**
2. I agree that my son's/daughter's image may be used on CVLSC's website. **Yes / No**
3. I agree that my son/daughter may be photographed or filmed by the media and the images used in local or national newspapers, televised news programmes etc. **Yes/No**
4. Certain sailing magazines require full names in sailing reports and to accompany pictures of prizewinners. May we give this information to reputable sailing magazines such as Yachts & Yachting? **Yes / No**

I have read and understood the Conditions of Use above.

I agree to notify CVLSC of any relevant changes in my child's circumstances.

I confirm that my child is not under a court order.

Signed: Date:

Name:

Template 7 – Safeguarding and Child Protection referral form

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

**This form should be copied, marked ‘Private and Confidential’ and sent to:
The RYA Child Protection Officer, Jackie Reid
RYA House, Ensign Way, Hamble, Southampton, SO31 4YA and to the statutory
authorities (if they have been informed of the incident) within 48 hours of the incident.**