



Safeguarding Children & Vulnerable Adults

Policy Statement, Procedures & Guidelines

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This document can be found on Otley Sailing Club website and a paper copy is available from the Club House

Otley Sailing Club
Weston Water, Bridge End Quarry, Otley,
LS21 3DS

Telephone: 01943 850391
Email: enquiries@otleysc.org

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Part 1

Otley Sailing Club Child/Vulnerable Adult Welfare Policy Statement (see also Template 8)

Otley Sailing Club is committed to safeguarding (from physical, sexual or emotional harm, neglect or bullying) children taking part in its activities. Club members should at all times, show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way which reflects the principles of the club.

We recognise that the safety, welfare and needs of the child is paramount and that all children, irrespective of their age, disability, religion or belief, sex or gender identity or social status, have a right to protection from discrimination and abuse.

Note

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.

The RYA have produced new videos to help clubs develop a greater understanding of discrimination and equality
See videos [here](#)

Otley Sailing Club will:

- Treat all children with respect and celebrate their achievements.
- Ensure that all committee members, instructors and volunteers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all committee members, instructors and volunteers understand their responsibility to work to the standards that are detailed in the organisation's *Child Protection Procedures* and work at all times towards maintaining high standards in line with RYA guidelines regarding child welfare;
- Ensure that all instructors and volunteers understand their duty to report concerns that arise about a child or young person, or a club members conduct towards a child/young person, to the club Welfare Officer;
- Ensure that Otley Sailing Club's Child Welfare Officer(s) understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies
- Provide opportunities for all committee members, instructors and volunteers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views and will have access to the clubs *Complaints Procedure*;
- Ensure that parents/carers are encouraged to be involved in the life of the club and, when requested, have access to all guidelines and procedures;

Part 2

Procedures

1. Named Person(s) for Child/Vulnerable Adult Welfare

Otley Sailing Club have appointed individuals who have responsibility for dealing with any child or vulnerable adult concerns. In their absence, a deputy will always be available for club members to consult with. The named persons for Child Welfare within Otley Sailing Club are:

Named Person for Child/adult Welfare:

Rebecca Davison

Home telephone number: 01535 656995
Mobile number: 07811 945436
Email: rsdavison@gmail.com

Deputy Name of contact person:

Susan Rawson

Mobile number: 07952 955785
Email: susancrawson@hotmail.com

The role and responsibilities of the Welfare Officer person(s) are:

1.1 If there is a concern, the Welfare Officer will

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed as necessary.
- record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

1.2 The designated person's will also:

- Maintain up to date policy and procedures, compatible with the RYA's.
- Ensure that club members are aware of and follow procedures.
- Advise the management committee on safeguarding and child protection issues.
- Maintain contact details for local Children's Social Care Services and Police

RYA designated person

The RYA's Safeguarding and Equality Manager is Jackie Reid, tel. 023 8060 4104, e-mail safeguarding@rya.org.uk.

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

2. Handling concerns, reports or allegations

This section is primarily for the Otley Sailing Club designated Welfare 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 the club. It may involve the behaviour of one of the club volunteers, or something that has happened to the child outside club activities, 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 the responsibility of club members to investigate further BUT it is the responsibility of the Club to act on concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.

Handling an allegation from a child or young person

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, using the child's own words
- follow the club's child protection procedures

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the Club Welfare 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

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 by the Club Welfare Officer as soon as possible to Leeds 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 (see Template 7 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 Otley Sailing Club, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager 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 Club other than the person who received or initiated the allegation and, if different, the person in charge.

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

Statutory Authorities

If Otley Sailing Club is contacted by the Police or Children's Services concerning information received or a complaint made by, or about a member or volunteer, you are advised to contact in the first instance the Club Welfare Officer who will then contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

Handling the media

If there is an incident at Otley Sailing Club which attracts media interest, or if the club is contacted by the media with an allegation concerning one of the club members, the club will not issue a response until there has been an opportunity to check the facts and seek advice. In such circumstances a club representative will contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

Historical allegations

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

Reference to the Disclosure and Barring Service or Disclosure Scotland

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this action in Scotland. If the Club 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, you have a duty to refer them to the DBS or Disclosure Scotland as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website or contact the RYA Safeguarding and Equality Manager.

Reporting Procedures

If you are unsure what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104, or the NSPCC free 24-hour helpline on 0808 800 5000.

Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA Safeguarding and Equality Manager or, if a child is at immediate risk, the Police. Some of the local contact number are shown below:-

Contact details

LEEDS CONTACT INFORMATION	
Local Authority Children's Social Care Services	
Enquiries about children for whom there are concerns – 8am-6pm	0113 376 0336
Social Care Emergency Duty Team – for out of hours referrals	0113 240 9536
Police	
	999 or 101 for non-emergency
NSPCC	
Leeds Office	0113 217 2200
National Child Protection Helpline	Telephone: 0808 800 5000 Text: 88858 Email: help@nspcc.org.uk Online: www.nspcc.org.uk/reportconcern
Leeds Safeguarding Children's Board Manager	
Safeguarding Children's Board Manager	Telephone: 0113 395 0297 Email: leedsjscb@leeds.gov.uk
The Welfare Officer can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC	National Child Protection Helpline - 0808 800 5000.

[Link > Leeds Safeguarding Children Board](#)

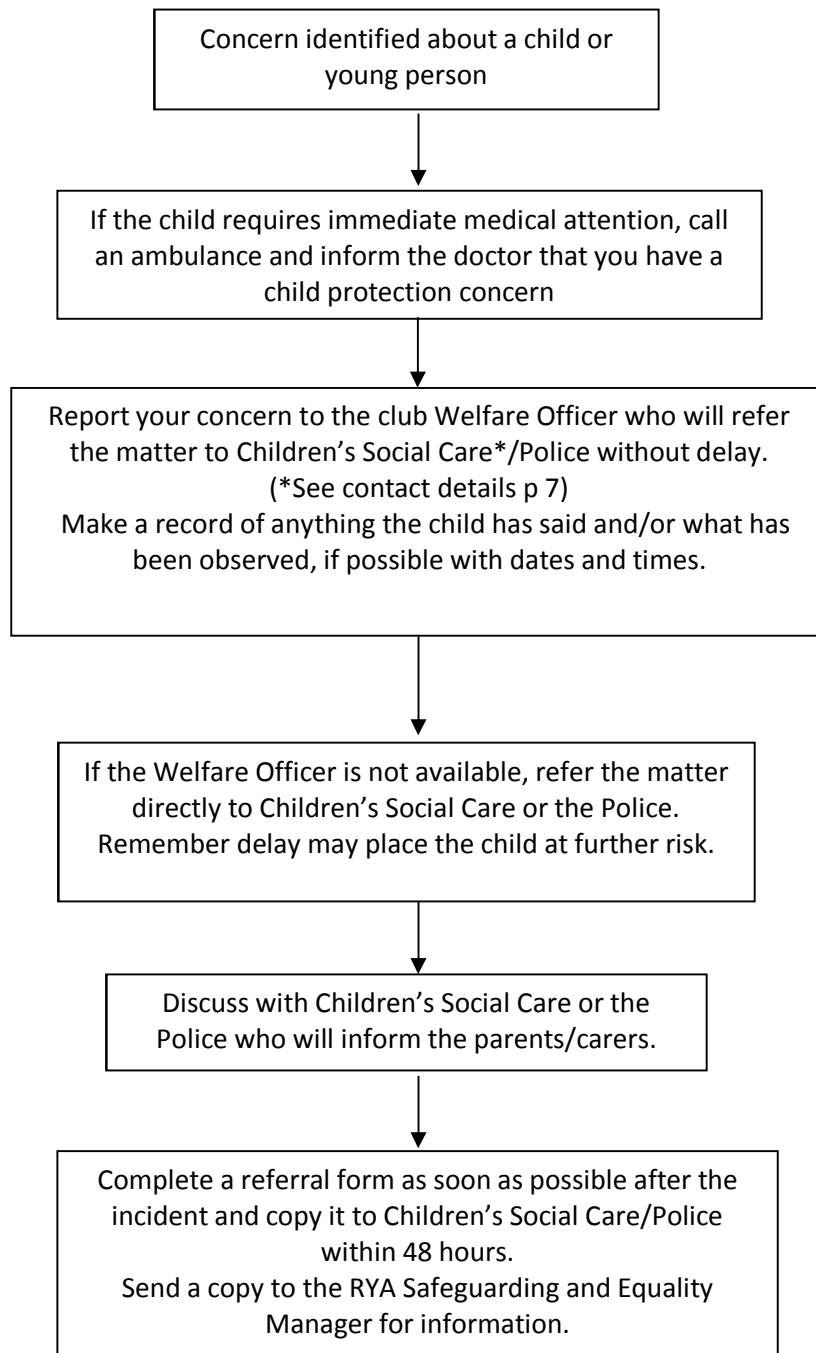
Handling an allegation regarding a vulnerable adult

The same principles will be applied as children and young people; however the following contacts should be used to report an allegation and/or seek support/advice. Staff on any of the following telephone numbers will be pleased to help you:-

Leeds Safeguarding Adults Partnership – 8am-6pm	0113 222 4401
Leeds Safeguarding Adults Partnership – out of hours	07712 106378
If immediate action is needed, contact the emergency services on	999
If you need to report a crime but it is not an emergency, telephone the police on	101

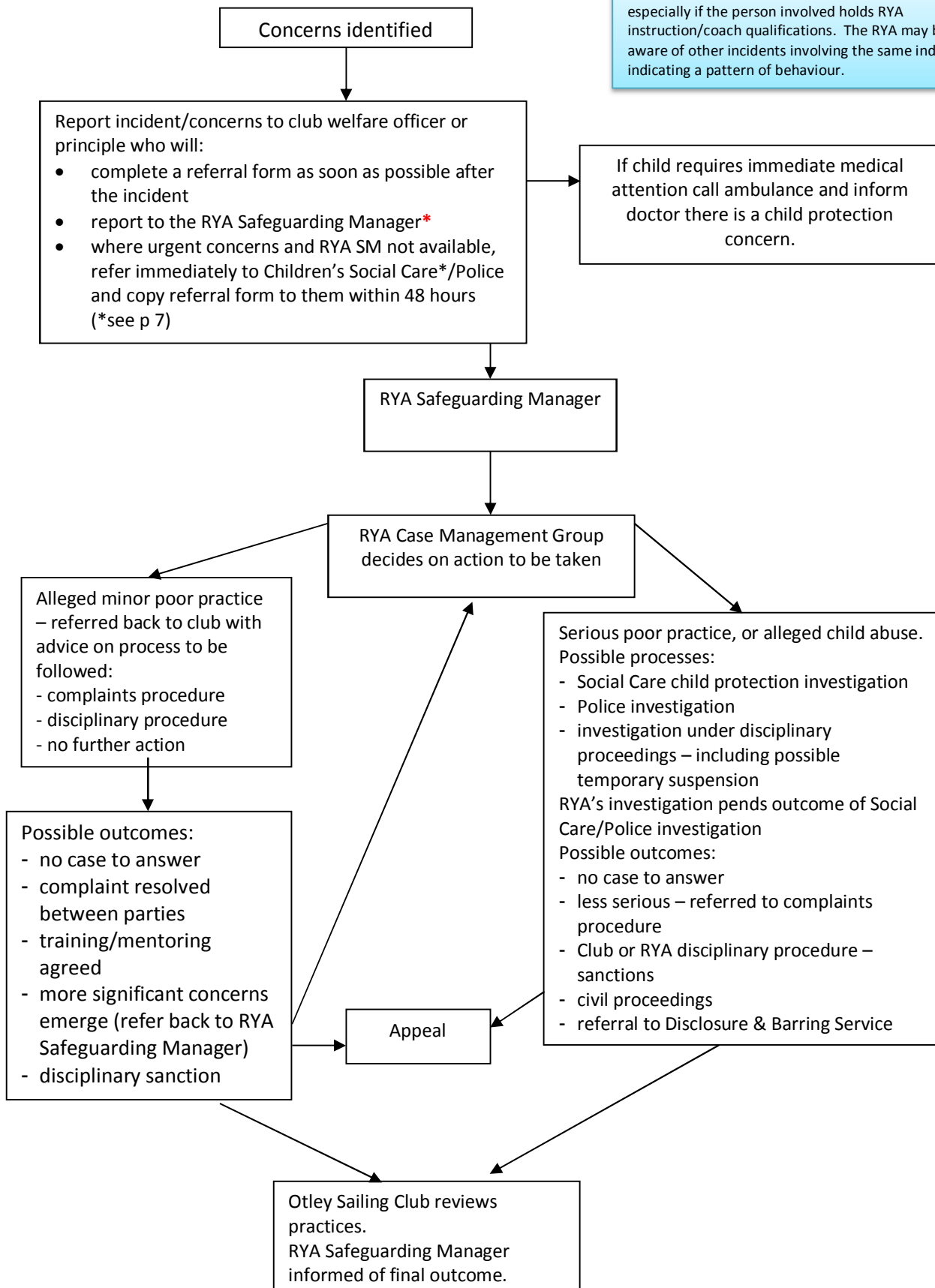
[Link > Leeds Safeguarding Adults Partnership](#)

Otley Sailing Club Flowchart 1 – What to do if you are worried that a child is being abused outside the club (but the concern is identified through the child’s involvement in the club).



Otley Sailing Club Flowchart 2 – What to do if you are concerned about the behaviour of any club member/volunteer in relation to the welfare of a child (as a RYA affiliated/recognised organisation).

* it is important that concerns are reported to the RYA, especially if the person involved holds RYA instruction/coach qualifications. The RYA may be aware of other incidents involving the same individual, indicating a pattern of behaviour.



3. Volunteer Registration

Otley Sailing Club recognises the invaluable role volunteers can bring to the work of the club with children, young people and disabled adults. In order to ensure that children, vulnerable adults and volunteers are adequately protected the following policy will be adopted.

- **Who to check** – a registration policy will apply to those with specific responsibilities e.g. coach, instructor, sailing principal, welfare officer and volunteers who regularly help with junior/ youth or Sailability activity.

Volunteer registration is required for those who are in close and/or unsupervised contact with children and vulnerable adults. In practical terms it will be helpful to ask the following:

Q: a club member regularly helps with specific tasks at Youth Club/Sailability and has unsupervised access to individual/groups of children/vulnerable adults e.g. giving lifts to groups of children in their car.

Should they be registered: YES

Q: a club member helps on junior week during the summer and has regular and/or unsupervised access to children e.g. sailing with young people in dinghy; helping in galley.

Should they be registered: YES

Q: should a parent who helps with occasional tasks e.g. moving boats and taking responsibility for their own (or designated) child be registered? : NO

- **Level of Check** – based on the above scenarios, the level of check for volunteer registration will include some/all of the following
 - Volunteer Registration Form.
 - Self-disclosure Form.
 - Enhanced Criminal Records Disclosure (DBS).
- **Are they competent?** - the following will be undertaken in order to support the recruitment of competent volunteers
 - provide a clear role description so that volunteers understand what the work involves. This will likely be a verbal role description.
 - check that the applicant is competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate or coach qualification if required.
 - provide training and support to cover any areas where they may lack experience or confidence.
- **Are they safe?** – if the role involves close or regular contact with children or vulnerable adults, training or supervising children or is a position of trust or authority over children's welfare, Otley Sailing Club will:
 - ask the volunteer to complete a Self-disclosure Form (see template 3, Self-disclosure Form), read our Good Practice Guide (see template 4) and Code of Conduct (see template 5). Although the volunteer may make a false declaration, the fact that we have these procedures in place may deter anyone with a criminal record related to their suitability of the role proceeding any further.

Criminal Records Disclosures (DBS)

Under the Rehabilitation of Offenders Act 1974, you should not ask someone to apply for a Disclosure unless they are going to be in a position of trust, 'in close or unsupervised contact' with children, or in a role with influence over children's welfare (e.g. Club Welfare Officer). 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.

Organisations affiliated to or recognised by the RYA can access the DBS (previously CRB) process through the RYA.

[Link > Disclosure & Barring Service](#)

If you have any questions regarding this guidance please contact OSC Welfare Officer.

Confidentiality and data storage

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. When data is no longer relevant it will be destroyed securely, e.g. shredding.

4. Good Practice Guidelines

Culture

Otley Sailing Club recognises the importance of ensuring that there is a culture within the Club 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.

Minimising risk *(see Good Practice Guide, Template 4)*

Otley Sailing Club will plan our events to 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 instructors.

These common sense guidelines should be promoted to everyone within Otley Sailing Club:

- 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 Club activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at 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 with clothing/buoyancy aid, make sure you are in full view of others, preferably another adult.
- Restrict communications with young people via mobile phones, email or social media to group communications about Club matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

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

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

Additional vulnerability

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

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

Grooming

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face by a stranger or by someone they know – for example, a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/>. Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

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

Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix D. Safeguarding and child protection procedures should include an Anti-Bullying Policy. The RYA's Anti-Bullying Policy is available on the RYA website under Racing, Youth and Junior, Information, Policies or click this link: <http://www.rya.org.uk/racing/youth-junior/info/Pages/policies.aspx>. The Child Protection in Sport Unit also publishes a sample Anti-Bullying policy and guidance – see <https://thecpsu.org.uk/help-advice/topics/anti-bullying/>.

Managing challenging behaviour

Guidance for instructors and volunteers on handling young people who display challenging behaviour is available as a download from the RYA website www.rya.org.uk/go/safeguarding, under RYA Safeguarding and Child Protection Guidelines.

Responsibilities of volunteers and instructors

Volunteers should be given clear roles and responsibilities, are aware of the Club child welfare 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 and Conduct (*see Appendices B and C*).

Parental responsibility and club liability

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching. Otley Sailing Club has a code of conduct (*See template 5 Club Code of Conduct*), whether they are participants, parents, instructors or volunteers. This is so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Although Otley Sailing Club has a duty of care to its membership, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities. This should be made clear to parents, particularly in relation to the Youth Club.

When children are attending an organised training session or activity, the Club has a duty of care for their safety and welfare at all times. If the Club requires a parent (or designated responsible adult) to be on site, we will make clear at what point responsibility transfers from the instructors/volunteers to the parent.

Changing rooms and showers

It is preferable for adults to stay away from the changing rooms while there are children there. However 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. Parents should be made aware that adult club members may be in the changing rooms at the same time.

Bullying can be an issue in changing rooms and showers. If a child alleges bullying or shows signs of being bullied, this must be investigated. (See separate paragraph above on Bullying).

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

First aid and medical treatment

First aid is part of Otley Sailing Club normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer (*see Template 6*).

Organising and hosting events

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

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed best practice guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these guidelines.

Away events

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them. The RYA Racing Department has Sailor Supervision Guidelines for those involved with the national junior and youth squads.

RYA Youth Racing Policies

The RYA Youth Racing department has developed detailed policies for RYA squad programmes and for Volvo RYA Champion Clubs. These are available on the RYA website (see www.ray.org.uk/racing/youthjunior/information/Pages/Policies.aspx). They may be a useful reference for events organised by bodies other than the RYA but should not be taken as prescriptive.

Communicating with young people

The world of internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone are:

www.nspcc.org.uk/shareaware
www.internetmatters.org

www.net-aware.org.uk
www.getsafeonline.org

The RYA's Youth Racing Communication Policy is included in the above policies. The Scout Association produces some helpful guidance on using emails and text messaging when communicating with young people and this is available at www.scouts.org.uk/safeguarding.

Coaches and Instructors

When working with children and young people you are advised to:

- avoid using over-familiar language and try to copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact

When using social media, it is recommended that you:

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

Parents

Otley Sailing Club is responsible for the content published on their sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links under Communicating with young people for guidance.

Children and young people

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

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

Photography, images and video

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

There are two key principles to bear in mind:

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

- A consent form could be included with the event entry form (*see Template 6 Parental Consent Form*).
- 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 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 prize winners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (eg. where they live, name of school, other hobbies or interests) that could enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the Club's child protection/welfare officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or 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.

Club websites and Social Media

When promoting Otley Sailing Club and encouraging members to interact through the website or social networks such as Facebook, there are a few issues to bear in mind in relation to children and young people:

- Follow the guidance on the use of images of children (see Photography section above)
- Ensure that the content and language on our sites or pages, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- If parents or young people need to report inappropriate content or online bullying and to request that the content is removed, then the Clubs Welfare Officer should be contacted in the first instance. They will then assess the report or request and act promptly to remove the offending content.

Safeguarding Training

Otley Sailing Club will ensure that all volunteers working with children have read our code of conduct and if applicable undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

The RYA has developed an online safeguarding awareness course, 'Safe & Fun' which is available through over 60 RYA Training Centres. It is a mandatory requirement for all those intending to qualify as an RYA Dinghy Instructor, Senior Instructor or Racing Coach to complete the online course prior to their Instructor or Coach course. The course is also available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge.

If anyone is interested in this, please contact Otley Sailing Club's named person for child welfare.

Useful Contacts

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

Website: www.rya.org.uk

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 366 5590

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

NSPCC Helpline (*help for adults concerned about a child*)

0808 800 5000

Email: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline (*help for children and young people*)

0800 1111

Website: www.childline.org.uk

sportscoach UK – provide safeguarding and protecting children training

Tel: 0113 274 4802

Website: www.sportscoachuk.org

Disclosure & Barring Service (formerly CRB)

Tel: 0870 909 0811

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

Template 1

Volunteer Registration Form

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

Personal Details		
Title	Surname	Forenames

Address

Telephone & email	
Home:	Work:
Telephone:	Telephone:
Mobile:	Mobile:
Email:	Email:
<i>please state if you do not wish to be contacted at work</i>	

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 volunteering at Otley Sailing Club. 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 Disclosure and Barring Service check (DBS).	

Employment (most recent employment first)	
Name of organisation and position held	Dates

Summary of relevant past experience (start with most recent)	
Date, name of organisation and position held	Brief description of responsibilities and duties

Other relevant information
Recreational interests, hobbies, other voluntary or community work

References

Please give names and addresses of 2 people 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 prior to voluntary work starting.

Name and address	Capacity in which known to you

Declaration

Data Protection Act In order to recruit this post, Otley Sailing Club 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 the 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:

Reference Request Form

CONFIDENTIAL

(Name) has expressed an interest in volunteering with Otley Sailing Club 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 welfare 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

Revised Jan 2015

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

Otley 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 frequent or regular 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.

All information will be treated as confidential and managed in accordance with data protection legislation and guidance. You have a right of access to information held about you under the Data Protection Act 1998.

Name: _____

1. Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013)?

YES NO

If yes, please supply details: _____

2. Have you ever been known to any Children Services Department or the Police as being an actual or potential risk to children?

YES NO

If yes, please supply details: _____

3. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

YES NO

If yes, please supply details: _____

Declaration: I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for withdrawing my appointment. I understand that I may be asked to provide a Criminal Records Disclosure (DBS - Disclosure & Barring Service) and consent to do so if required. I agree to inform Otley Sailing Club within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. I understand that the information contained in this form and in the DBS, or relating to subsequent concerns about my behaviour, may be shared with regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard children. I also declare that I have read and understood the 2 documents, Good Practice Guide and Otley Sailing Club Code of Conduct.

Signed: _____ Date: _____

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

Hand-out for Instructors, Coaches and Volunteers – Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Safeguarding Children & Vulnerable Adults Policy which is available for reference at all times.

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

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.

Otley Sailing Club Code of Conduct

It is the policy of Otley 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 Otley Sailing 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, windsurfers and power boaters

- 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, text or online
- Take care of all property belonging to other participants, Otley Sailing Club or its members

Parents

- Support your child's involvement and help them to 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/event venue

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- 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 Otley Sailing 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 Otley Sailing Club's Welfare Officer, or the person in charge of the activity.

Parental Consent Form

(for participants under 18 years)

Please complete all sections in Block Capitals

Participant's details

First name	Surname/family name
Home Address	
Date of birth	Age

Parent/guardian/person with legal responsibility

First name	Surname/family name
Relationship to child	
Home Number	
Mobile Number	
Email address	

Alternative Emergency Contact:

First name	Surname/family name
Relationship to child	
Contact number during sessions	

Medical information

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Has your child ever suffered from any of the following conditions:
 Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes,
 travel sickness, allergies to medication, any other allergies, other illnesses or disabilities? YES / NO
 If YES please provide details, including any specific medical advice to be followed in an emergency:

Is your child currently taking any medication? YES / NO

If YES please specify:	
When did your child last have a tetanus vaccination?	Year:

Is your child currently suffering/recovering from any injuries which may affect their sailing?	YES / NO
If YES please provide details:	

Is your child vegetarian?	YES / NO
Does your child have any food allergies?	YES / NO
If YES please provide details:	

Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	YES / NO
If YES please provide details:	

Declaration of parent or person with legal responsibility

I the parent/guardian of hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Medical consent

I 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 Otley Sailing Club to take my child 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.

Consent for use of images

I grant to Otley Sailing Club, without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event. I have read and understood the Conditions of Use attached. I agree to notify Otley Sailing Club of any relevant changes in my child's circumstances. I confirm that my child is not under a court order.

Signed: (participant)

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

Name: (please print) Date:

Training Session Booking Conditions

Training sessions will be delivered by Otley Sailing Club in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

1. Otley Sailing Club 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 Otley Sailing Club nor any of its instructors or volunteers shall be liable in any way whatsoever in respect of loss or damage to property.
5. Otley Sailing Club 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. Otley Sailing Club 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 the centre's instructors and volunteers are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
7. Otley Sailing Club 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 the club's staff immediately.

Conditions of Use of Photography or Video

In accordance with our child protection policy, Otley Sailing Club 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. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform Rebecca Davison or Lindsay Thomas immediately.

1. We will normally only identify a child by reference to the child's first name.
2. 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 Club 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 Club members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our Club brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels, such as 'Junior Week'.
5. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
7. Commercial sale of any form of media will be limited to the Club or their official photographers.
8. We will not re-use any images after your child has left Otley Sailing Club.

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 by organisation (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and email address	
Signature of person completing form	
Date and time form completed	
Name and position of Otley Sailing Club's child protection/welfare 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 Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, email safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Appendix A

What is child abuse?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

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

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

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

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

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

Sexual abuse. 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.

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

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

Recognising Abuse

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

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

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

If you are concerned

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

Appendix B

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

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

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

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

Appendix C

RYA Coach Code of Ethics and Conduct

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

This is achieved by:

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

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

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