



Otley Sailing Club Safeguarding and Child Protection Policy and Procedures

1. Created October 2009 D.Benn/C. Fox/L. Thomas
2. Review date October 2010 D. Benn
3. Review date June 2012 D.Benn
4. Review date March 2014 R.Davison/D.Benn/L.Thomas
5. Review date May 2016 R Davison
6. Review date May 2017 R Davison
7. Review date March 2018 S Rawson (policy re-written)
8. Review date February 2019 S Rawson

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

**Telephone: 01943 850391
Email: enquiries@otleysc.org**

This document should be read and followed in conjunction with the RYA Safeguarding and child protection guidelines.

Policy Statement

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

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

Otley Sailing Club 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.
- Run RYA and non RYA training and events to the highest possible safety standards.
- Treat all children with respect and celebrate their achievements.

Otley Sailing Club:

- Recognises that safeguarding children is the responsibility of everyone, not just those who work / volunteer with children.
- Carefully selects volunteers in roles involving close contact with children and provides them with appropriate information or training.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.
- Otley Sailing Club promotes 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.

This policy will be reviewed by the club welfare officer annually.

Club Welfare Officer

Susan Rawson

Email address susancrawson@hotmail.com

[Mobile: 07952955785](tel:07952955785)

Rachel James
Email address rachel1james@virginmedia.com
Mobile: 07769680011

RYA Welfare Officer (can be contacted in the absence of club welfare officers)
Jackie Reid
tel. 023 8060 4104,
e-mail safeguarding@rya.org.uk

Otley Sailing Club welfare officer will be responsible for:

- Maintaining up-to-date policy and procedures, compatible with the RYA safeguarding and child protection policy and guidelines.
- Ensuring that relevant volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services and Police.

If there is a concern, Otley Sailing Club welfare 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 organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed as necessary.

Volunteers *(updated 2019)*

Otley Sailing Club will ensure that all volunteers working with children have undertaken training appropriate to their role.

Otley sailing club will keep an up to date record of all members who volunteer with child training session, including their role. This will be updated annually.

OSC requires all volunteers who regularly teach, train, instruct, supervise or care for children to apply for an Enhanced DBS check.

Enhanced Criminal Records Disclosure, with Barred List will also be requested for people in other roles that involve working with children 'frequently or intensively' (at least once a week, or four times in a month) and who are not working under the direct supervision of another person who has been checked.

The following roles require Enhanced Criminal Records Disclosure, with Barred List:

1. Sailing Principal
2. Child Welfare Officer
3. All Instructors 16 years of age and over
4. Overnight supervision on Junior residential week
5. Regular volunteers at Sailability sessions (at least once a week) where these sessions include Children

The following roles require Enhanced Criminal Records Disclosure:

- Safety boat helm for RYA events

Otley Sailing Club complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. For further information refer to Otley Sailing Clubs Model Policy Statement on the Recruitment of Ex-Offenders.

Enhanced Criminal Records Disclosure and Enhanced Criminal Records Disclosure, with Barred List will be checked every 3 years in line with RYA recommendation.

Applicants to roles requiring Enhanced Criminal Records Disclosure who are already registered with the DBS Update Service and their existing Disclosure is for the same workforce (Children, Adults or both), Otley Sailing Club can ask to see their Certificate and confirm online whether it is still current.

Confidentiality and data storage *(updated 2019)*

All personal information, including Disclosure information, will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children, in accordance with the DBS Codes of Conduct, Otley Sailing Clubs Data Privacy Policy and Otley Sailing Clubs Model Policy Statement on the secure storage, handling, use, retention and disposal of DBS Disclosures and Disclosure information.

Safeguarding Training *(updated 2019)*

Otley Sailing Club will ensure that all volunteers working with children have undertaken training appropriate to their role. The RYA online safeguarding awareness course 'Safe and Fun' is mandatory for all new instructors however OSC recommends all volunteers whose role requires a DBS check to complete the course.

Disability awareness training is offered at Otley Sailing Club and can be attended by all member.

Good Practice

Otley Sailing Club will promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust.

All members of the Club are expected to follow the good practice guidelines (see appendix A), agree to abide by the Club Code of Conduct (see appendix B) and the RYA Racing Charter contained in the Racing Rules of Sailing.

Those working or volunteering with young people should be aware of the guidance on recognising abuse (see appendix C).

Changing rooms

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. Otley Sailing Club will have designated times where children only changing is enforced. The disabled changing cubicle will be available for adults to use during these times. Parents will be made aware when adult club members and /or members of the public may be in the changing rooms.

If it is essential, in an emergency situation for adults to enter the changing room when it is designated for children's changing there should be two people who are the same sex as those getting changed. If a member of the opposite sex needs to enter then the children should be warned to cover up and the adult should be accompanied by adult who is the same sex as those getting changed. This would only be necessary for a serious incident e.g. first aid for an unconscious casualty.

The use of cameras and mobile phones in the changing areas is not permitted

Use of images

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. Young people will be suitably dressed and will preferably be part of a general picture on water or a group picture.

Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. Any members of the press / media will be required to wear identification and will not have unsupervised access to young people.

If the Club publishes images of children, no identifying information will be included without expressed consent of one of the parents. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of our organisation's normal duty of care. Written Medical information including medical conditions and any medication taken will be collected from parents / carers on all children before any training session or course. This information will be shared with those responsible for supervising the activity. Consent to take a child to hospital in the absence of a parent will also be collected.

Instructors under age 18 teaching on adult courses.

When an Instructor under the age of 18 is teaching on adult sailing courses it is the responsibility of the senior instructor to ensure adequate supervision is given. Otley Sailing Club will provide all instructors with a radio and agreed code word to use for any situation that feels uncomfortable. The safety boat will remain in visual range. All instructors are encouraged to discuss any situation that makes them feel uncomfortable. All senior instructors will follow this procedure.

Communication with children

When promoting Otley Sailing Club through our website or social media the procedure for use of images outlined above will be followed. The content and language used will be appropriate for younger visitors and will not link directly to unsuitable material on other sites.

Otley Sailing Club is responsible for the content published on its site, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones.

When using social media, coaches, instructors and volunteers are recommended to have a personal and a professional page and not allow young sailors to follow or be friends with your personal account. It is advised to set privacy settings as high as possible on personal accounts.

Communication with Instructors under 18 years will be either via the Instructor's WhatsApp Group which is an open broadcast communications channel or by broadcast email to all instructors. When direct contact with an under 18 Instructor is necessary the parent will be copied in.

Communication with all other children regarding Otley Sailing Club events and training courses will be channelled via parents.

Additional Vulnerability

Otley sailing club is aware that some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:

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

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/>

Handling Bullying including cyberbullying

If a child alleges bullying or shows signs of being bullied, Otley Sailing Club will investigate in line with the RYA's antibullying policy. This can be found on the RYA website under Racing, Youth and Junior, Information <http://www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx>

Managing challenging behaviour

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

Parental responsibility and club liability

Although Otley Sailing Club has a duty of care to its members, 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.

When children are attending an organised training or coaching session or activity at Otley Sailing Club, the organisers have a duty of care for their safety and welfare at all times. If Otley Sailing Club requires a parent (or designated responsible adult) to be on site, this will be made clear when registering for the course / activity.

All organised junior training / coaching sessions or activities will have clear start and end times to make it clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

Otley Sailing Club procedure for handling concerns, reports or allegations

The RYA safeguarding and child protection policy and guidelines give detailed guidance for handling concerns, reports or allegations. This includes guidance on recording and handling information, statutory authorities, handling the media, insurance, historical allegations and reference to the DBS. This information is primarily for the Welfare Officer, but all members should be aware of the procedures to follow if there are concerns. The guidance can be found at <http://www.rya.org.uk/about-us/rya-policies/safeguarding/Pages/CP-policy-guidelines.aspx>

The procedure to be followed by anyone concerned about a child's welfare either outside the sport or within Otley Sailing Club can be found in Appendix D

The procedure for handling a complaint about a member of Otley Sailing Club can be found in Appendix D

A list of useful contact details can be found in Appendix E

A copy of the safeguarding and child protection referral form can be found in Appendix F

Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the procedure outlined in the RYA Safeguarding and child protection policy and guidelines.

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 14.

Appendix A: Good Practice Guide for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children and young people. You should also read The RYA Safeguarding and Child Protection Policy and Procedures.

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

You should never:

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

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

Appendix B: 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 the club/class. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants - young sailors, windsurfers and powerboaters

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be 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 club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform Otley Sailing Club Welfare Officer or the person in charge of the activity.

Appendix C: What is child abuse?

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

Physical abuse may involve adults or other children inflicting 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 cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

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

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 sport situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

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

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

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

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

Bullying can include:

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

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

Recognising Abuse

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

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

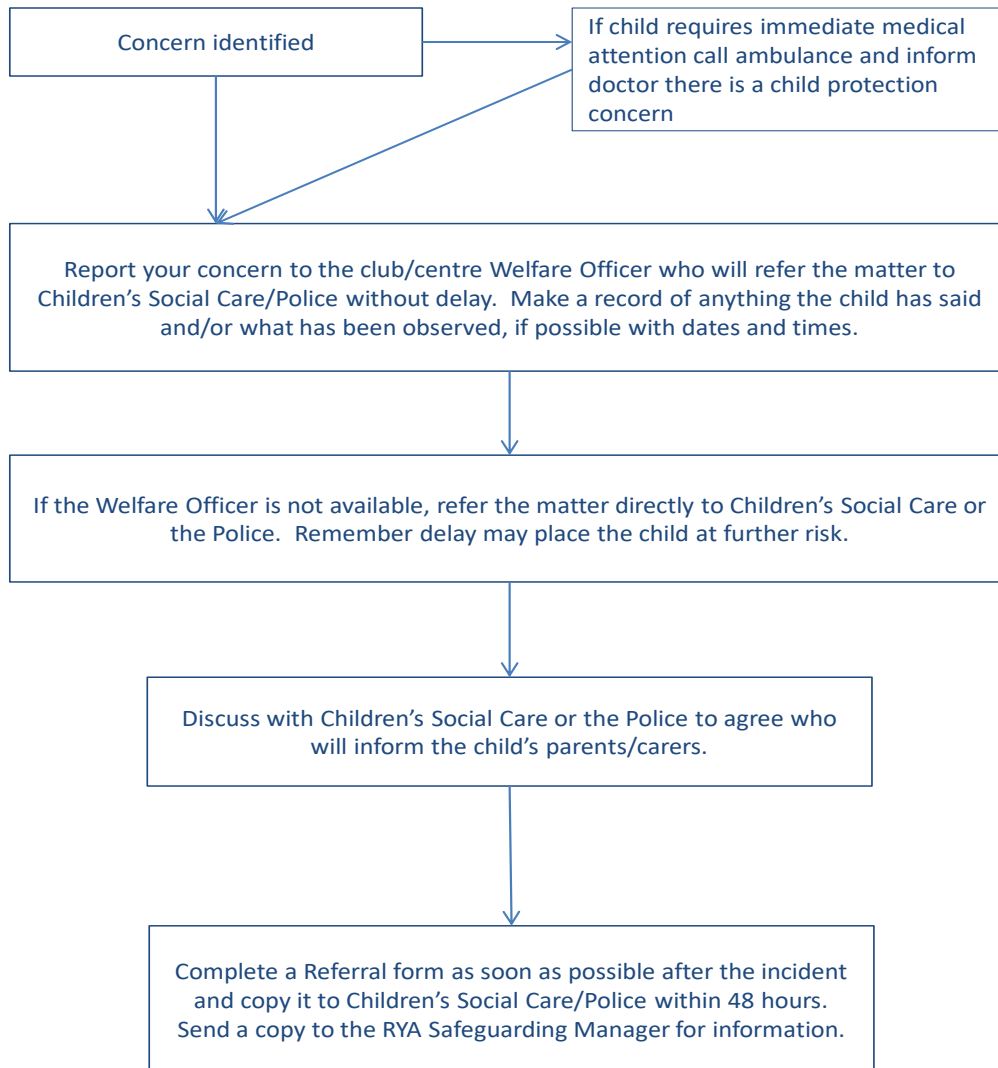
It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change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

If you are concerned

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

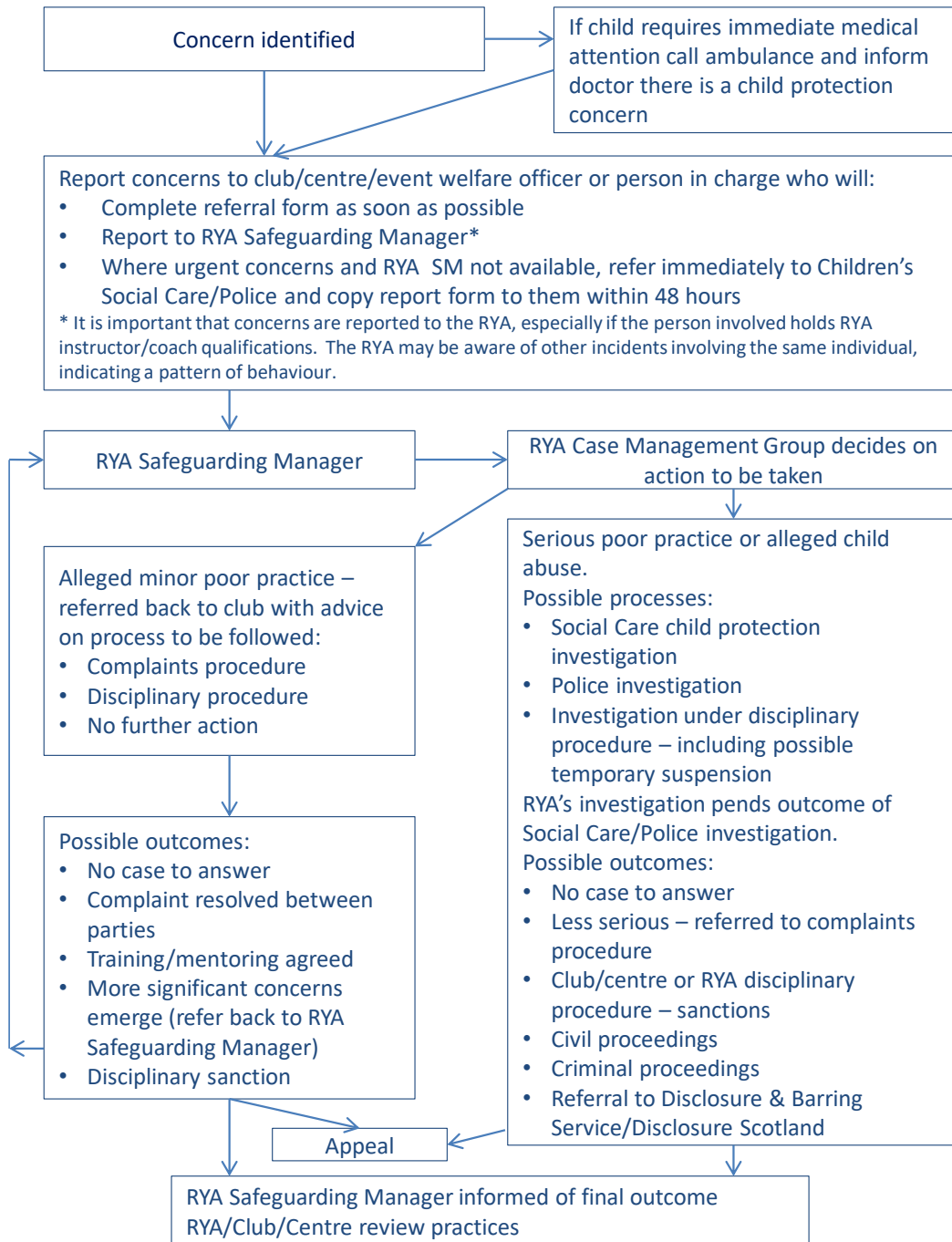
Appendix D: Reporting Procedures

Reporting procedures Concern about a child outside the sport environment



Safeguarding and Child Protection referral form can be found in Appendix F of this policy and copies are attached to Otley Sailing Club's notice board

**Reporting procedures
Concern about the behaviour of someone at a club/centre**



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

Appendix E: Useful Contact Numbers

To report a concern if you are a member of the public

- Children's social work services 0113 2224403 (Monday – Friday 09:00- 17:00)
- Police 999 out of office hours if you think the child is in immediate danger

To report a concern if you work with children or young people

- Duty and Advice team 0113 3760469 (Monday – Friday 08:00- 18:00)
- Emergency Duty Team 0113 3760469 or email childensedt@leeds.gov.uk if the issue can not wait until the next day

Who to talk to if you are a child

You can contact Children's Social Work Services on **0113 222 4403** (Monday to Friday 9am to 5pm), you don't need to give your name if you don't want to. Or you can speak to someone at Childline on **0800 1111** (calls are free and confidential), or through the [Childline website](#).

Appendix F: Safeguarding and Child Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary).	
Action taken 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 e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

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