



# **Safeguarding and Child Protection Policy and Guidelines**

*Port Edgar Yacht Club*

**May 2016**

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# **RYA Safeguarding and Child Protection Policy and Guidelines**

## **Contents**

If you require any of this information in a different language or accessible format, please contact the PEYC's Welfare Officer Iain Loudon on 0773 324 3895 or email [iainloudon@aol.com](mailto:iainloudon@aol.com)

## **Part 1 PEYC Safeguarding and Child Protection Policy Statement**

1. As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.
2. It is the policy of Port Edgar Yacht Club (PEYC) to safeguard children and young people taking part in boating from physical, sexual or emotional harm. PEYC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in PEYC activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse.
3. PEYC actively seeks to:
  - a. Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
  - b. Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
  - c. Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
  - d. Ensure that RYA-organised training and events are run to the highest possible safety standards.
  - e. Be prepared to review its ways of working to incorporate best practice.
4. We will:
  - a. Treat all children with respect and celebrate their achievements.
  - b. Carefully recruit and select all employees, contractors and volunteers.
  - c. Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
5. This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their RYA duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the PEYC Welfare Officer.
6. For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

### **Club Welfare Officer**

7. The Club Welfare Officer is: Iain Loudon, Mobile 07733243895 Email [iainloudon@aol.com](mailto:iainloudon@aol.com)

### **Staff and Volunteers**

8. All Club staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

## **Good Practice**

9. All members of the Club should follow the good practice guidelines attached (*see Appendix 4*) and agree to abide by the Club Code of Conduct (*Appendix 5*) 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 9*).
10. Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.
11. The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

## **Concerns**

12. 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 attached procedures (*see RYA Flowcharts 1 and 2*).
13. 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 clause 6.3 of the Articles of Association.

## **Part 2 Procedures**

### **Designated Person**

14. Although everyone has a role to play in ensuring that children are safe, the Club Welfare Officer has specific responsibility for implementing your policy, and acts as the point of contact to receive information and advice from the RYA.
15. The designated person's general terms of reference include:
  - a. Maintaining an up to date policy and procedures, compatible with the RYA's.
  - b. Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
  - c. Advising the main committee on safeguarding and child protection issues.
  - d. Maintaining contact details for local Children's Services\* and Police.
16. If there is a concern, the designated person would:
  - a. Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
  - b. 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).

- c. Keep the RYA informed as necessary (*see flowcharts in para 57 below*).
17. Everyone in the organisation should know who the Welfare Officer is and how to contact them.

### **RYA designated person**

PEYC's Welfare Officer is Iain Loudon, tel 07733243895 email iainloudon@aol.com

If Iain Loudon is unavailable and the matter is urgent, contact Ian Hards, Tel 07802168274 email ianhards@gmail.com

### **Safe recruitment**

18. All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking you carry out should be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.
19. PEYC intends to recruit a Youth Instructor to run a Youth Sailing Session while Wednesday Evening racing is running. An instructor who has extensive experience training children with Port Edgar Watersports at Port Edgar and who is a member of the Protection of Vulnerable Groups (PVG) Scheme will be contracted to perform this role.
20. The Applicants will be subject to the following checks:
- a. References
  - b. self-disclosure (normally used at the application stage and followed up by a full Disclosure at the offer stage)
  - c. Enhanced Criminal Records Disclosure (and Barred List check if appropriate) or membership of the Protection of Vulnerable Groups Scheme (Scotland only), if the post is eligible.
21. **It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006** for a Barred individual to work in Regulated Activity, for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and for an organisation to fail to make a referral to the DBS/Disclosure Scotland if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable person.

### **Confidentiality and data storage**

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

## **Part 3 Good practice guidelines**

### **Culture**

23. PEYC aim to develop a culture where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.
24. 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'.

### **Minimising risk**

25. PEYC aim to adopt good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff. A guide is set out in Appendix xxxx

### **Parental responsibility and club liability**

26. 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. PEYC has a code of conduct which parents including members are expected to adhere to.
27. Although clubs have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.
28. When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. PEYC requires a parent (or designated responsible adult) to be on site to drop off and pickup their children.

### **Changing rooms and showers**

29. There are separate male and female public changing rooms at Port Edgar. It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable because adults are sailing at the same times, it is better if one adult is not alone. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.
30. Bullying can be an issue in changing rooms and showers (see below).
31. 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.



## **Bullying**

32. If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix A. Safeguarding and child protection procedures should include an Anti-Bullying policy. The RYA's Anti-bullying policy is available on the website under Racing, Youth and Junior, Information, Policies or click on this link: <http://www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx>
33. 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/>
34. Children and young people could be asked to sign up to the Club Code of Conduct (see Appendix xxx) or to agree their own Code as a group.

## **Managing challenging behaviour**

35. Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website under Information and Advice, Safeguarding Children and Vulnerable Adults, RYA Safeguarding and Child Protection Guidelines.

## **First aid and medical treatment**

36. First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer (see *Sample Document 6*).

## **Communicating with young people**

37. The world of the 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](http://www.nspcc.org.uk/shareaware)    [www.net-aware.org.uk](http://www.net-aware.org.uk)    [www.internetmatters.org](http://www.internetmatters.org)  
[www.getsafeonline.org](http://www.getsafeonline.org)
38. PEYC 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 at the top of this page for guidance.
39. 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](http://www.thinkuknow.co.uk) provides guidance for children and young people in different age groups.

## **Photography**

40. PEYC expect all club members to adhere to the clubs policy on taking photographs of children. Parents of children involved in club activities will be asked to sign the consent form a part of which seeks agreement to the club being able to take photographs for the stated limited purposes (See Appendix 6).

## **Part 4 Handling concerns, reports or allegations**

- 41. This section is primarily for the organisation's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).**
42. A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.
43. An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.

### **Handling an allegation from a child**

- 44. Always:**
- a. stay calm – ensure that the child is safe and feels safe
  - b. show and tell the child that you are taking what he/she says seriously
  - c. reassure the child and stress that he/she is not to blame
  - d. be careful about physical contact, it may not be what the child wants
  - e. be honest, explain that you will have to tell someone else to help stop the alleged abuse
  - f. make a record of what the child has said as soon as possible after the event, using the child's own words
  - g. follow your organisation's child protection procedures.
- 45. Never:**
- a. rush into actions that may be inappropriate
  - b. make promises you cannot keep (eg. you won't tell anyone)
  - c. ask leading questions (see 'Recording and handling information' below)
  - d. take sole responsibility – consult someone else (ideally the designated Child Protection/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.
46. 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**

47. If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.
48. 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 Sample Document 7 for Referral Form).

49. **All information must be treated as confidential and only shared with those who need to know.** If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding 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 organisation other than the person who received or initiated the allegation and, if different, the person in charge.
50. Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, eg. by shredding or burning.

### **Procedures**

51. Anyone concerned about a child's welfare, either outside the sport or within your organisation should follow the reporting procedure set out in paragraph 55 below.
52. A complaint about a member or a contractor to PEYC should be reported to the Commodore or Vice Commodore. The main committee, excluding anyone mentioned in the complaint, will then be convened to discuss the complaint and decide on any action necessary. The complainant and the target of the complaint may be asked to attend a meeting in person or to provide further explanations or information. The Main Committee decision is final. The only right of appeal is to call an EGM to have the decision overturned by the membership.

### **Statutory Authorities**

53. If PEYC is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding 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. See also 'Handling the media' below.

### **Handling the media**

54. If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

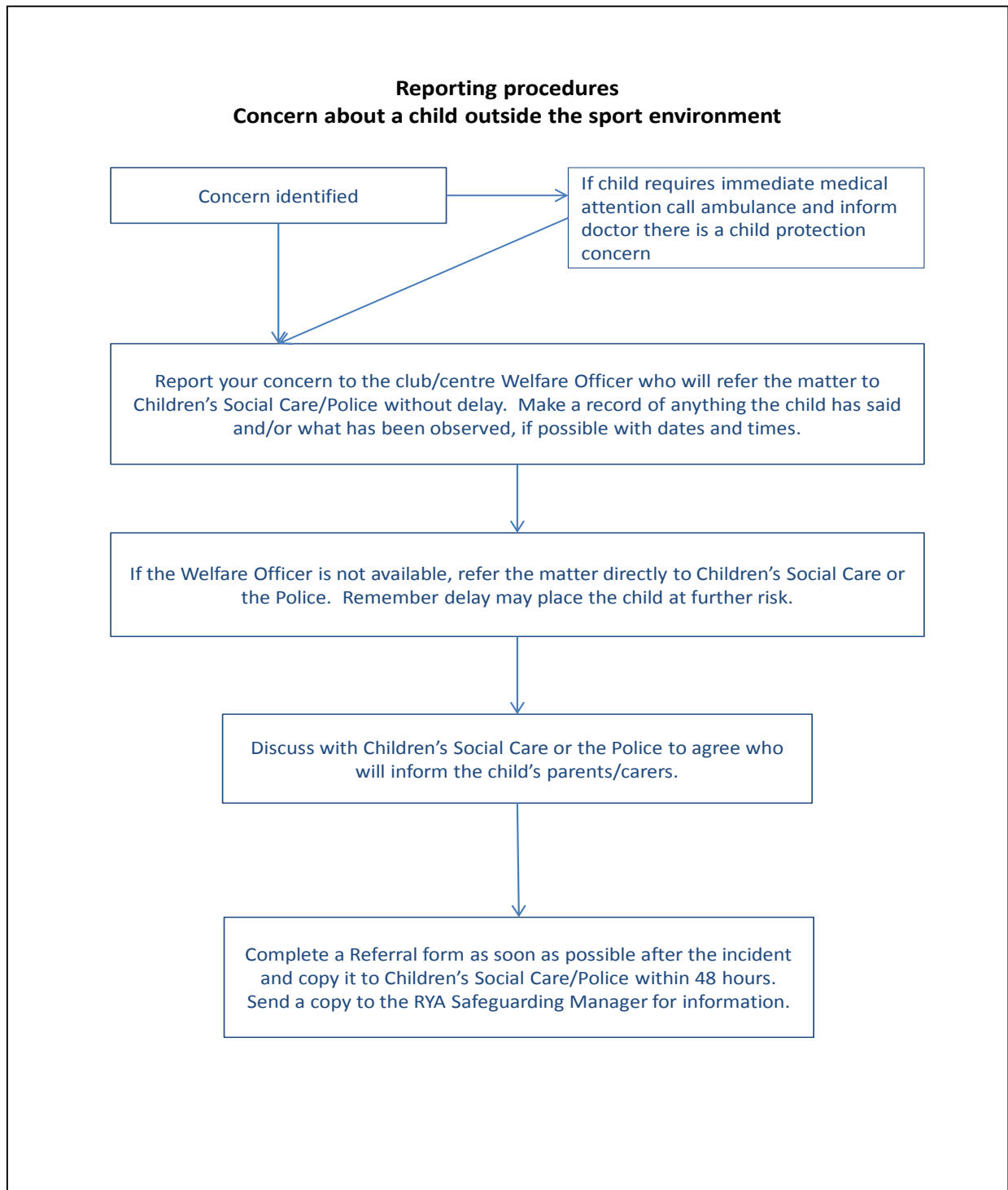
## **Reference to the Disclosure and Barring Service or Disclosure Scotland**

55. Disclosure Scotland maintains the lists of people barred from working with children or with vulnerable adults. If your organisation 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 Disclosure Scotland. *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 (see Section 7 Useful Contacts) or contact the RYA Safeguarding Manager.

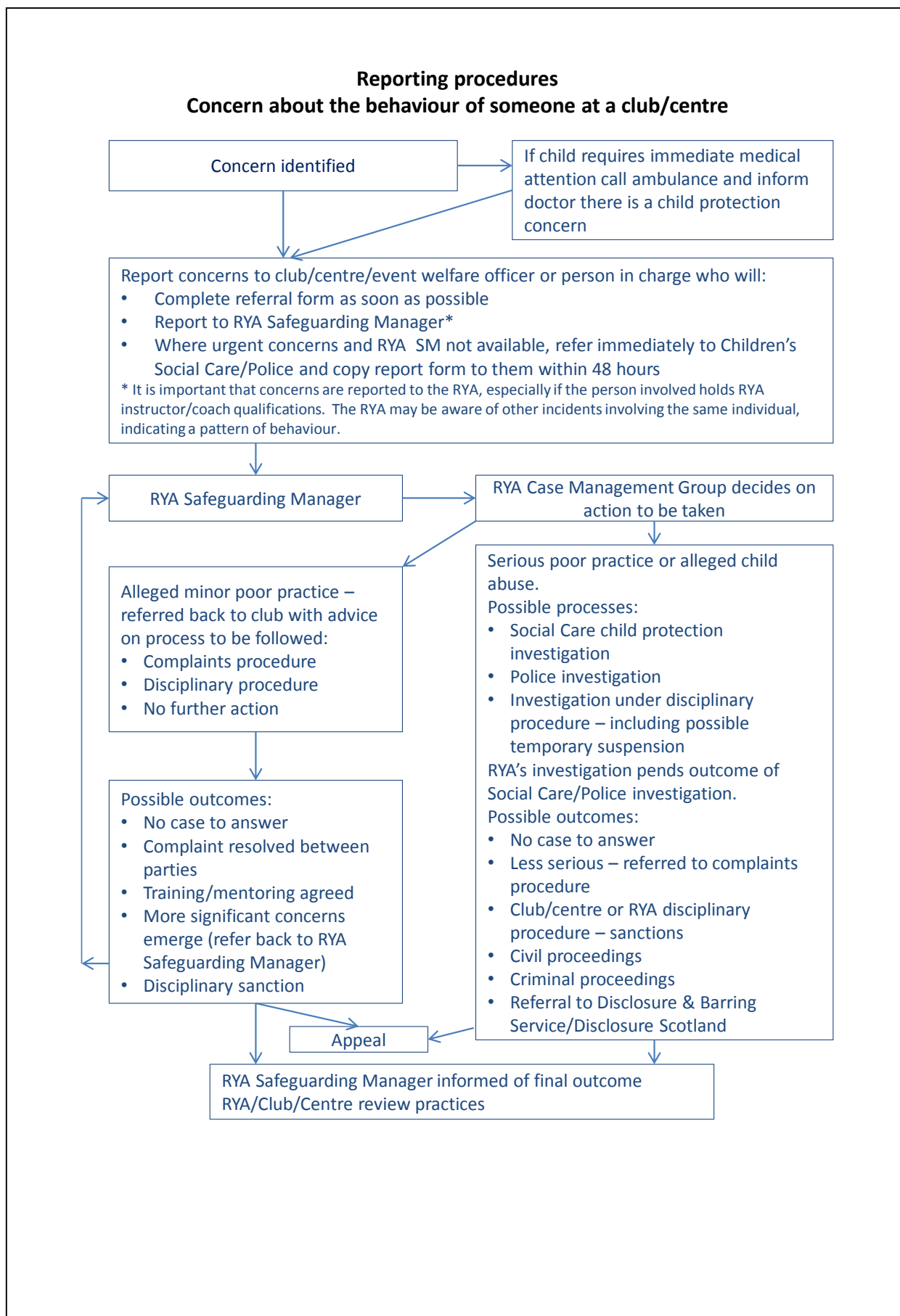
## Reporting Procedures

56. If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.
57. 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's Safeguarding Manager or, if a child is at immediate risk, the Police.

**Flowchart 1**



## Flowchart 2



## **PART 5 – Useful Contacts**

### **NSPCC Helpline**

0808 800 5000

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

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

### **Childline**

0800 1111

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

### **Social Care Services**

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

### **Royal Yachting Association**

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

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

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

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

### **RYA Cymru Wales**

Samantha Healy, South Wales Club Development Officer

Tel: 01248 670738 Mob: 07824 990694

E-mail: [samantha.healy@ryacymruwales.org.uk](mailto:samantha.healy@ryacymruwales.org.uk)

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

### **RYA Scotland**

Liza Linton, Development Manager

Tel: 0131 317 7388 Mob: 07770 604234

E-mail: [liza.linton@ryascotland.org.uk](mailto:liza.linton@ryascotland.org.uk)

Roy Davidson, volunteer Safeguarding Awareness Co-ordinator

Tel: 07775 703395

E-mail: [safeguarding@ryascotland.org.uk](mailto:safeguarding@ryascotland.org.uk)

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

### **RYA Northern Ireland**

Mary Farrell, Development Officer

Tel: 028 9038 3875

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

Cliff Burns, Child Protection Officer

Tel: 028 9038 3812

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

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

#### **England**

Tel: 0116 234 7278

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)  
Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**Wales**

Tel: 0844 892 0290  
E-mail: [cpsuwales@nspcc.org.uk](mailto:cpsuwales@nspcc.org.uk)

**Northern Ireland**

Tel: 0203 222 4246  
E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

**Scotland (Children 1<sup>st</sup> Safeguarding in Sport)**

Tel: 0141 418 5674  
E-mail: [safeguardingsport@children1st.org.uk](mailto:safeguardingsport@children1st.org.uk)  
Website: [www.safeguardingsport.org.uk](http://www.safeguardingsport.org.uk)

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

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

**Volunteer Scotland Disclosure Services – RYA is Enrolled Body**

Website: [www.volunteerscotland.net/disclosure-services](http://www.volunteerscotland.net/disclosure-services)

**Disclosure Scotland (for referrals)**

Website: [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

**AccessNI – RYA is Registered Body**

Website: [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

**sportscoach UK – provide Safeguarding and Protecting Children training**

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)



## **Appendix 1 Application form**

### Application for the post/role of Youth Instructor

When completed this form should be returned, marked 'Private and Confidential', to:  
Ian Hards, PEYC, 6 Oswald Road, Edinburgh, EH9 2HF

The closing date for applications is .....

#### **Personal details**

Title:                      Surname:

Other names in full:

#### **Contact details**

Address:

Home phone:

Work phone:

(state if you do not wish to be contacted at work)

Mobile:

E-mail:

#### **Training and Qualifications**

Academic and/or vocational qualifications

RYA or other qualifications relevant to the role

Do you hold a valid UK driving licence? YES / NO

#### **Summary of past experience**

Please state the name of organisation, position held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)

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

**Other relevant information**

eg. recreational interests, hobbies, voluntary or community work

**Criminal record**

Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence.

Are you a member of the Protection of Vulnerable Groups Scheme? YES/NO

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO

If yes, give brief details

**References**

Please give names and addresses of two people who can be asked to provide a reference. 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 contact any of your referees before interview or before an offer of employment.

**Referee 1**

Name

Address

E-mail address

Phone number

Capacity in which known to you

**Referee 2**

Name

Address

E-mail address

Phone number

Capacity in which known to you

**Declaration**

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

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

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

I confirm that I am a member of the Protection of Vulnerable Groups Scheme

Signature

Date

## Appendix 2 Reference request

### CONFIDENTIAL REFERENCE REQUEST

(Name) ..... has expressed an interest in working with Port Edgar Yacht Club in the role of Youth Instructor 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 regular contact with children or young people.

If you agree 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 regular contact with children or young people?      YES / NO

If you answer 'Yes' we will contact you in confidence.

Name: (please print) ..... Tel. No: .....

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

Please return this form, marked 'Confidential' to: .....  
.....

## Appendix 3 Self-disclosure form

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

Port Edgar Yacht 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 (as 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 disciplinary action and/or the withdrawal of my appointment.

I understand that I may be asked to provide a Criminal Records Disclosure and consent to do so if required. I agree to inform the organisation 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 Disclosure, 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.

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

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

## **Appendix 4 PEYC 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 Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your 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.

## **Appendix 5 Port Edgar Yacht Club Code of Conduct**

It is the policy of PEYC 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**

- 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

.../over

## **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 your PEYC Welfare Officer or the person in charge of the activity.



## Appendix 6 – Parental Consent form , booking conditions and use of photography

### 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	

#### 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? 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 PEYC 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 PEYC 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 PEYC 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 PEYC 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: .....

## Appendix 7 PEYC Session Booking Conditions

Training sessions will be delivered by (Name of Centre) in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

1. PEYC 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 PEYC nor any of its employees or agents shall be liable in any way whatsoever in respect of loss or damage to property.
5. PEYC 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. (Name of Centre) 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 staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
7. PEYC 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 centre's staff immediately.

### Conditions of use of photography or video

In accordance with our child protection policy PEYC 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

Ian Hards, PEYC Development Officer 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 organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels, such as 'Cadet 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 organisers or their official photographers.

## Appendix 8 – Safeguarding and Child Protection referral form

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

**This form should be copied, marked ‘Private and Confidential’, to the RYA Safeguarding Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk) and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**

## Appendix 9 – What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' 2015)

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

**Bullying** (including 'cyber bullying' by text, e-mail, 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 your organisation'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 10 - RYA Instructor Code of Conduct

### RYA Instructor Code of Conduct for RYA 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 people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://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 wellbeing 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 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 11 – 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](http://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 RYA 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 must 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 must, 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 must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must 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.