

**Whitstable Yacht Club**



# **Safeguarding and Child Protection Policy**

**Reviewed November 2023**

## Contents

	Page
Introduction	3
Recruitment and checks	5
Training	6
Handling Concerns	7
Appendix 1: Procedures following a concern (RYS flowcharts 1 and 2)	9
Appendix 2: Main forms of abuse	10
Appendix 3: Additional areas of vulnerability	14
Appendix 4: Useful contacts	20
Appendix 5: Club Safeguarding Policy Statement	
Appendix 6: Club Safeguarding Guidance Leaflet	

***Note: The sample documents are intended as a useful reference for clubs, class associations and training centres but must be adapted to fit the requirements of the organisation, activity or event and should not be taken as prescriptive.***

For the purposes of this policy, Whitstable Yacht Club shall be referred to as The Club.

## **1 Introduction**

Revised March 2020

1.1 This policy follows the RYA Safeguarding and Child Protection Policy and Guidelines. These guidelines have been produced by the RYA to help organisations to enable children and young people to enjoy the sports of sailing, windsurfing and powerboating in all their forms, in a safe environment. Any section can be copied or adapted to meet the requirements of your organisation. This document can be downloaded from the RYA's website, [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### **1.2 Definition of a child**

The Children Act 1989 defined any person under the age of 18 as a 'child'. In this document we use the term 'cadet' and in day-to-day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as 'children' although they are still children in the eyes of the law.

### **1.3 Safeguarding adults**

Many of the safeguarding principles in these guidelines also apply to 'vulnerable adults' or 'adults at risk', but the categories of abuse and the statutory procedures to be followed in the case of a concern are different. We recommend that you refer to our separate guidance on Safeguarding Adults which can also be found at [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### **1.4 RYA requirements**

RYA Recognised Training Centres (RTCs) that teach under 18s, including all OnBoard and Team15 clubs and centres, are required to have a formal safeguarding and child protection policy which is checked as part of their annual inspection. RYA British Youth Sailing (BYS) Recognised Clubs and Recognised Junior and Youth Class Associations are also required to adopt and maintain a safeguarding and child protection policy.

## **2 Whitstable Yacht Club Safeguarding and Child Protection Policy Statement**

2.1 The Club has a clear policy statement in regard to safeguarding and children protection which is published on the Club's website and is included in the Club directory provided to members annually. This can be viewed in Appendix 1.

2.2 The RYA and Club:

- Recognise that safeguarding children is the responsibility of everyone, not just those working directly with them.
- Carefully recruits and selects all RYA employees, contractors and 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 abuse, referring to external agencies as necessary.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.
- Communicates changes and shares good practice with training centres, clubs and class associations.

### 3 Club Welfare Officer(s)/ Designated Person

- 3.1 Although everyone has a role to play in ensuring that children are safe, the Club has a designated safeguarding lead who oversees the safeguarding provision at the Club. In addition to this, the Club aims to have in appointment two Club Welfare Officers who both have experience of safeguarding young people. Ideally, we aim to appoint two officers to represent both genders as we feel that this is essential in ensuring all involved are comfortable in coming forward with any concerns or worries. The Club Welfare Officers are listed in the Club's Safeguarding Policy Statement and on the Club's website.
- 3.2 Everyone in the organisation should know who the Welfare Officer is and how to contact them.
- 3.3 The Club Welfare Officer's role is:
- Maintaining up-to-date policy and procedures, compatible with the RYA's.
  - Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
  - Advising the management committee on safeguarding and child protection issues.
  - Maintaining contact details for local Children's Services and Police.
- 3.4 If there is a concern, the designated person 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 (*see flowcharts in Appendix 1*).
- 3.5 The RYA Designated Contact is:

#### **RYA designated person**

Katie Loucaides: RYA Safeguarding and Equality Manager, tel. 023 8060 4104 or [Katie.Loucaides@rya.org.uk](mailto:Katie.Loucaides@rya.org.uk)

Andrea Gates: RYA Safeguarding Officer, tel. 02380 012796, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) or [andrea.gates@rya.org.uk](mailto:andrea.gates@rya.org.uk)

Contact details for the Safeguarding Leads at RYA Scotland, RYA Cymru Wales and RYA Northern Ireland are shown in Appendix 4.

Useful numbers:

**RYA Safeguarding and Equality contact number:**  
02380 604297

**RYA Emergency Contact (out of hours – for emergency advice before a potential referral)**  
02380 604231 (voicemail/ text/ WhatsApp)

#### **4 Club Cadet Principal**

The Club Cadet Principal oversees the training programme for cadets at the club and also the recruitment of volunteers engaged in delivering this. The Principal is also responsible for managing the DBS checks and maintaining the Club DBS record.

#### **5 Good Practice Guidelines**

- 5.1 All members of the Club are made aware of Good Practice Guidance in regard to safeguarding and child protection through the annual Club directory. Cadets and their families are alerted to these guidelines through a guidance booklet. Cadets are also made aware of the procedures they need to follow if they have any concerns or worries about their own safeguarding in regard to any Club activity. All members should follow the good practice guidelines as set out in this guidance as set out in Appendix 2.
- 5.2 The Club will seek consent from parents/carers before taking photos or video of a child 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.

#### **6 Concerns**

- 6.1 Anyone who is concerned about the welfare of a young member or participant, either outside the sport or within the Club, should inform the Club Welfare Officer(s) immediately, in strict confidence. The Club Welfare Officer(s) will follow the attached procedures (*see RYA Flowcharts 1 and 2, appendix 1*).
- 6.2 Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action under Club Rules.

#### **7 Recruitment of Staff and Volunteers**

- 7.1 All Club staff and volunteers whose role brings them into regular contact with young people will be vetted and asked to undergo an enhanced DBS check. 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. The DBS register is managed by the Club Principal via the online RYA DBS service.
- 7.2 The vast majority of those engaged to work with cadets/ children at the Club have been involved with the club previously. Whilst of course background checks and deeper scrutiny in regard to motivations and attitudes is essential, this does mean that the Club already has knowledge of individuals wishing to work with the cadet programme. We believe this is an important aspect of ensuring all those who working with cadets/ children are safe to do so.
- 7.3 All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking is 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.

7.4 The Club has agreed a clear policy and apply it fairly and consistently:

**7.5 who to check**

- any paid staff and/or volunteers who will be directly engaged with cadets/ children at the Club.
- Club Welfare Officer(s)
- Club Cadet Principal.
- Safety boat drivers

7.6 the **level of check** to be conducted for each category

- References where required
- Enhanced Criminal Records Disclosure (and Barred List check if appropriate)

**7.7 It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006**

- for a Barred individual to work in Regulated Activity/Regulated Work
- 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 Disclosure and Barring Service if they have dismissed someone from Regulated Activity/Regulated Work for harming a child or vulnerable adult or placing them at risk of harm, or would have dismissed them if they had not resigned.

**7.8 Are they competent?**

The Club ensures that each volunteer working with cadets/ children are competent for the role by:

- explaining to the applicant a clear job or role description so that they understand what the work involves
- checking that the applicant is competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required
- providing an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with your organisation's operating procedures.

**7.9 Are they safe?**

As the role involves contact with cadets/ children, the Club:

- asks them to provide information about their past career or relevant experience
- explore their experience of and attitude towards working with children
- if necessary, to take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children and make the nature of the work clear to the referees. The vast majority of volunteers who work with cadets at the club are drawn from the club membership and are so known to the club.

## **8 Confidentiality and data storage**

All personal information, including Disclosure information, is 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 and Club's Data Protection Policy.

## **9 Safeguarding Training**

9.1 The Club ensures that all staff or volunteers working with cadets/ children have undertaken training appropriate to their role. At the Club, this is:

- Senior instructors (since all junior courses and cadets' sessions are overseen by a SI)
- Members of the cadets committee (who tend to be the most involved parents).

9.2 Perhaps optional for the young instructors, safety boat drivers and less involved helpers, who are also DBS checked.

9.3 The Club provides its own training programme that covers the following:

- Relevant vulnerabilities and forms of abuse to be aware of
- What to do in the event of a disclosure by a cadet
- How to raise concerns of a safeguarding issue
- How to keep ourselves and cadets safe and free from situations that may compromise anyone's safety or well-being

9.4 An outline of specific issues of vulnerability that may arise at the Club can be viewed in appendix 2.

## **10 Handling concerns, reports or allegations**

10.1 A complaint, concern or allegation may come from a number of sources: the cadet/ child, their parents or carers, someone else within the Club, a member of the public, or the statutory authorities (Police or Children's Social Care). 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.

10.2 An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a cadet/ 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 2.

## **11 Recording and handling information**

11.1 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.

11.2 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).

**12 All information must be treated as confidential and only shared with those who need to know.** If the allegation or suspicion concerns someone within the Club, only the child's parents/carers, the Club's Welfare Officer, the person in charge of the organisation (unless any of them 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 organisation other than the person who received or initiated the allegation and, if different, the person in charge.

### **13 Procedures**

13.1 It is essential to have clear and agreed procedures to follow. If anyone has any concerns about the safeguarding or well-being of a cadet, they should alert the Club Welfare Officer who will decide the next course of action.

13.2 If a cadet/ child makes a disclosure to you:

#### **Always:**

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure the child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event, using the child's own words
- contact the Club Welfare Officer.

#### **Never:**

- rush into actions that may be inappropriate
- make promises you cannot keep (e.g. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- 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.

13.3 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.

### **14 What happens next?**

(See reporting concerns flowcharts appendix 5 for full details)

Depending on the details/ severity of the incident/ concern, the Club Welfare Officer may:

- Contact Social Care and or the Police if necessary and or
- Refer the incident to the RYA Safeguarding Manager, or
- Decide to deal with the incident at a Club level

## **15 Statutory Authorities**

If the Club is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, we will contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. We will co-operate fully with official requests for factual information.

**Based on the RYA Safeguarding Guidance**

**Paul Cross**

**Whitstable Yacht Club Welfare Officer**

**November 2023**

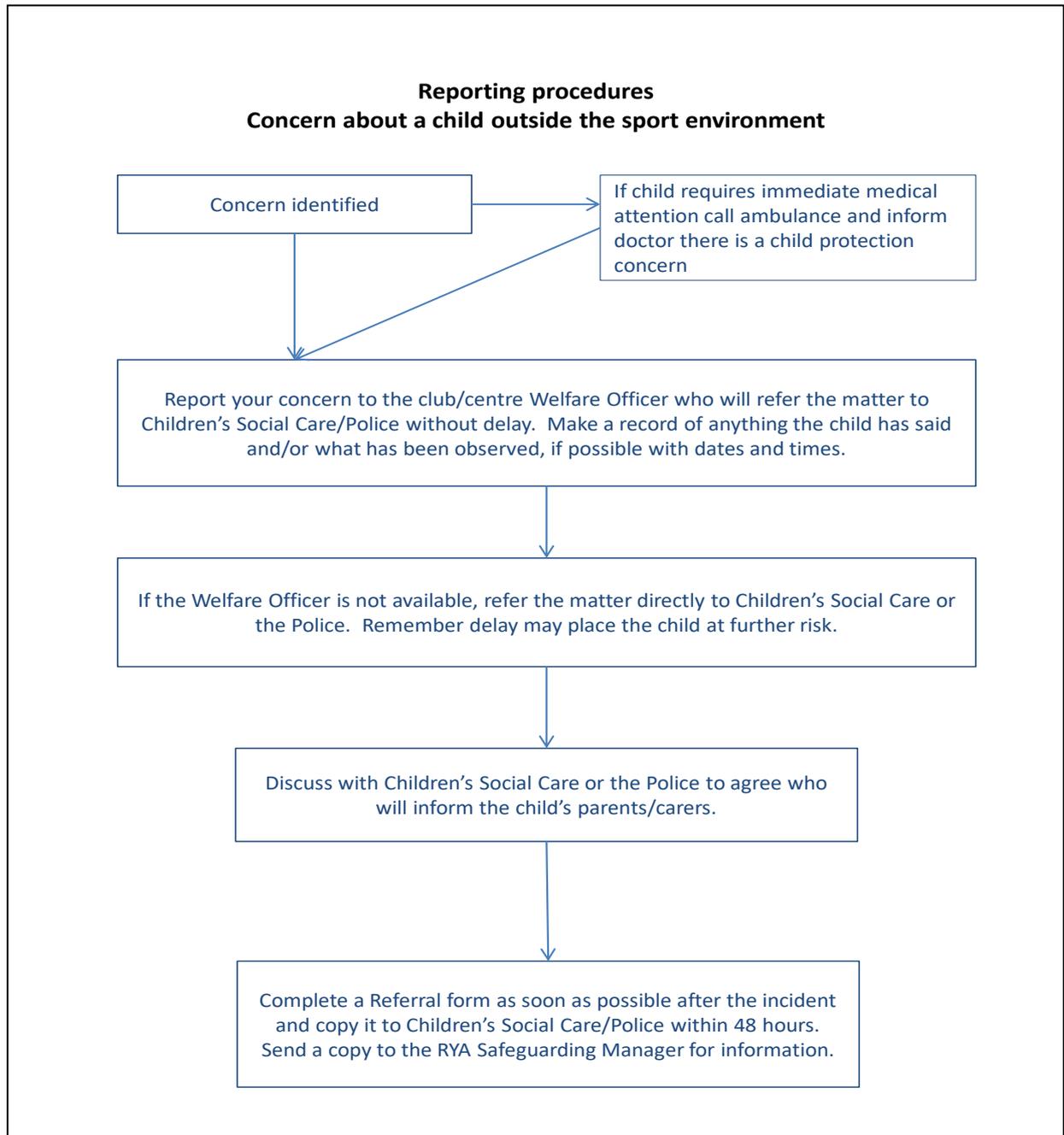
## Appendix 1: Reporting Procedures

Revised Jan 2015

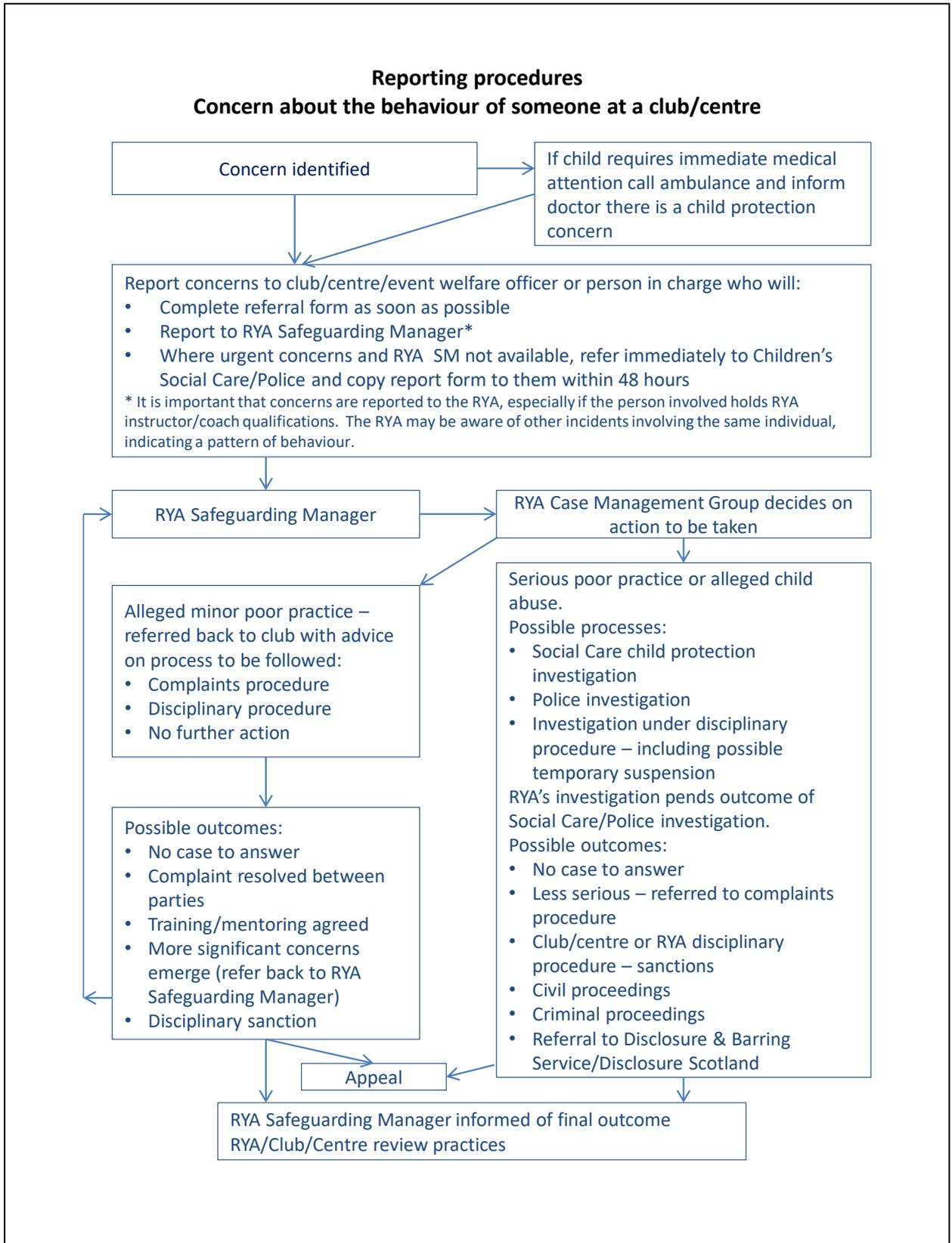
If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

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 and Equality Manager or, if a child is at immediate risk, the Police.

### Flowchart 1



**Flowchart 2**



## Appendix 2: The main forms of abuse

Revised Jan 2019

(Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

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:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- 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 and position of trust 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 sexually 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 e.g. 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 3: Additional areas of 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 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**

Added Dec 2016

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 receive training on recognising the warning signs.

### **Bullying**

Revised Jan 2019

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 & Performance, British Youth Sailing, Information, Policy Guidance or click on this link: [Youth and Junior Racing Policies](#).

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/> Resources and advice for young people can be found on [www.kidscape.org.uk](http://www.kidscape.org.uk) and [www.childline.org.uk](http://www.childline.org.uk)

Children and young people could be asked to sign up to the Club Code of Conduct (see Sample Document 5) or to agree their own Code as a group.

### **Managing challenging behaviour**

Revised Jan 2015

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](http://www.rya.org.uk/go/safeguarding), under RYA Safeguarding and Child Protection Guidelines.

## **Responsibilities of staff and volunteers**

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

- following good practice (*see Good Practice Guidelines above and Sample Document 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**

Revised Jan 2015

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. Clubs and class associations may wish to consider adopting a Code of Conduct (see Sample Document 5) that can be signed up to by everyone involved, whether they are participants, parents, staff or volunteers, 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 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.

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. If the club/class/centre requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

For information on a Club's legal liability and duty of care, go to the Club Zone of the RYA website [www.rya.org.uk/the-club-zone](http://www.rya.org.uk/the-club-zone) (you'll need your club's or class association's login, please contact [membership@rya.org.uk](mailto:membership@rya.org.uk) if you don't know it) and select Club Management, Health & Safety, Organising and Managing Events to find a link to our 'Race, Training and Event Management' guide.

## **Changing rooms and showers**

Revised Feb 2020

Shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. Adults often feel uncomfortable either showering and changing in front of children, or being in a situation where they might be accused of watching children in the shower. As a minimum there should be separate male and female changing rooms and, if relevant, unisex disabled changing. If there is an opportunity to redevelop or refurbish changing facilities, clubs/centres should endeavour to provide at least one flexible changing room that can be used by someone with a disability, or a family, or anyone with a reason for not wishing to change in front of others. Ideally you should be able to access the toilets without walking through the shower/changing area.

If you are not able to upgrade your facilities, you may be able to manage their use. 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, or the site is open to the public, we

recommend that adults avoid being alone in a changing room with children. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers (see Bullying on page 14).

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**

Revised Dec 2016

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer (see *Sample Document 6*).

### **Organising and hosting events**

Revised Jan 2019

When hosting an open junior or youth event at your club, 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.

A poster for you to display at your event, giving the contact details of the event welfare officer, can be downloaded from [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding) or contact the RYA Safeguarding Officer, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk), tel. 023 8060 4226.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed 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.

The Child Protection in Sport Unit also publishes a comprehensive guide 'Safe Sports Events' <https://thecpsu.org.uk/resource-library/tools/safe-sport-events-activities-and-competitions/>.

### **Away events**

Revised Feb 2018

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 and other detailed policies for the RYA junior and youth squad programmes. These are available on the RYA website, see Racing & Performance, Youth and Junior Racing, Information, Policy Guidance, or click on [Youth and Junior Racing Policies](#). They may be a useful reference for events organised by bodies other than the RYA but should not be taken as prescriptive.

### **Communication and Images**

Revised Feb 2020

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.saferinternet.org.uk](http://www.saferinternet.org.uk)

## **Parents**

Organisations are responsible for the content published on their sites or pages, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links above for guidance.

## **Club websites and social media**

When promoting your club and encouraging your members to interact online, there are a few issues to bear in mind in relation to children and young people:

- follow the RYA guidance on the use of images of children (see Photography section below)
- ensure that the content and language on your site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

To view a series of webinars for clubs on using social media, go to the Club Zone of the RYA website [www.rya.org.uk](http://www.rya.org.uk) (you'll need your club's or class association's login, please contact [membership@rya.org.uk](mailto:membership@rya.org.uk) if you don't know it) and select Club Marketing, Social Media.

For more information, see the RYA's separate guidance '[Club Guide to Social Media Use with Children and Young People](#)', [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding), RYA Safeguarding and Child Protection Guidance.

## **Children and young people**

Children and young people use modern technology as a matter of course, but they don't always understand the risks involved and their parents are not always fully aware of their children's risky behaviour. 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) and [www.childline.org.uk](http://www.childline.org.uk) provide guidance and support for children and young people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and 'sexting'.

## **Coaches and Instructors**

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

- where possible have a business phone and a personal phone
- only contact sailors on your business phone (or using your organisation's text system)
- 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 a 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.

Coaches working with the RYA's Youth and Junior squads are expected to comply with the [RYA British Youth Sailing Communication Policy](#).

### **Photography, images and video**

Revised Feb 2020

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

There are two key principles to bear in mind:

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

- A consent form could be included with the event entry form (*see Sample Document 6 for sample 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. An image is personal data and should be treated in accordance with your organisation's Data Privacy Policy.

#### **When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child**

- It is preferable to use a general shot showing participants on the water, or a group shot of the prizewinners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (eg. where they live, name of school, other hobbies and interests) that 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 organisation'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 recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing areas in any circumstances.

### **Handling the media**

Revised Dec 2005

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.

### **Insurance**

Added Feb 2018

If there is a serious allegation involving harm caused to a child either at your premises or as a result of taking part in your activities, the person in charge should consider notifying your insurers in case there is a subsequent claim against the organisation.

### **Data retention**

Added Feb 2020

Confidential information must be processed, stored and destroyed in accordance with your organisation's Data Privacy Policy and Data Protection legislation. Records containing personal information should be: adequate, relevant and not excessive for the purpose(s) for which they are held; accurate and up to date; and only kept for as long as is necessary. They should be reviewed on a regular basis. If a person is removed from your organisation for a safeguarding reason, you need to consider whether you should retain essential details of the reasons for the action taken, and who will have access to that file in the future, in case the former member tries to re-join at a later date or a further allegation is made about them.

### **Historical allegations**

Added Dec 2016

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

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

Revised Feb 2013

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If your organisation permanently dismisses or removes someone from a role involving 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 (see Section 7 Useful Contacts) or contact the RYA Safeguarding and Equality Manager.

## **Appendix 4: Useful Contacts**

Revised Feb 2022

### **RYA Safeguarding and Equality contact number:**

02380 604297

### **RYA Emergency Contact (out of hours – for emergency advice before a potential referral)**

02380 604231 (voicemail/ text/ WhatsApp)

### **NSPCC 24-hour free helpline**

For advice on any aspect of children's welfare

0808 800 5000

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

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

### **Children 1<sup>st</sup> (Scotland) free helpline**

08000 28 22 33

E-mail: [parentlinescotland@children1st.org.uk](mailto:parentlinescotland@children1st.org.uk)

Text: 07860 022844

Website: [www.children1st.org.uk](http://www.children1st.org.uk)

### **Childline 24 hour free helpline**

0800 1111

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

### **MIND – mental health charity**

Tel: 0300 123 3393

Text: 86463

E-mail: [info@mind.org.uk](mailto:info@mind.org.uk)

Website: [www.mind.org.uk](http://www.mind.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**

Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

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

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

### **RYA Cymru Wales**

James Stuart

Tel: 02380 012796 Mob: 07824 990694

E-mail: [pete.muskett@ryacymruwales.org.uk](mailto:pete.muskett@ryacymruwales.org.uk)

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

### **RYA Northern Ireland**

Gayle Logan, Office Administrator  
Tel: 02891 827154  
E-mail: [Gayle.Logan@rya.org.uk](mailto:Gayle.Logan@rya.org.uk)  
Website: [www.ryani.org.uk](http://www.ryani.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)  
Website: [www.ryascotland.org.uk](http://www.ryascotland.org.uk)

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

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

### **England**

Tel: 0116 366 5580  
E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

### **Wales**

Tel: 0116 366 5590  
E-mail: [cpsuwales@nspcc.org.uk](mailto:cpsuwales@nspcc.org.uk)

### **Northern Ireland**

Tel: 028 9035 1135  
E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

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

Website: [www.safeguardingsport.org.uk](http://www.safeguardingsport.org.uk)  
Tel: 0141 419 1156  
E-mail: [safeguardingsport@children1st.org.uk](mailto:safeguardingsport@children1st.org.uk)

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

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

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

Website: <https://www.volunteerscotland.net/for-organisations/disclosure-services/>

### **Disclosure Scotland (to make a referral)**

Website: <https://www.mygov.scot/pvg-referrals/>

### **AccessNI – RYA is Registered Body**

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

### **UK Coaching – provide Safeguarding and Protecting Children training**

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

## Whitstable Yacht Club Safeguarding and Child Protection Policy Statement

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

**It is the policy of WYC to safeguard children and young people taking part in boating from physical, sexual or emotional harm. We will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.**

WYC recognises that safeguarding children is the responsibility of everyone, not just those who work with children. We therefore expect all members to treat all children with respect and celebrate their achievements. All members should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Club organised activities:

- Avoid spending any significant time working with children in isolation
- Treat all young people equally, with respect and dignity.
- Make sailing fun, enjoyable and promote fair play.
- Ensure that if any form of manual support or physical contact is required (e.g. assisting in launching/recovery of boats, pulling out of water into safety boat, etc.) this is minimised and provided openly. Where practical, it should be explained to the child what is happening.
- Involve parents/carers wherever possible, e.g. for the responsibility of their children in the changing rooms\*
- Use of inappropriate language by children, and by adults in the hearing of children, should be challenged.
- 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:

- allow or engage in inappropriate physical contact
- 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 is preferable for adults to stay away from the changing rooms while there are children there. However, this is often unavoidable because adults are sailing at the same times, it is therefore better if one adult is not alone when children are present. Parents should be aware that adult club members may be in the changing rooms.

### Child Welfare Contact:

Paul Cross		07791 726208 paul@paul-cross.net
------------	--	-------------------------------------

## Appendix 6: Guidance Leaflet for Members and Cadets

### Responsibilities of Parents/ The Club

Ultimate responsibility for the safety and behaviour of children/ cadets lies with the parents. However, the Club recognises that it has a duty of care when cadets are under the supervision of instructors.

Parents must be aware of the following:

#### Cadet Training Sessions

- Parents are responsible for signing cadets in and out of sessions
- Parents are required to stay on site throughout the whole duration of a training session
- Parents need to help with rigging, launching, and recovering.

Cadets who are acting in the capacity of trainers/ instructors are not required to sign in, but are under the direct supervision of the adult instructors

#### Cadet Membership/ Race Days

If a cadet member participates in a regular Club Race, the parents are solely responsible for their attendance and supervision. All such cadets will be regarded as regular Club members in regards to their general well-being and safety on the water, but otherwise parents are responsible for them.



**Whitstable Yacht Club**

## Child Welfare Policy 2022 Guidance for members and cadets

WYC recognises that safeguarding children is the responsibility of everyone, not just those who work with children. We therefore expect all members to treat all children with respect and celebrate their achievements. All members should be encouraged to demonstrate exemplary behaviour in order to set a positive example.

All members and cadets have a responsibility to ensure that everyone at the club feels safe and is able to raise any concerns if they arise.

### Guidance for adults working with cadets

The following are common sense examples of how to create a positive culture and climate within Club-organised activities. This guidance is as much about protecting children from abusive treatment as protecting adults from any potential allegations of abuse or misconduct.

- Avoid spending any significant time working with children in isolation
- Treat all young people equally, with respect and dignity.
- Make sailing fun, enjoyable and promote fair play.
- Ensure that if any form of manual support or physical contact is required (e.g. assisting in launching/recovery of boats, pulling out of water into safety boat, etc.) this is minimised and provided openly. Where practical, it should be explained to the child what is happening.
- Involve parents/carers wherever possible, e.g. for the responsibility of their children in the changing rooms\*
- Use of inappropriate language by children, and by adults in the hearing of children, should be challenged.
- 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:
  - allow or engage in inappropriate physical contact
  - 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 is preferable for adults to stay away from the changing rooms while there are children there. However, this is often unavoidable because adults are sailing at the same times, it is therefore better if one adult is not alone when children are present. Parents should be aware that adult club members may be in the changing rooms.

### Guidance for cadets

You have the right to enjoy your activities at the Club free from any form of discrimination or abuse.

All adults at the Club who are involved in working with cadets and children at the Club have read and agreed to the guidance on the previous page.

If at any point you feel that an adult has not followed this guidance, or you have not been treated fairly or with respect, or feel that an adult has gone beyond what you feel to be an acceptable level of behaviour towards you or other cadets/ children, then please speak to a trusted adult within the Club or who you feel can speak on your behalf to the child welfare officers at the Club.

The child welfare contacts at the Club are:

**Paul Cross**



07791 726208  
paul@paul-cross.net