

## ***Introduction***

This document outlines the policy adopted by Attenborough Sailing Club for the protection of all children as defined by the policy whilst engaging in club activities or on club premises.

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.

## ***Policy Statement***

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

ASC actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that ASC-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all volunteers who work with children or vulnerable adults in the course of their ASC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the ASC Child Protection Co-ordinator.

## ***Club Welfare Officer***

The Club Welfare Officer is . (detail available to club members and course participants)

## ***Volunteers***

All Club volunteers whose role brings them into contact with young people will be asked to provide references or to complete a self-disclosure form.

The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

## ***Good Practice***

All members of the Club should follow the good practice guidelines (*see Appendix A*)

Those working with young people should be aware of the guidance on recognising abuse (*see appendix B*).

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

## ***Formal training***

Where a child is enrolled on a formal course of training run by ASC then completed consent form, medical detail form and emergency contact forms are required, see appendix C. Details from these forms will be made known to the Principal, Senior Instructor or Child Welfare Officer as appropriate.

All Instructors, Coaches and Volunteers will be given a copy of the good practice guide, Appendix B.

## ***Photography***

it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

There are two key principles to bear in mind:

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

- A consent form could be included with the event entry form (*see Appendix D for sample consent form*).

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- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Ethics and Conduct.
- Care must be taken in the storage of and access to images.

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

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize winners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (eg. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to 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.

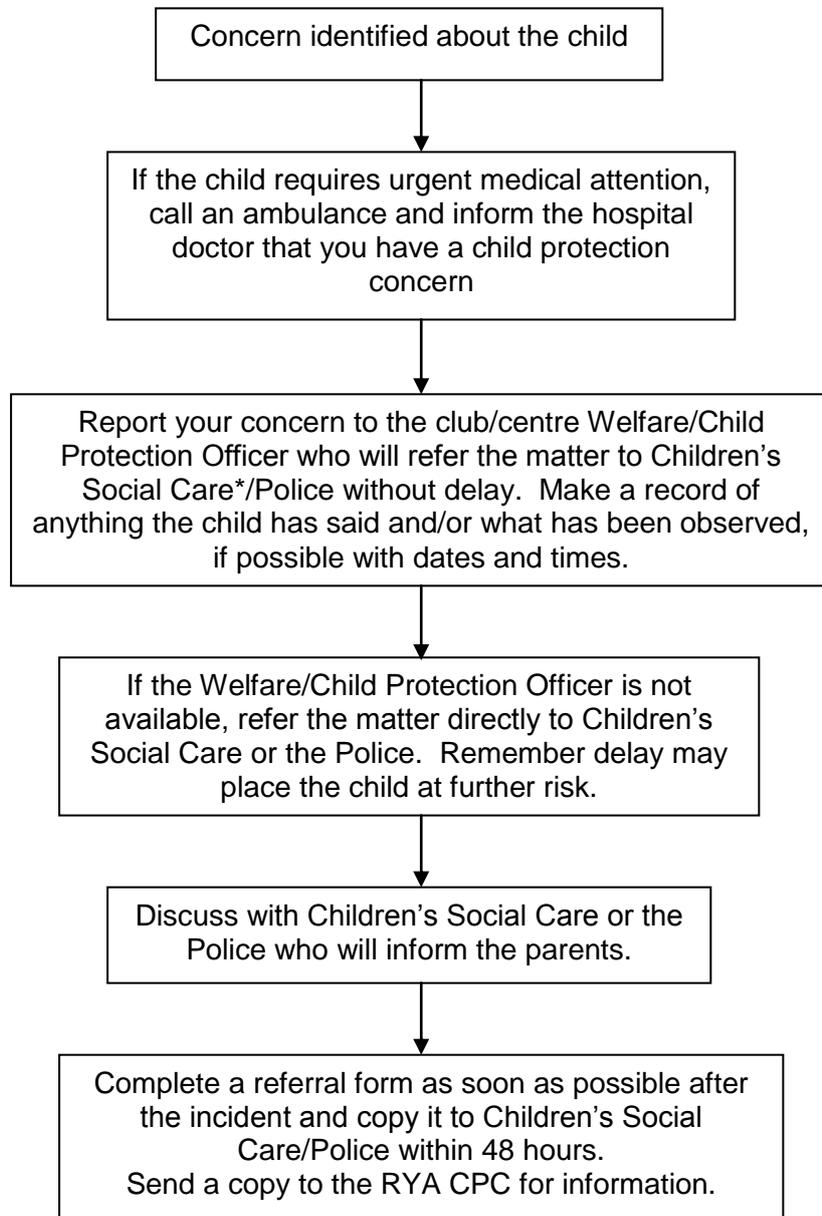
The use of cameras or camera phones in changing areas should not be permitted in any circumstances.

### **Concerns**

Anyone who is concerned about a young member'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 *Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action under Club Rule 3.12.

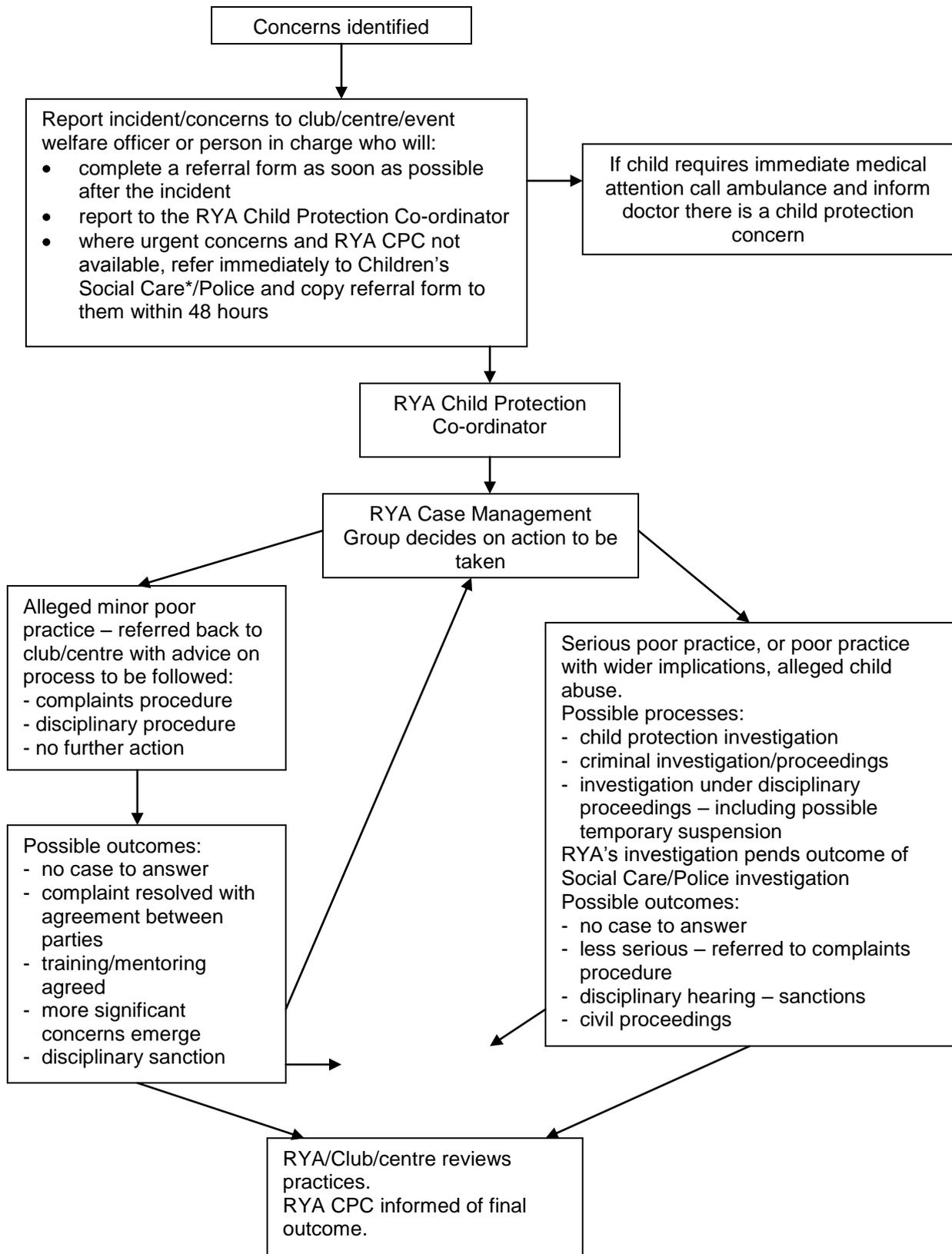
**Flowchart 1 – What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)**



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

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**Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation**



## Appendix A - 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

### **You should never:**

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

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

## Appendix B – What is child abuse?

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

**Physical abuse** where adults or other children:

- physically hurt or injure children (eg. by hitting, shaking, squeezing, biting or burning)
- give children alcohol, inappropriate drugs or poison
- attempt to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Neglect** includes situations in which adults:

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

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

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

**Emotional abuse** can occur in a number of ways. For example, where:

- there is persistent lack of love or affection
- there is constant overprotection which prevents children from socialising
- children are frequently shouted at or taunted
- there is neglect, physical or sexual abuse
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

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

### **Recognising Abuse**

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. 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 (e.g. 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 C – Sample Parental Consent form

### Sailing Training Session Booking Form

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

#### Booking Conditions

1. ASC 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 ASC nor any of its employees or agents shall be liable in any way whatsoever in respect of loss or damage to property.
5. ASC 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. ASC 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. ASC 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.

Participant's First Name: ..... Surname: .....

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

Address:  
.....

..... Postcode: .....

Please give details of any disability/medical condition/medication that you think the centre should know about eg. sight/hearing impairment, limited mobility, asthma, diabetes, epilepsy
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Declaration: I hereby acknowledge that I have read the above conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Signed by Parent or Guardian: ..... Date: .....

Print name: .....

Contact telephone number during session: .....

## Medical consent and emergency contact form

Please complete all sections in Block Capitals

### SAILOR DETAILS:

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

### EMERGENCY CONTACTS:

#### Emergency Contact

Name:	
Relationship:	
Home Number	
Work Number	
Mobile Number:	

#### Alternative Emergency Contact:

Name:	
Relationship:	
Home Number	
Work Number	
Mobile Number:	

### IF DIFFERENT FROM ABOVE:

<b>Mother's</b> Name:		Mobile Number:	
Home Number		Work Number:	
<b>Father's</b> Name:		Mobile Number:	
Home Number		Work Number:	

### DOCTOR DETAILS:

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

Have you ever suffered from any of the following conditions:

- |                                   |     |    |
|-----------------------------------|-----|----|
| • Asthma/bronchitis               | Yes | No |
| • Heart conditions                | Yes | No |
| • Fits, fainting or blackouts     | Yes | No |
| • Severe headaches                | Yes | No |
| • Diabetes                        | Yes | No |
| • Travel sickness                 | Yes | No |
| • Allergies to medication         | Yes | No |
| • Any other allergies             | Yes | No |
| • Other illnesses or disabilities | Yes | No |

If you have answered yes to any of the above, please provide details in the box below.

When did you last have a tetanus vaccination?

Year .....

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

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

Are you vegetarian? Yes No

Do you have any food allergies? If so, please specify:

### Consent

I the parent/guardian of ..... give permission to the organisers of activities during the period ..... (dates of event) to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my son/daughter to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

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

Name: (please print) ..... Date: .....

## Appendix D – Photography consent form

### Consent form for the use of photography or video

ASC recognises the need to ensure the safety and welfare of children and young people taking part in boating. In accordance with our child protection policy we will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children.

ASC will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform

(name/position) .....  
immediately.

### Conditions of Use

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

### Declaration of parent or person with Legal Responsibility:

Name of child: .....

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

I have read and understood the Conditions of Use above.

I agree to notify (Organisation) of any relevant changes in my child's circumstances.

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

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

Name: .....

**Appendix E – 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 Child Protection Co-ordinator, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**