

# **FELPHAM SAILING CLUB**

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

**Updated January 2023**

**Felpham Sailing Club**  
Blakes Road,  
Felpham  
West Sussex  
PO22 7EE

# Felpham Sailing Club

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

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# PART 1 - POLICY

## 1. Introduction

*In the context of this document, 'child' refers to any young person under the age of 18.*

**As a RYA Recognised Training Centre, we are required to have a formal Safeguarding and Child Protection policy which is checked as part of our annual inspection. RYA British Youth Sailing recognised clubs are also required to adopt and maintain a Safeguarding and Child Protection policy.**

There are several good reasons for doing this:

- to safeguard children from physical or emotional harm, both on and off the water
- to assure parents that their children are as safe at our organisation as they are when taking part in any other sport or leisure activity.
- to raise awareness amongst all our members, volunteers, or employees so that they know what to do if they are concerned about a child, whether the concern relates to:
  - the child's welfare at our Club or
  - something happening outside the sport that a child discloses to someone they trust at our club
- to protect coaches, instructors, or volunteer helpers by giving them some practical, common-sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect the Club, by showing that we have taken 'all reasonable steps' to provide a safe environment.

**Felpham Sailing Club** has taken the following steps:

### 1. Adopted a Policy Statement

This defines our commitment to providing a safe environment for children. 'Child Protection' can be an emotive term because people associate it with the most serious kinds of child abuse. 'Safeguarding' has become a more common term for promoting children's welfare, whilst 'child protection' tends to refer to actions taken in response to a specific concern or allegation.

As we have a RYA Recognised Training Centre attached to our club, the policy is being adopted by the whole club and all members are made aware of it, not just those directly involved in children's events or activities.

**Safeguarding children and young people is everyone's responsibility.**  
*(Statutory guidance 'Working Together to Safeguard Children' 2018).*

2. Produced a simple code of practice and procedures to assist with governing how the organisation runs.

This covers:

- the safe recruitment of staff/volunteers who will be in contact with children.  
**(see Section 4 Recruitment and Training)**
- good practice guidelines to ensure the safety and welfare of children at all times whilst at our site, both on and off the water.  
**(see Section 5 Good Practice Guidelines)**
- handling concerns, reports or allegations.  
**(see Section 6 Handling Concerns, Reports or Allegations).**

## **2. Policy Statement**

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

**Felpham Sailing Club/RYA Recognised Training Centre** takes all reasonable steps to ensure that, through safe recruitment, appropriate Operating Procedures, and training, it offers a safe and fun environment to children taking part in its events and activities.

*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 Safeguarding Officer and contact details are found on RYA Fun and Safe posters displayed around the club house.**

**For 2023:**

The Club Safeguarding Officer is: Catherine Hemsley – 07584072725

Email [safeguarding@felphamsailingclub.co.uk](mailto:safeguarding@felphamsailingclub.co.uk)

### **Staff and Volunteers**

All Club staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Safeguarding 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, or show evidence of DBS at another establishment with a very similar role. Other volunteers may be asked to sign a Self-Declaration form depending on their role and involvement with children.

### **Good Practice**

All members of the Club should follow the good practice guidelines attached **(See Document 4)** and agree to abide by the Club Code of Conduct **(See Document 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 A)**.

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 on their own. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from the 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 first names*** will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Safeguarding Officer.

### Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Safeguarding Officer immediately, in strict confidence. The Club Safeguarding Officer will follow the attached procedures. ***(See RYA Flowcharts 1 and 2)***

Any member of the Club failing to comply with the Safeguarding Policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 4.16

## PART 2 – PROCEDURES

### 3 Designated Person

The role description of the designated Safeguarding Officer is:

- Maintaining an 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.

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 of RTC*).
- Keep the RYA informed as *necessary (See Flowcharts in Section 6)*.

Everyone in the organisation should know who the Safeguarding Officer is and how to contact them and who to contact if they are unavailable. Posters are displayed around the club identifying how to access safe information. See Page 4 for specific information.

#### **RYA designated person**

The RYA's Safeguarding and Equality Team tel. 02380012796

Email: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

### 4 Recruitment and training

*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.*

Felpham Sailing Club will check the following and apply it fairly and consistently:

- **who to check.**
  - paid staff.
  - those with specific responsibilities (instructor, centre principal. Safeguarding Officer, coach) or anyone who regularly helps with junior/youth activity including Friday nights.
  - volunteers who are in regular contact with children including Friday nights
- the **level of check** to be conducted for each category.
  - references and DBS

- DBS
- Self-Declaration (***see Document 3***) or DBS (*depending on level and amount of contact*)

**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 a child, or vulnerable adult or placing them at risk of harm or would have dismissed them if they had not resigned.

**Competence Checks – Safe Recruitment**

In recruiting, Felpham Sailing Club will ensure the following:

- All employees will be provided with a clear job or role description so that they understand what the work involves.
- A ‘person specification’ listing the key qualifications, skills, experience and qualities we are looking for, will be drawn up.
- All applicants will be checked to ensure they are competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required.
- An induction will be provided including training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with our club’s operating procedures.

**To Ensure all Employees and Volunteers are safe Felpham Sailing Club will:**

If the paid role (eg Club Steward, Bar Staff) involves contact with children Felpham Sailing club will ensure the following:

- They are asked to provide information about their past career or relevant experience (***See Document 1***)
- They are asked their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history.
- Their experience of and attitude towards working with children is explored.
- References are taken up, 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. (***See Document 2***)

If the role involves **regular** training or supervision of children or is a position of trust or authority over children’s welfare (eg Principal of RTC, Safeguarding Lead, Instructor, Coach) and eligible for a Criminal Records check, we will:

- For those assisting on an ad hoc basis of Friday nights, ask the applicant to complete a self-declaration (***see Document 3***)
- For those regularly involved with children including RTC training and Friday nights, as identified above, ask the applicant to provide evidence of a DBS from another organisation/activity/role, or evidence for a DBS.
- Keep confidential records of any documentation

### Confidentiality and data storage

All personal information, including Disclosure 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, in accordance with the DBS Codes of Conduct and our club's Privacy Policy – <https://felphamsailingclub.co.uk/privacy-policy/> .

### Safeguarding Training

At Felpham Sailing Club we will ensure all staff and volunteers working with children have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development. In addition, the RYA has developed an online safeguarding awareness course "Safe and Fun" which is a mandatory requirement for those intending to qualify as RYA instructors, Senior Instructors, or Racing Coaches. **(Appendix D – Training/Workshops)**

## **5 Good Practice Guidelines**

### Culture

It is important to develop a culture within our Club where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

### Minimising Risk

We will plan the work of the club and promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

**These common sense guidelines are available to everyone within our club, via the noticeboard and Website:**

- 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 the club'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 club or the child's parents.
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- If you do have to help a child, make sure you are in full view of others, preferably another adult.
- Restrict communications with young people via mobile phone, email, or social media to group communications about club matters. If it's essential to send an individual message, copy it to the child's parent or carer.

*You should never:*

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

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

*Additional vulnerability*

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

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

*Grooming*

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed on line or face to face, by a stranger or by someone they know – for example a family member, friend or professional. 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 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*

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, (***See Anti Bullying Policy***)

### Managing challenging behaviour

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

### Responsibilities of Staff and Volunteers

Our staff and volunteers are given clear roles and responsibilities, and are aware of our club's safeguarding policy and procedures and are issued with guidelines on:

- following good practice See Good Practice Guidelines above (**see Document 4**).
- recognising signs of abuse (**See Appendix A**)

### Parental Responsibility and Club Liability

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching.

At Felpham Sailing Club we have adopted a Code of Conduct (**See Document 5**) that is displayed on the Club's Website and around the club. This is so that everyone is aware of their responsibilities towards each other and appropriate action that can be taken if anyone's behaviour fails to meet the expectations set out in the Code. Please also see the Club's **Anti Bullying Policy**

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

### Changing rooms and showers

Shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy.

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, it is better that adults are not 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.

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

### First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of our club's normal duty of care. **Consent will be obtained if medication or medical treatment is required in the**

**absence of the parent/carer** via the electronic signing in form issued at the start of each Friday Youth season, and for each RYA Training session **(See Document 6)**.

### Organising and hosting events

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

### Away events

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.

### Communicating and Images

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)

### Parents

At Felpham Sailing Club we are responsible for the content published on our website and pages, but parents must accept responsibility for their children's access to and use of computers, tablets, and smart phones.

### Club websites and social media

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

- We must ensure we follow the RYA guidance on the use of images of children (see Photography section below)
- We must ensure that the content and language on our 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.
- We must provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed.
- We must have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

### 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. '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 we will endeavour:

- to only contact sailors on a phone using a WhatsApp group that includes key personnel to monitor the appropriateness of the communication e.g. RTC Principal, Safeguarding lead. (or using the club's email system)
- to avoid using over-familiar language and try to copy in the child's parent/carer.
- to 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.

### Photography, images and video

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 our 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, we will 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 Document 6*).
- 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 our club's 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 prize-winners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their first name with their photo, DO NOT publish any other information (e.g. 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 club's Safeguarding 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 under any circumstances.

## **6 Handling Concerns, Reports or Allegations**

**This section is primarily for the club's designated Safeguarding Officer, but everyone should be aware of the procedures to follow if there are concerns (*see Flowcharts 1 and 2 below*).**

A complaint, concern or allegation may come from several sources: the child, their parents, someone else within the club. It may involve the behaviour of one of our 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.

An allegation may range from mild verbal bullying to physical or sexual abuse. If we are concerned that a child may be being abused, it is NOT our responsibility to investigate further BUT it is our responsibility to act on our concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, (*See Appendix A*).

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

- follow the club's child protection procedures.

**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 Safeguarding Officer or the person in charge) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

**Recording and handling information**

If you suspect that a child may have been the subject of any form of physical, emotional, or sexual abuse or neglect, the allegation must be referred 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.

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 Document 10 for Referral Form***)

**All information must be treated as confidential and only shared with those who need to know.**

If the allegation or suspicion concerns someone within the club or centre, only the child's parents/carers, the Safeguarding Officer, the person in charge of the club, or RTC principal (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

**Statutory Authorities**

If the club or centre 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 cooperate fully with official requests for factual information, but we will not express any personal opinions on the person's conduct. See also 'Handling the media' below.

**Handling the Media**

If there is an incident at our premises which attracts media interest, or if the club is contacted by the media with an allegation concerning one of our members or employees, we will not give any response until we have had an opportunity to check the facts and seek advice. We will contact

the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

### **Insurance**

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

### **Data retention**

Confidential information must be processed, stored and destroyed in accordance with our club's Privacy Policy. Records containing personal information should be: adequate, relevant and not excessive for the purposes 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 the club for a safeguarding reason, we will need to consider whether we should retain essential details of the reasons for the actions 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.

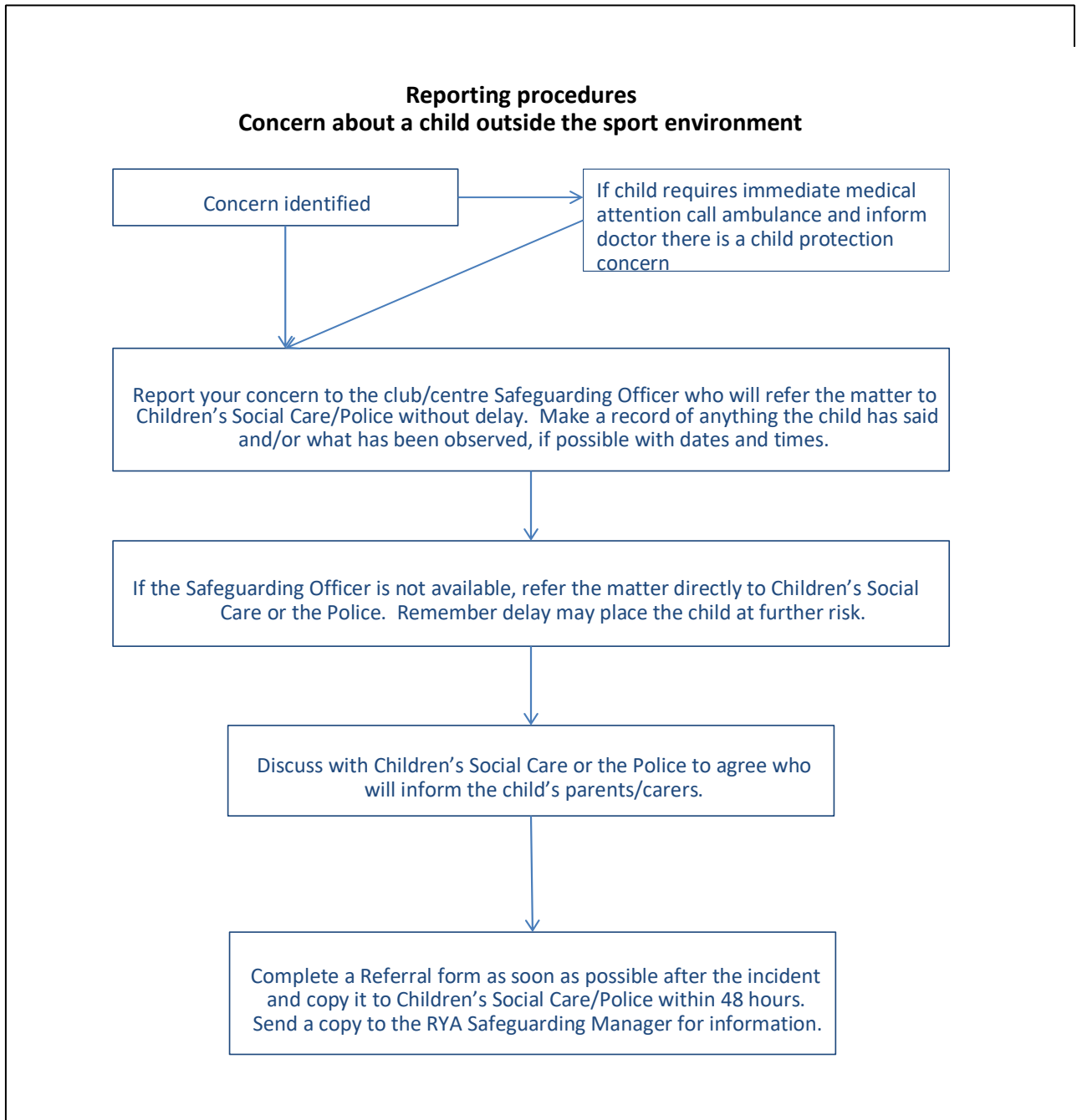
### **Historical allegations**

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

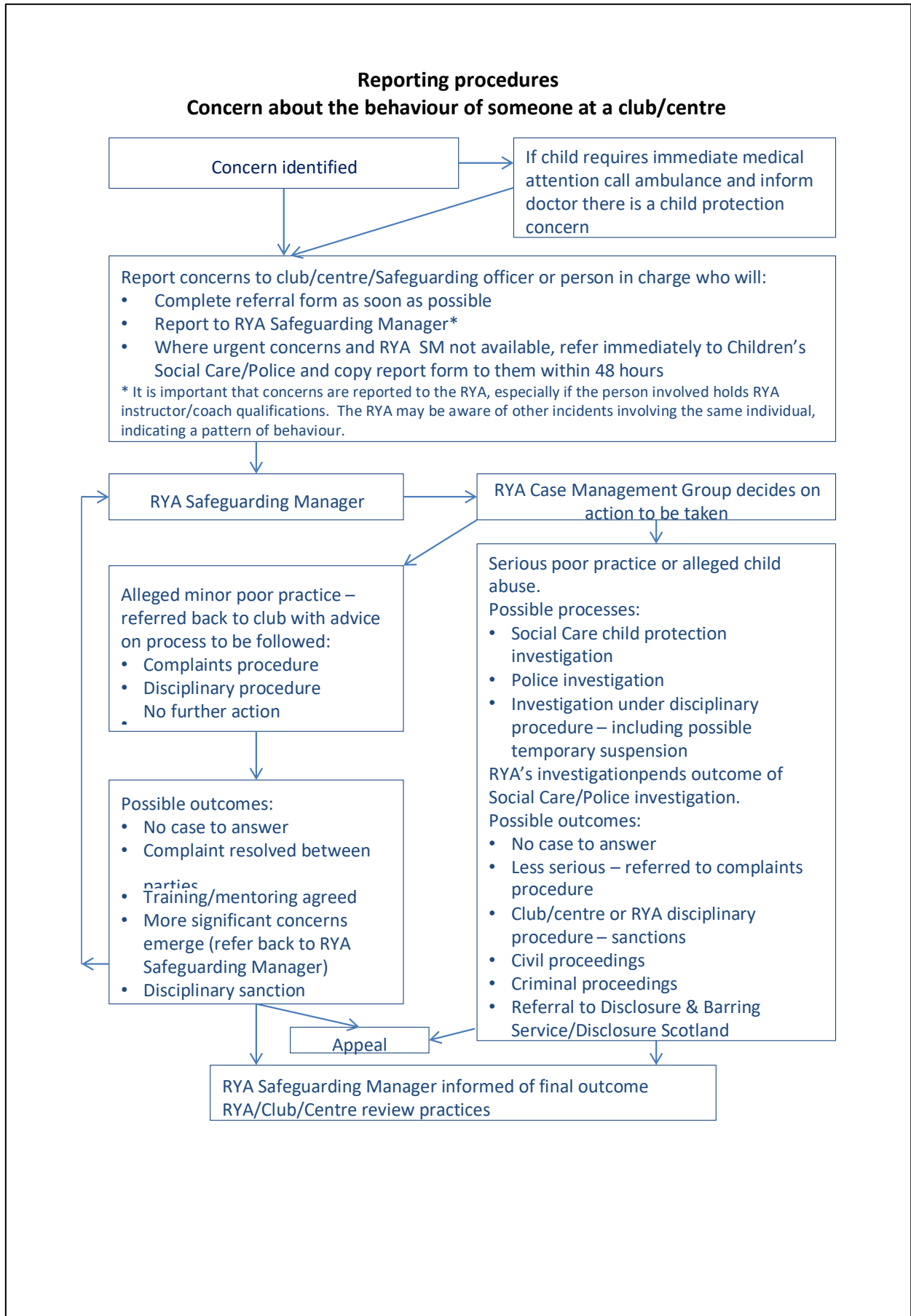
### **Reporting Procedures**

If we are uncertain what to do at any stage, we will 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 we are unable to find the appropriate contact number, we will call the RYA's Safeguarding and Equality Manager or, if a child is at immediate risk, the Police.

**Flowchart 1**

## Flowchart 2



## **PART 3 – INFORMATION AND SAMPLE DOCUMENTS**

### **7 Useful Contacts**

#### **NSPCC 24 hour free 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 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**

Our local phone book or the website for our County Council 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)

#### **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)

#### **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)

#### **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)

## **8. Documents**

### **Document 1 – Application form**

#### **Application for the role of RYA Instructor / Coach or Sailing Volunteer**

When completed this form should be returned, marked 'Private and Confidential', to: The Secretary and shared with RTC Principal, Felpham Sailing Club, Blakes Road, Felpham, West Sussex,

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**

e.g. 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. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant.

**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

**Data Protection**

In order to recruit to this role, **FELPHAM SAILING CLUB** will process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. All personnel data will be handled in accordance with **FELPHAM SAILING CLUB's** Privacy Policy which can be found on the Club's website.

**Applicant's Declaration**

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

Signature

Date

**Document 2 – Reference Request****Private and Confidential**

(Name) ..... has expressed an interest

in working with **FELPHAM SAILING CLUB** in the role of....., and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in 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: The Secretary and shared with RTC

Principal/Safeguarding Officer, FELPHAM SAILING CLUB, Blakes Road, Felpham, West Sussex

## **Document 3 – Self-declaration Form**

### **Private and Confidential Self-declaration form for roles involving contact with children**

FELPHAM SAILING CLUB is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving frequent or regular contact with children to complete this self-declaration form.

If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant. 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 **our Privacy Policy and current data protection legislation and guidance.**

Name .....

- 1. Have you ever been known to any Children's Services Department as being an actual or potential risk to children?**

**YES/NO**

**If yes, please supply details:**

- 2. 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:**

- 3. Have you had any other criminal convictions that might be relevant to the role?**

**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.

If required I agree to provide a valid Criminal Records Disclosure.

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 supplied by third parties, may be shared with 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**

## **Document 4 – Good Practice Guidance**

### **Good Practice Guide Handout for Instructors, Coaches and Volunteers**

This guide only covers the essential points of good practice when working with children and young people. You should also read the **FELPHAM SAILING CLUB's Safeguarding and Child Protection Policy, Guidelines and Documents** which are available for reference at all times on the club's website.

- 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 our club'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 club or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- **Restrict communications with young people via mobile phone, e-mail or social media to group communications about Club matters. If it's essential to send an individual message, copy it to the child's parent or carer.**

#### **You should never:**

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

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of 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.

## **Document 5 – Club Code of Conduct**

### **FELPHAM SAILING CLUB Code of Conduct**

It is the policy of **FELPHAM SAILING CLUB** that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club. The aim is for all participants to enjoy their sport and to improve performance.

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

#### **Participants - young sailors, windsurfers and power boaters**

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

#### **Parents**

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

#### **Coaches, Instructors, Officials and Volunteers**

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people

- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club 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 the club's **Safeguarding Officer or the person in charge of the activity.**

## **Document 6 – Booking and Parental Consent Form NOT IN HISC**

### **Booking and Parental Consent Form**

*This link is sent to all participants on any course:*

[https://docs.google.com/forms/d/1\\_6Dj4qhTtkT7abSagCdsq6Uq29Pgl-2PcMJCUbs9oQ/edit?usp=drive\\_web](https://docs.google.com/forms/d/1_6Dj4qhTtkT7abSagCdsq6Uq29Pgl-2PcMJCUbs9oQ/edit?usp=drive_web)

# Felpham Sailing Club Consent Form 2023.

**\* Indicates required question**

**Email\***

Your email

**Name\***

Your answer

**Date form completed\***

Date

**Date of Birth\***

Date

**Age if Under 18**

Your answer

**Address\***

Your answer

**contact phone number\***

Your answer

**Emergency Contact details\***

Your answer

**2nd emergency contact details**

Your answer

**Swimming Ability\***

Non Swimmer

Competent Swimmer

Strong Swimmer

**Sailing Ability\***

Beginner  
Intermediate  
Advanced  
racer  
squad sailor  
Instructor

Do you suffer from any of the following Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? If YES please provide details, including any specific medical advice to be followed in an emergency:

Your answer

Are you currently taking any medication that we need to be aware of?

Your answer

Do you have any injuries that may impact you taking part in physical activities?

Your answer

Please list any other medical conditions that we need to be aware of?

Your answer

Please list any food allergies

Your answer

Declaration of parent or person with legal responsibility I will undertake to inform the club of any changes to the information given on this form. I understand that this form gives consent for all cadet and adult non-residential activities or training for entire 2023 season (including the West Sussex Schools event which may be off site) and I agree to myself or my child participating in the sessions as described. I understand that the club can only take responsibility of me or my child when they are part of a supervised session or in the boundaries of the sailing club. I accept that the club has no responsibility for anyone who decides to leave these boundaries for example walks into the village. I understand that all participants must sign in and out

of these sessions (this could be done verbally with Instructor permission)I understand the terms of participation and have explained this to my child where appropriate. I understand that it is up to the Instructors whether the session is able to go ahead as planned due to the conditions. If the session is cancelled as much notice will be given as possible and refunds or rebooking will be made. Instructors will not be able to look after any under 18s if sessions are cancelled and parents must make arrangements for them to be collected as soon as possible. If this is really not possible then Instructors may provide alternative activities and no refunds will be given including boat hire fees. I understand that during any government social distancing measures myself or my child understands these and can abide by the restrictions currently in place. Medical consent - I give permission to the organisers of activities 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 myself or 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. I understand that I must not attend or send my child to any course or activity if I/they are unwell and especially if they are showing any COVID symptoms. Consent for use of images - I consent to photos or video being taken of myself or my child and used in the club or on the club website.\*

Check this box for consent

Send me a copy of my response

## **DOCUMENT 7 - TRAINING SESSION AT FELPHAM SAILING CLUB**

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

1. **FELPHAM SAILING CLUB** reserves the right, at all times, to cancel bookings at our discretion.
2. All participants **MUST** be above the age of 8, wear a buoyancy aid 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. **Children under 10 need to have parental supervision during the activity**
4. Neither FELPHAM SAILING CLUB nor any of its employees or volunteers shall be liable in any way whatsoever in respect of loss or damage to property.
5. FELPHAM SAILING CLUB must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. FELPHAM SAILING CLUB reserves the right to refuse any booking on medical grounds.
6. All bookings are accepted on the understanding that any instructions or directions given the Organiser/Instructor/Coach/Volunteer are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
7. FELPHAM SAILING CLUB reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
8. Participants are to wear suitable clothing and footwear when going on a boat. Suitable footwear means wetsuit boots/shoes, 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 FELPHAM SAILING CLUB will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform the Safeguarding 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 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 'Youth Regatta'.
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.

**DOCUMENT 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 and email address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's <b>safeguarding officer</b> or person in charge (if different from above)	
Contact telephone number and email address	

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

## **Appendix A – What is Child Abuse?**

*(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**

This 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
- 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 (e.g. 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 (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 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 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**

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 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, 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 (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 the club's **Safeguarding Officer**. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

## **Appendix B - RYA Instructor Code of Conduct for RYA instructors and trainers**

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 Felpham Sailing Club Safeguarding and Child Protection Policy as detailed on the club's website and 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.
- 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 (e.g. courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

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

## **Appendix C - RYA Coach Code of Ethics and Conduct**

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

**This is achieved by:**

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

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

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the RYA Child Protection Policy as detailed on the RYA website at [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding). If you are unable to access the website, please contact [coachingdevelopment@rya.org.uk](mailto:coachingdevelopment@rya.org.uk).
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 sailor above the development of performance. They should follow all guidelines laid down by the RYA, follow Felpham Sailing Club's Operating Procedures
4. Coaches must develop an appropriate working relationship with sailors 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 sailors 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 sailors (and where appropriate their parents) exactly what is expected of them and what sailors are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the sailor.
10. Coaches must always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must notify the RYA immediately of any court imposed sanction that precludes the coach from contact with a specific user group (eg children and vulnerable adults)
13. Coaches must not carry out coaching activities whilst under the influence of alcohol or drugs, or when they have received medical advice not to continue activities that are connected with the coaching (eg driving)
14. Coaching must not behave in a way which brings the sport into disrepute.

Failure to adhere to the RYA Coach Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments and will be dealt with in line with the RYA Coaches' Performance Guidelines.

## **Appendix D – Training /Workshops**

The RYA has a number of Tutors accredited by UK Coaching to deliver a three-hour basic awareness workshop ‘Safeguarding and Protecting Children’ to RYA clubs and centres. Any club or centre interested in running a workshop should contact RYA’s Safeguarding Officer on 023 8060 4104. In addition, the RYA aims to organise a number of open workshops at various locations in England each year.

Places at open multi-sport ‘Safeguarding and Protecting Children’ workshops can be booked via Sports coach UK – [www.sportscoachuk.org](http://www.sportscoachuk.org) click on Workshops or click on this link:  
<http://www.sportscoachuk.org/workshops/workshop-search>

The RYA has developed an online safeguarding awareness course ‘Safe + Fun’ which will be offered through a number of RYA Training Centres. It is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches to complete the online course prior to their Instructor or Coach course. The course will also be available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge

.

***A further on line module for Safeguarding Officers is available via RYA Safeguarding Officer at [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) or 02380604226***