



Sidmouth Sailing Club

Welfare Policy

Welfare Policy and Procedures for the Safeguarding of Young People and Adults 'At Risk'

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Part 1: Introduction.

Sidmouth SC Policy and Procedures for the Safeguarding of Children and Young People.

The RYA suggests the term 'Welfare Policy' rather than 'Child Protection' (a term 'associated with actions in response to a specific concern or allegation' P3.RYA Safeguarding and Child Protection Guidelines 2018) may be more 'readily understood and accepted within a club context'.



Part 2: Role of Welfare Officer

The Club will appoint a designated Welfare Officer whose role description will include the following:

- a. Maintaining up-to-date policy and procedures, compatible with the RYA's.
 - b. Be responsible for the effective implementation of this policy.
 - c. Reviewing and updating the Club policy and procedures annually.
 - d. Ensure that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
 - e. If a concern arises, the Welfare Officer would be the first point of contact for concerns or allegations from children, young people or 'at risk adult's'. See also Flow chart. Appendix 1.
 - f. Advising the management committee, with the Commodore, on welfare, safeguarding and child protection issues should they arise and decide on the appropriate action in line with the clubs procedures.
 - g. Maintaining contact details for local Children and Young People's services.
 - h. Be a member of the General Committee.
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Part 3: Policy Statement

This policy statement and supporting procedural guidance is based on the RYA safeguarding policy guidance. For the purposes of this guidance, anyone under the age of 18 should be considered as a child or young person. The policy, although worded with regards to young people, applies equally to 'at risk' adults who require additional support to take part in Club activities. See Section 7.

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

Everyone in the club needs to be made aware of the policy and have access to the supporting procedures and, when working with children must be familiar with the procedures. (RYA 2018.)

The Club will:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their confidence
- Treat all children with respect and celebrate their achievements
- Recognise that safeguarding is the responsibility of all our members, not just those working with children and young people
- Ensure that our training and other events are run to the best safety standards
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse
- Review how we work to incorporate best practice
- Review this policy and procedural guidance annually at the first General Committee meeting after the AGM.



Part 4: Procedural Guidance (Children, Young People and Adults at Risk)

- 4.1 **Sidmouth SC Code of Conduct.**
The Club has adopted the RYA Code of Conduct, which should be followed by all members and non-members participating in training centre activities. This will be posted on the Club website and issued to all new members and those participating in training centre activities.
- 4.2 **Disclosure and Barring Service.**
The Club's Welfare Officer, Senior Instructor, Training Centre manager, and any Dinghy Instructor undertaking private 1:1 coaching with children or young people using the Club's facilities, will be required to obtain a DBS check. (Disclosure and Barring Service) In the interim period awaiting the result of this DBS check, a self - disclosure form can be completed. The RYA suggests it is not a requirement of members (existing or new) apart from the above categories, to complete a self-declaration form. For club members working with 'Adults at Risk' (see Section 7) a DBS check will only be required if they will be undertaking 'regulated activity' with Adults at Risk as defined under the 'Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012, i.e. providing personal care.
- 4.3 **Guidelines on Good Safeguarding Practice and the Reporting of Safeguarding Concerns.**
The Club has adopted the relevant RYA guidance for members working in a paid or voluntary capacity with children and young people and these must be followed at all times. The Training Centre manager will ensure that copies of these will be given to the appropriate members.
- 4.4 **Changing rooms.**
When adults and young people are using the changing facilities at the same time, members must take responsibility to ensure that there are at least two adults present at all times.
- 4.5 **Photography and filming.**
The Club will seek written consent from the child or young person and their parents/carers before taking photos or videos at an event or training session. If the Club wishes to publish images, consent will again be sought from all parties and no identifying information will be included without this consent. In the case of temporary membership or those embarking on various courses/events the club may run, *written consent* from the child/vulnerable adult and their carers or parents must be obtained before photographs or videos are taken. See Appendix 5.
- 4.6 **Non-compliance.**
Any member failing to comply with this guidance will be referred to the General Committee who will determine the action to be taken.



Part 5: Sidmouth Sailing Club Code of Conduct

It is the policy of Sidmouth Sailing Club that all participants, coaches, instructors, 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 the 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.

5.1 Participants

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

5.2 Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognize 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' judgments and recognize good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organiser's 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

5.3 Coaches, Instructors, Race 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.
- Promote fair play and never condone cheating.
- Ensure that all activities are appropriate to the age, ability and experience of those taking part.
- Build relationships based on mutual trust and respect.
- Work in an open environment.
- Avoid unnecessary physical contact with young people.
- Be an excellent role model and display consistently high standards of behaviour and appearance.



- Do not drink alcohol or smoke when working directly with young people.
 - Communicate clearly with parents and participants.
 - Be aware of any relevant medical information.
 - Follow RYA and club/class guidelines and policies.
 - Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct.
 - Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.
 - If you are concerned that someone is not following the Code of Conduct, you should inform your Club Welfare Officer or the person in charge of the activity
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Part 6: Guidance on Good Safeguarding Practice and recording.

6.1 Good Safeguarding Practice Guide

- Do not spend excessive amount of time alone with children away from others
- Do not take children alone in a car on journeys, however short.
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents
- Do not take inappropriate photographs or video a child, or publish their pictures. Be sensitive to the risk that images could be misused by a third party. Do not publish information, in print or on a website, that might enable someone to contact the child.

6.2 You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Let allegations a child makes go unchallenged or unrecorded; always act.
- Do things of a personal nature that children can do for themselves.
- However, it may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. Such tasks should be carried out in the presence of two adults and should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure that all staff are sensitive to the child or adult at risk and undertake personal care tasks with the utmost discretion. If an adult at risk, child or young person require assistance with a buoyancy aid, wet suit, or provide physical assistance or support ensure you are in full view of others or ask another responsible person to chaperone you. Equally, if there is a need to lift a child, young person or adult at risk from a capsized boat for example, ensure you are with another person (as in the two manned support boats) or in the full view of others if the situation allows. The main aim clearly is the safety of the person in the water.



6.3 Guide to Eliciting and Recording Information

If a child discloses a concern or makes an allegation of abuse

Do:

- Do listen
- Do take notes
- Do inform the RYA and ensure that all information is passed onto the police and Children and Young People's Services.

Don't:

- Don't ask direct questions
- Don't try to stop the child telling you about their problem
- Don't make promises
- Don't allow anyone else outside the police or social services to interview or ask questions of the child
- Don't assume!

See attached Safeguarding flow chart for guidance on reporting children and young persons concerns or allegations of abuse.

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Make notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

6.4 Common questions that could be used in some situations.

Do—open questions/statements

- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this and you need to understand that I will have to do something about it

Don't—leading/closed questions/comments

- Was it your father/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this
- This can be our little secret

Details of Children and Young People's Services departments and Out of Hours Teams are listed on the Local Authority website/telephone directory. If the Child or young person is at imminent risk of harm contact the police.



Part 7: Adults at Risk: Introduction.

Sidmouth SC Policy and Procedures for the Safeguarding of Adults, especially those who may be defined as 'Adult at risk'. (The term 'vulnerable' is now perceived as a disempowering term and will not be used within this document.) In a sailing or boating context, 'at risk' may be defined as:

- a. People with physical disability who may depend on others to get afloat;
- b. visually impaired people;
- c. people with impaired hearing;
- d. people with learning disability;
- e. people with autism or Aspergers;
- f. people with mental illness.

The RYA recommend this policy for the following reasons: (update April 2018)

- a. To safeguard adults, both on and off the water.
- b. To assure adults at risk, and their carers where relevant, that they are safe when taking part in activities at SSC.
- c. To raise awareness amongst all SSC members, volunteers or employees so that they know what to do if they are concerned about an adult, whether the concern relates to their welfare at SSC site, or to something happening outside that environment that the individual discloses to someone they trust in SSC organisation.
- d. To protect volunteers and staff 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.
- e. To protect the organisation, by showing that we have taken all reasonable steps to provide a safe environment for all.

Part 8: Welfare Officer

The Club will appoint a designated Welfare Officer whose role description will include the following:

- a. Maintaining up-to-date policy and procedures, compatible with the RYA's.
- b. Be responsible for the effective implementation of this policy.
- c. Reviewing and updating the Club policy and procedures annually.
- d. Ensure that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- e. If a concern arises, the Welfare Officer and Commodore would be the first points of contact for concerns or allegations from adults. See also Flow chart. Appendix 1.
- f. Advising the management committee, with the Commodore, on welfare, safeguarding and protection issues should they arise and decide on the appropriate action in line with the clubs procedures. Keep the RYA informed as necessary.
- g. Be a member of the General Committee.
- h. Maintaining contact with local Adult Social Care Services.

The RYA Safeguarding and Equality Manager is Jackie Reid. Tel. 02380604104.

Email: jackiereed@rya.org.uk



Part 9: Policy Statement

This policy statement and supporting procedural guidance is based on the RYA safeguarding policy guidance. Everyone in the club needs to be made aware of the policy and have access to the supporting procedures and, when working with adults at risk must be familiar with the procedures. (RYA 2018.)

SSC is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional, financial harm or neglect. The club recognises that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy/maternity, marriage or civil partnership or social status, has a right to protection from discrimination and abuse. SSC takes all reasonable steps to ensure that, by providing appropriate training and procedures, it offers a safe environment for everyone. All will be treated with respect and dignity.

- a. SSC recognises that safeguarding adults is the responsibility of all club members.
- b. SSC carefully recruits all employees, volunteers and trainers who may be involved with adults at risk (as well as children and young people)
- c. SSC will respond swiftly and appropriately to all allegations and complaints in relation to suspected abuse or poor practice.
- d. SSC draws upon a culture wherein adults at risk will feel able to raise concerns in the knowledge they will be taken seriously, treated with appropriate confidentiality and the situation treated in such a way so as not to make matters worse for themselves or others.
- e. SSC will regularly review and update their safeguarding procedures, taking in to account experience and any legislative, social or technological changes.
- f. SSC will review and update their Welfare Policy annually drawing upon RYA updates.



Part 10: Good Safeguarding Practice Guide: minimizing risk.

- a. Always communicate clearly; check the person's understanding and expectations.
 - b. Try to work in an open environment in view of others.
 - c. Avoid spending significant time working with adults at risk in isolation.
 - d. Design activities and training programmes that are within the ability of the individual.
 - e. If assisting an adult at risk with dressing or buoyancy aid or they require physical assistance or support – do it in the full view of others. Good practice protects everyone – participants, volunteers, trainers and staff.
 - f. For further information on clubs legal liability and duty of care, please refer to the Club Zone of the RYA's website www.rya.org.uk.
 - g. It may sometimes be necessary to do things of a personal nature for adults at risk, particularly if they are disabled. Such tasks should be carried out in the presence of two adults and should only be carried out with the full understanding and consent of parents, carers or another appropriate adult. In an emergency situation, which requires this type of help, the designated appropriate adult should be fully informed. In such situations, it is important to ensure that all staff are sensitive to the adult at risk and undertake personal care tasks with the utmost discretion. If an adult at risk requires assistance with a buoyancy aid, wet suit, or provide physical assistance or support ensure you are in full view of others or ask another responsible person to chaperone you. Equally, if there is a need to lift an adult at risk from a capsized boat for example, ensure you are with another person (as in the two manned support boats) or in the full view of others if the situation allows. The main aim clearly is the safety of the person in the water.
 - h. Never engage in rough, physical or sexually provocative games or activities.
 - i. Never use inappropriate language.
 - j. Never fail to respond to an allegation made by an adult at risk. Refer to the Welfare Officer and Commodore. See also referral form appendix 4
 - k. Never assist in doing things of a personal nature if the adult is capable of doing so him/her self.
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Part 11: Recording Information

If it is suspected an adult at risk may have been the subject of any form of abuse (physical, emotional, sexual, financial or neglect) the allegation must be referred as soon as possible to Adult Social Services, and the Welfare Office and Commodore informed. Leading questions must not be asked which may jeopardise any future investigation. Listen and record anything that is said in disclosure. All information must be treated as confidential.

Confidential information must be processed, stored and destroyed in accordance with SSC's Data Privacy Policy and Data Protection Legislation.

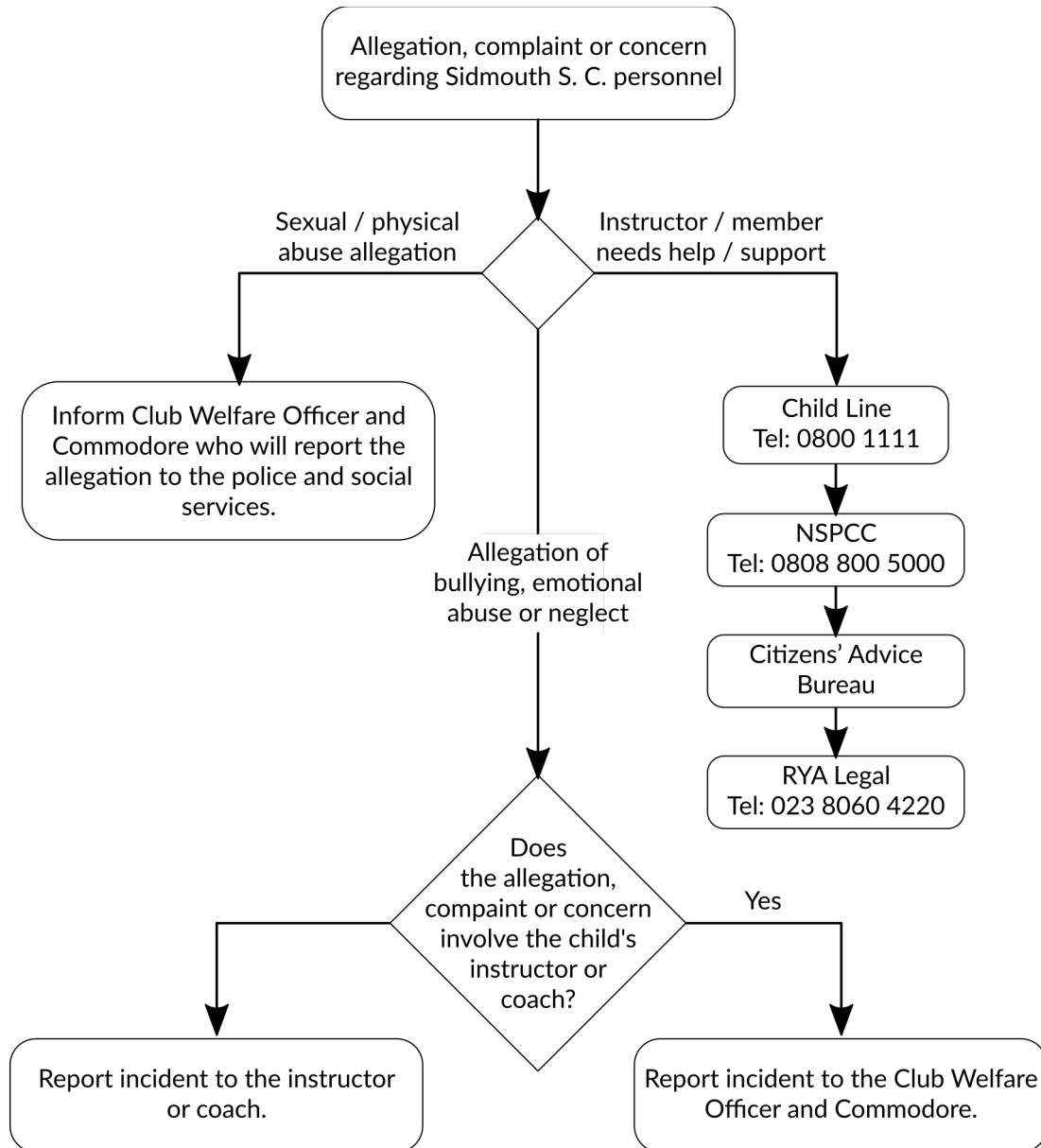
Mental capacity and consent: the starting assumption must always be the person has the capacity to make a decision and has the right to do so. Consent must be obtained before any referral can be made unless others are at risk of harm. No information should be given to the adult's family/carers without their consent. However, if the adult does not have capacity to give consent, a referral can be made and family informed provided they are not implicated in the allegation. (see also Mental Capacity Act 2005)

Details of Adult Social Care Departments and Out Of Hours Teams are listed on Local Authority Websites/Phone directories. If the person is at imminent risk of harm contact police.



Annex A: Flow Chart

Hand-out for all instructors and volunteers. Advice to children, parents and teachers.





Annex B: Self-Declaration Form

Title: Surname: First Names:
Date of Birth: Gender:

Have you ever been convicted of any criminal offence? YES/NO
If yes please supply details of criminal convictions:

Note: you are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including "spent" convictions.

Are you a person known to any Social Services department as being an actual or potential risk to children? YES/NO
If yes please supply details:

Have you had any disciplinary action relating to child abuse: YES/NO
If yes please supply details:

Important: I understand that I may be asked to apply for a Criminal Records Bureau Disclosure and agree to do so if required. I understand that the information contained in this form and in the Disclosure received by the RYA may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues. You may also be required to provide a valid Enhanced Criminal Records disclosure if your role involves regular or frequent contact with or responsibility for children.

Signed by the above named person

Date

DATA PROTECTION

SSC has a Data Privacy Policy, which can be found at www.sidmouthsailing.org.uk
Your data will be stored and used in accordance with that policy.



Annex C: Consent for the use of photography or video

NAME OF PARTICIPANT.....

COURSEDATE.....

Sidmouth Sailing Club recognizes the need to ensure the safety and welfare of children and young people participating in boating, at sea or land based activities at the club.

In accordance with our child protection policy we will not arrange for photographs, video or other images or young people to be taken without the written consent of the parents/carer's and children.

Sidmouth Sailing Club will take all steps to ensure that images are used solely for the purposes for which they are intended. If you become aware that images are being used inappropriately you should inform the Welfare Officer, Commodore or any Committee member.

Consent

I the parent/ guardian of.....give my consent to Sidmouth Sailing Club to take appropriate photographs and/or video of the above named.

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

Signed:.....(child/young person/at risk adult where appropriate)

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

DATA PROTECTION

SSC has a Data Privacy Policy, which can be found at www.sidmouthsailing.org.uk

Your data will be stored and used in accordance with that policy.



Annex D: Safeguarding Referral Form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age (if known) of adult at risk involved	
Name of club or organisation	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken by organisation (continue on separate page if necessary)	
If Adult Social Care or Police contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

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