



Burnham Sailing Club

***Welfare, Safeguarding
and
Child Protection
Policy
and Guidance***

updated June 2017

*The Clubhouse
The Quay
Burnham-on-Crouch
Essex
CMO 8AS*

DESIGNATED PERSON: MRS. KAREN HARDEN

INTRODUCTION

The Burnham Sailing Club [BSC] takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. "The welfare of the child is paramount" (Children Act 1989).

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

The BSC is committed to having a formal child protection policy which is reviewed annually by the Club's Committee.

In the context of this document, 'child' refers to any young person under the age of 18. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as 'children' although they are still children in the eyes of the law.

Many of the safeguarding principles in these guidelines also apply to 'vulnerable adults' or 'adults at risk' (Care Act 2014), but the statutory procedures to be followed in the case of a concern are different. The BSC has adopted the RYA Safeguarding Vulnerable Adults which can also be found at www.rya.org.uk/go/safeguarding

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

The aims of this policy are:

- to safeguard children, both on and off the water
- to assure parents that their children are as safe as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of 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 outside the sport
- to protect coaches, instructors, officials 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 BSC, by showing that we have taken 'all reasonable steps' to provide a safe environment.

The BSC actively seeks to:

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

- Be prepared to review its ways of working to incorporate best practice.

We will:

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

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

PROCEDURES

Designated Person

Although everyone has a role to play in ensuring that children are safe, the BSC has recommended that a designated individual has specific responsibility for implementing our policy, and acts as the point of contact to receive information and advice. **The designated person's name is on the front of this policy**

As we are a club reliant on volunteers we aim to ensure that our **Designated Person** is someone with relevant knowledge and experience, who is perceived as being approachable and having a child-focused approach. He/she will be provided with training where appropriate.

The **Designated Person's** roles are to:

- Maintain this policy and procedures
- Ensure that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advise the BSC Committee on safeguarding and child protection issues.
- Maintain contact details for local Children's Services* and Police.

* Note In England and Wales the names of the relevant departments vary from one local authority to another but are generally known as Children and Families Services, Children's Services or Children's Social Care.

If there is a concern, the designated person will:

- 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 Commodore
- Keep the BSC informed as necessary

Safe recruitment

It is imperative that the BSC carries out a level of checking proportionate to the role and the level of risk involved and in line with relevant statutory requirements.

- **The BSC will check:**
 - paid staff [if applicable] and/or volunteers
 - new applicants/or volunteers

- those with specific responsibilities (eg. instructor, child protection/welfare officer, coach, head of cadet section/Junior coordinator) or anyone who regularly helps with junior/youth activity
- the **level of check** to be conducted for each category will be:
 - references – verbal or written
 - self-disclosure where applicable (normally used at the application stage and followed up by a full Disclosure at the offer stage)
 - Enhanced Criminal Records Disclosure for paid positions and if felt appropriate volunteer positions. (and *Barred List check if appropriate)

***It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006** for a Barred individual to work in Regulated Activity, for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and for an organisation to fail to make a referral to the DBS/Disclosure Scotland if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable person.

In some circumstance's it may be appropriate to ensure competency by:

- Providing appropriate induction, training, mentoring or supervision to cover any areas where a volunteer may lack experience or confidence and familiarise them with the BSC operating procedures
- Providing the volunteer with a clear job or role description so that they understand what the work involves
- Drawing up a 'person specification' listing the key qualifications, skills, experience and qualities you're looking for
- Checking that the volunteer is competent for the role, eg. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if deemed necessary by the committee or that they are suitably experienced.
- procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- Before confirming their appointment, ask the applicant to apply for an Enhanced Criminal Records Disclosure (with Barred List check if appropriate) or Protection of Vulnerable Groups scheme membership (see below).

CONFIDENTIALITY

Professional confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A club member/volunteer must never guarantee confidentiality to a child nor should they agree with a child to keep a secret, as where there is a child protection concern this must be reported to the Designated Child Protection Co-ordinator and may require further investigation by appropriate authorities.

Members/Volunteers will be informed of relevant information in respect of individual cases regarding child protection on a need to know basis" only. Any information shared in this way must be held confidentially to themselves.

Records and Monitoring

All personal information should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children.

When data is no longer relevant it should be destroyed securely, eg. by shredding

Anyone receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.

GOOD PRACTICE

Culture

The BSC aims to have a culture where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

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 child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

Minimising risk

The BSC aims to plan 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.

It is important that adults:

- Avoid spending any significant amount of 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
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child.
- Do not help a child who is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend or their own parent/carer to help whenever possible
- Make sure you are in full view of others, preferably another adult if you do have to help a child

You should never:

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

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

Responsibilities of staff and volunteers

This child protection policy is available in the clubhouse and on the website. It is the Designated Person's responsibility to ensure staff and volunteers read and understand it along with the procedures relating to child protection including recognising signs of abuse.

BSC Coaches and Instructors are expected to comply with the RYA Codes of Ethics and Conduct.

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 online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy those working with young people should be aware and recognise the warning signs.

Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. **The BSC has an anti-bullying policy adopted from the RYA's Anti-bullying guidance.**

Children and young people should be made aware of the Club Code of Conduct and 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 , under RYA Safeguarding and Child Protection Guidelines.

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/family members or interference in coaching.

The Code of Conduct should be read by everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Although the BSC has a duty of care to our 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. We do however require a parent (or designated responsible adult) to be in the vicinity of the club at all times during such events.

Changing rooms and showers

Shower areas are designed to allow both adults and children to shower and dress in reasonable privacy. There are separate male and female changing rooms but disabled access is limited.

It is preferable for adults to stay away from the changing rooms while there are children present. Sometimes this is unavoidable because adults are sailing at the same times, or the site is open to the public. Under such circumstances it is better that one adult is not alone. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers. If a child alleges bullying or shows signs of being bullied, this must be investigated.

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

First aid and medical treatment

First aid is part of the BSC's normal duty of care. Consent is required if medication or medical treatment is needed in the absence of the parent/carer.

Organising and hosting events

When the BSC hosts an open junior or youth event the Committee [or a named member of the Committee] will liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. The BSC will make it 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. The RYA Racing Department has Sailor Supervision Guidelines for those involved with the national junior and youth squads.

The RYA Youth Racing department has developed detailed policies for RYA squad programmes and for Volvo RYA Champion Clubs. These are available on the RYA website, see www.RYA.org.uk/racing/youthjunior/information/Pages/Policies.aspx. They may be a useful reference for events organised by bodies other than the BSC but should not be taken as prescriptive.

Communicating with young people

The RYA's Youth Racing Communication Policy is included in the above policies. The Scout Association also produces some helpful guidance on using e-mails and text messaging when communicating with young people, available at www.scouts.org.uk/safeguarding

Photography

Publishing articles and photos in the BSC newsletters, website, local newspapers etc is an excellent way of recognising young people's achievements as well as promoting the BSC and the sport of sailing 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:

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

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

2. When publishing images, it is vital to make sure they are appropriate and that the BSC does 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 the BSC is recognising the achievement of an individual sailor and wish to publish their name with their photo, we will NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.
- Young people pictured must be 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. However, any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the BSC's Designated Person and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or camera phones in changing areas is not permitted under any circumstances. Such use by young people should be regarded as a form of bullying.

Website and Social Media

The BSC promotes the Club and encourages members to interact through the website. However, there are a few issues to bear in mind in relation to children and young people:

- Guidance on the use of images of children should be followed (see Photography section above)
- Content and language must be appropriate for younger visitors
- A clear process for parents and others to report inappropriate content or online bullying and to request that content is removed must be provided
- A robust procedure must be in place for handling and assessing such a report or request and acting promptly to remove the offending content.

Handling concerns, reports or allegations

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else who uses 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 you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on these concerns and report them to the designated person who will take the appropriate action.

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
- follow your organisation's child protection procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask more questions than are necessary for you to be sure that you need to act
- take sole responsibility – consult someone else (ideally the designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

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 by the **Designated Person** to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise any formal investigation.

Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the **Designated Person**.

All information must be treated as confidential and only shared with those who need to know. Confidential information must be stored securely. Information will be retained for at least 3 years and then destroyed by secure means, e.g. shredding or burning.

Useful Contacts

Royal Yachting Association Safeguarding Co-ordinator

Jackie Reid, HR and Administration Manager

BSC House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: jackie.reid@BSC.org.uk

Website: www.BSC.org.uk

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

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

NSPCC Helpline

0808 800 5000

Childline

0800 1111

Website: www.childline.org.uk

Social Care Services

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

Disclosure and Barring Service (formerly CRB)

Website: www.homeoffice.gov.uk/agencies-public-bodies/dbs

Tel: 0870 90 90 811

sportscoach UK – provide child protection training

Tel: 0845 601 3054

Website: www.sportscoachuk.org