



Burnham Sailing Club

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

***The Clubhouse
West Quay
Coronation Road
Burnham - on - Crouch
Essex CM0 8AS
UK***

The Designated Person is Mrs Kären Harden



Burnham Sailing Club

APPLICATION FOR THE ROLE OF VOLUNTEER

When completed this form should be returned, marked 'Private and Confidential', to:
Burnham Sailing Club **Designated Person**, Mrs. Kären Harden.

| PERSONAL DETAILS | | |
|------------------|----------|----------------------|
| Title: | Surname: | Other names in full: |
| | | |

| ADDRESS |
|---------|
| |

| TELEPHONE, FAX AND E-MAIL | |
|--|--|
| Home Tel: Fax: E-mail: Mobile: | Work Tel: Fax: E-mail: (please state if you do not wish to be contacted at work) |

| | |
|---|----------|
| Do you hold a valid UK driving licence? | YES / NO |
| Do you have any unspent convictions (including motoring offences)? If yes, give brief details Having a criminal record will not necessarily bar you from volunteering with us. This will depend on the nature of your offence | YES / NO |
| As a volunteer you will be involved in regular contact with children or vulnerable adults therefore you need to complete the details on the reverse of this form and you may be required to apply for an Enhanced Criminal Records Disclosure | |

| OTHER RELEVANT INFORMATION |
|--|
| Recreational interests, hobbies, voluntary or community work |
| |

| REFERENCES | |
|---|--------------------------------|
| Please give names and addresses of two persons to whom application for a reference may be made. | |
| NAME AND ADDRESS | CAPACITY IN WHICH KNOWN TO YOU |
| | |
| | |



Burnham Sailing Club

REFERENCE REQUEST

CONFIDENTIAL

(Name) has expressed an interest in volunteering with the Junior Section in the role of....., and has given your name as a referee. This role involves substantial access to children. As BSC 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 contact with children or young people.

If you are happy 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 volunteer's suitability. 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 volunteering?.....

3. 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 | | | | | |

3. Do you have any reason at all to be concerned about this volunteer being in contact with children or young people?

YES NO Please tick

If you answer 'Yes' we will contact you in confidence.

Name: (please print) Tel. No:.....

Signed: Date:.....

Please return this form, marked 'Confidential' to: .Mrs Kären Harden c/o BSC



Burnham Sailing Club

Self-disclosure form

CONFIDENTIAL

Self-disclosure form for volunteers involving contact with children and/or vulnerable adults

The Burnham Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding and Child Protection Policy, we require volunteers involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from volunteering with us. This will depend on the nature of the circumstances and background of your offences.

Name

Have you ever been convicted of any criminal offences? YES NO

If yes, please supply details of any 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, cautions, warnings and reprimands.

Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children? YES NO

If yes, please supply details.

Have you ever had any disciplinary sanction relating to child abuse? 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 barring me from volunteering. I understand that I may be asked to apply for a Criminal Records Disclosure from the Disclosure and Barring Service (DBS) and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: Date:

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

Please return this form marked 'private and confidential' to the Dedicated Person for Safeguarding: Mrs Kären Harden



Burnham Sailing Club

Handout for Instructors, Coaches and Volunteers – Good Practice Guide

This guide only covers the essential points of good practice when volunteering with children and young people. You should also read the BSC's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of the Burnham Sailing Club's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at the Burnham Sailing 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

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.



Burnham Sailing Club

Code of Conduct

It is the policy of the Burnham 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 BSC. 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 – [ie. Young sailors, windsurfers, powerboaters, paddleboarders, canoeists]

- 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 BSC/class 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 BSC 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 BSC club house/event venue

Cont....

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 BSC and BSC/class guidelines and policies
- Holders of BSC Instructor and Coach qualifications must also comply with the BSC Code of Ethics and Conduct
- Holders of BSC Race Official appointments must also comply with the BSC Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform the BSC **Designated Person** [Mrs Kären Harden] or the person in charge of the activity.



Burnham Sailing Club

Parental Consent form (for participants under 18 years) Please complete all sections in Block Capitals

Participant's details

| | |
|---------------|---------------------|
| First name | Surname/family name |
| Home Address | |
| Date of birth | Age |

Parent/guardian/person with legal responsibility

| | |
|-----------------------|---------------------|
| First name | Surname/family name |
| Relationship to child | |
| Home Number | |
| Mobile Number | |

Alternative Emergency Contact:

| | |
|--------------------------------|---------------------|
| First name | Surname/family name |
| Relationship to child | |
| Contact number during sessions | |

Medical information

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Has your child ever suffered from any of the following conditions:
Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NO

If YES please provide details, including any specific medical advice to be followed in an emergency:

Is your child currently taking any medication? YES / NO

If YES please specify:

Continued.....

When did your child last have a tetanus vaccination? Year:

Is your child currently suffering/recovering from any injuries which may affect their sailing? YES / NO
If YES please provide details:

Is your child vegetarian? YES / NO
Does your child have any food allergies? YES / NO
If YES please provide details:

Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)? YES / NO
If YES please provide details:

Declaration of parent or person with legal responsibility

I the parent/guardian of hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Medical consent

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

In an emergency situation I authorise the organisers to take my 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.

Consent for use of images

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.
I have read and understood the Conditions of Use attached.
I agree to notify the organisation of any relevant changes in my child's circumstances.
I confirm that my child is not under a court order.

Signed: (participant)

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

Name: (please print) Date:



Burnham Sailing Club

Training Sessions Conditions of Use

1. The BSC reserves the right, at all times, to cancel bookings at our discretion.
2. All participants **MUST** be between the ages 8 and 16, wear the buoyancy aid provided and be confident in the water.
3. All children must be accompanied by a parent or guardian at the beginning and end of the session. Parents or guardians must also be contactable (for example by mobile phone) for the duration of the session.
4. Neither the BSC nor any of its employees or members shall be liable in any way whatsoever in respect of loss or damage to property.
5. The BSC 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. *We reserve the right to refuse any booking on medical grounds.*
6. All bookings are accepted on the understanding that any instructions or directions given by BSC leaders are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
7. The BSC reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
8. Participants are to wear suitable clothing and footwear when going on a boat. Suitable footwear means flat soft soled shoes or trainers. Please bring a change of clothing as sailing can be wet.
9. If any injuries are sustained or damage to valuables occurs, participants are to notify the BSC leaders immediately.

Conditions of Use of photography or video

In accordance with our child protection policy the BSC 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 **Designated Person** 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 (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
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. We may use group photographs or video with very general labels, such as 'Junior Regatta'.
4. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
5. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
6. Commercial sale of any form of media will be limited to the organisers or their official photographers.



Burnham Sailing Club

CONFIDENTIAL safeguarding and Child Protection referral form

| | |
|---|--|
| Date and time of incident | |
| Name and position of person about whom report, complaint or allegation is made | |
| Name and age of child involved | |
| Nature of incident, complaint or allegation (continue on separate page if necessary) | |
| Action taken (continue on separate page if necessary) | |
| If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case | |
| Name, organisation and position of person completing form | |
| Contact telephone number | |
| Signature of person completing form | |
| Date and time form completed | |
| Name and position of organisation's child protection officer or person in charge (if different from above) | |
| Contact telephone number | |

This form should be copied, marked '**Private and Confidential**', to the BSC Safeguarding Designated Person, Mrs Kären Harden



Burnham Sailing Club

What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' March 2010)

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 a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

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

Neglect 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.

Sexual abuse. Sexual abuse involves an individual 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 meet their own sexual needs. The activities may involve:

- physical contact (eg. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

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 children 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
- preventing the child from participating in normal social interaction
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger

- the exploitation or corruption of children

Cont....

- 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.

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

Recognising Abuse

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult the **BSC Designated Child Protection Person** or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.



Burnham Sailing Club

Code of Ethics and Conduct

for Instructors, Trainers and Coaches and Volunteers

Sports training and 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.

Instructors, Trainers and Coaches should comply with the principles of good ethical practice listed below. They must:

1. If working with young people under the age of 18, have read and understood the Child Protection Policy as detailed on the BSC website
2. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Place the well-being and safety of the young person above the development of performance. They should follow all guidelines laid down by the BSC and hold appropriate insurance cover.
4. Develop an appropriate working relationship with the young people (especially children), based on mutual trust and respect and 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. Encourage and guide the young people to accept responsibility for their own behaviour and performance.
6. If relevant to the role, hold relevant up to date and nationally recognised governing body qualifications
7. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. At the outset, clarify with the young people (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
9. Always promote the positive aspects of their sport (eg. courtesy to other water users).
10. Consistently display high standards of behaviour and appearance.



Burnham Sailing Club

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 BSC Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the BSC website . If you are unable to access the website please contact the Club Committee for a copy.
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 performer above the development of performance. They should follow all guidelines laid down by the BSC and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers 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 performers 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 performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.