



CHILD PROTECTION – POLICY & PROCEDURES

This document constitutes Chanonry Sailing Club's policy and procedures for the protection of children (and also applies equally to other vulnerable people) based on the Highland Child Protection Committee document 'Child Protection Policies for your Community Group', modified to the circumstances of Chanonry Sailing Club and the Royal Yachting Association's (RYA) policy.

CLUB POLICY

Chanonry Sailing Club's policy is that the young person's welfare is paramount. All children whatever their age, culture, ability, gender, language, racial origin, religious belief or sexual identity, have the right to protection from abuse. All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.

Any person under the age of 18 will be considered a child for the purpose of this document.

CHILD PROTECTION COORDINATOR

The Club's committee is responsible for appointing a Child Protection Coordinator (see Annex A). The Child Protection Coordinator is responsible to the main committee for ensuring that the procedures contained below are applied and for advising the main committee should changes in procedure be required.

PROCEDURES

PERSONS ASSISTING WITH YOUNG PEOPLE

All persons assisting young people will be vouched for to the satisfaction of the Child Protection Coordinator by 2 or more members of Chanonry Sailing Club and should preferably be a member of the Club. All persons assisting young people will also be required to complete a 'Self Declaration' form (Annex B). It is not Chanonry Sailing Club's policy to ask for criminal conviction details except those of a violent or sexual nature. We will carry out disclosure checks (Enhanced Disclosure), through the RYA, on all persons who will have substantial access to young people. We will seek the individual's consent to do this through the Self Declaration form.

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All persons who will have substantial access to young people will be on a probation period while disclosure checks are completed. During the probationary period the individual will be closely supervised while working with young people.

All persons assisting young people will receive induction training that will give an overview of the Club and explain its purpose, values, services and structure. The Club structure (office bearers, principal and senior instructor) provides a supervision hierarchy. All persons assisting young people will be briefed on Risks and Health & Safety procedures. Volunteers for waterborne activity will receive appropriate RYA training. All persons assisting young people will be briefed on identifying and reporting abuse. Information to assist in recognising child abuse is at Annex C. A handout on best practice is at Annex D.

PROTECTION

Every vulnerable person regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that would result in them being physically or psychologically damaged. In our club, if we have suspicions about a vulnerable person's physical, sexual or emotional wellbeing, we will take action.

In general, a parent, guardian or a responsible adult (18 year of age or over) who is in loco parentis for the child or children must accompany all children using the Club under the age of 16. It will not be acceptable for parents etc to drop off their children on the assumption that the Club is responsible for the welfare of unaccompanied children. On specific occasions, for example during formal training courses, Club officials may act in loco parentis for children provided written consent is received from the relevant parents or guardians.

All persons assisting young people are encouraged to share relevant concerns with the Club's Child Protection Coordinator. If the situation is clearly urgent, if the child is too frightened to go home, or we have very serious doubts about a child's safety, we will contact Social Work Services or the Police immediately. If our concerns are more general we will discuss these with the Club's Child Protection Coordinator who may then make a referral to Social Work Services. All persons assisting young people will follow the procedures below:

- Record any information or suspicions seen, heard or known, accurately at the time the event occurs (see Annex E).
- Share their concerns with the Club's Child Protection Coordinator unless more urgent action is required.
- Always REFER, **never** INVESTIGATE, any suspicions or allegations about abuse.

We will:

- Record details of every child or vulnerable person involved in the Club activities, including relevant medical details, and have a contact name and number close to hand in case of emergencies.
- Record the names of everyone on the water during Club activities.

ENCLOSURE ONE TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

- Undertake risk assessments for Club activities and provide appropriate safety cover.

HANDLING OF DISCLOSURE INFORMATION

In accordance with the Scottish Executive Code of Practice for registered persons and other recipients of Disclosure Information we will ensure the following practice:

- Information provided on a disclosure certificate will only be used for recruitment purposes.
- We will ensure that an individual's consent is given before seeking a disclosure.
- Disclosure information will only be shared with those authorized to see it in the course of their duties.
- The designated signatory will be the RYA; the RYA will be responsible for storage and destruction of disclosure information.
- The Club will only retain Self Declaration forms and the names of those volunteers for whom disclosure certificates have been forwarded to the RYA together with the dates of forwarding. We recommend that the individual notes their unique reference number of disclosure.

Signed on _____ on behalf of the Club:

Helen Jenner
Commodore

Helen Robinson
Child Protection Coordinator

Annex A

Contact Names & Telephone Numbers

Club Child Protection Coordinator: Dr Helen Robinson	01381 620243
Out of hours Social Work Emergency Service	08457 697284
Area Social Work Office (Council HQ Inverness)	01463 703455
Police (HQ Inverness)	01463 715555
NSPCC Confidential help line	0808 800 5000
Children 1 st	0141 418 5670
Childline (for use by children)	0800 1111

Annex B

Self Declaration form

Title: Surname:

First Names:

Date of Birth:

Gender:

Have you ever been convicted of any criminal offence relating to violence or of a sexual nature? YES/NO

If yes, please supply details:

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 sanction relating to child abuse? YES/NO

If yes, please supply details:

I hereby consent to the RYA undertaking Disclosure checks on me.
I understand that the information contained within this form or supplied by third parties, along with the results of any police or social services checks, will be included on the RYA Child Protection List. I further understand that this may involve, where strictly necessary, disclosing my details to other regulatory bodies and/or third parties who have an interest in child protection issues.

Signed by the above named person

.....

Date.....

Name of Club Referee 1.....

Name of Club Referee 2.....

Annex C

Recognising abuse

This annex explains what child abuse is, how to recognise it and what to do if you have concerns.

What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school and in a sports or community environment. Child abuse can take many forms:

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

- **Neglect** includes situations in which adults:
 - fail to meet a child's basic physical needs (e.g. for food, warm clothing, essential medication)
 - consistently leave children alone and unsupervised
 - fail or refuse to give children love, affection or attention
 - neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or exposes them to undue cold or risk of injury

- **Sexual abuse.** Boys and girls are sexually abused when adults (male or female) or other young people use them to meet their own sexual needs. This could include:
 - full sexual intercourse, masturbation, oral sex, fondling
 - showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
 - sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people

- **Emotional abuse** can occur in a number of ways. For example, where:
 - there is persistent lack of love or affection
 - there is constant overprotection which prevents children from socializing

ENCLOSURE ONE TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

- children are frequently being shouted at or taunted
- there is neglect, physical or sexual abuse
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.
- **Bullying** may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.
 - The bully may often be another young person.
 - Although anyone can be a 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.

How would I recognise if a child is being abused?

It is not always easy to spot when children have been abused even for the most experienced carers. 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 with whom a close relationship would be expected
- an unreasonable reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

However, it is important to note that a child could be displaying some of all of these signs, or behaving in a way which is worrying - this does not necessarily mean the child is being abused. Similarly, there may not be any signs, you may just feel something is wrong.

If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.

Annex D

Handout for all instructors & volunteer helpers

Good Practice Guide

- Do not spend excessive amounts 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 design training programmes that are within the ability of the individual child.

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 be sometimes necessary for your staff or volunteers 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 parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Important:

All instructors and volunteers should read Child Protection Policy & Procedures and have access to it at all times

Annex E

Recording information

In cases of suspected child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- **DO** listen
- Do take notes and complete the Incident Report Form below
- Do tell the Child Protection Coordinator or in urgent cases contact Social Work Services or the Police

- **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!

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.

COMMON QUESTIONS that could be used in some situations.

The Dos – 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 but you do realise I will have to do something about it

The Don'ts – 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

Incident report form

Try and keep the process friendly rather than a formal; you want the child to be as comfortable as possible during this stressful process.

Interviewer's details

Name: Position:

Child's details

Name: Date of birth:

Address:

.....

Parents / Carers names:

Address:

.....

Record what was said and reported (use additional paper, as required)

Action taken

Reported to Child Protection Coordinator? YES /NO

Date / time incident reported:.....

Details of advice received

Reported to Police? YES/NO

Which police station?

Officer reported to:

Date / time incident reported:

Details of advice received:

Contacted other organizations for advice? YES/NO

Date / time of call:.....

Which organization(s)?:

Person advice received from:

Details of advice received:

Signed by interviewer, as above: Date:

(also sign any additional paper used)