



POLICY, PROCEDURES & GUIDELINES FOR SAFEGUARDING MEMBERS OF VULNERABLE GROUPS



POLICY

It is the policy of Chanonry Sailing Club to safeguard children, young people and protected or vulnerable adults (collectively known as Vulnerable Groups) taking part in Club activities from physical, sexual or emotional harm. Chanonry Sailing Club Board will take all reasonable steps to ensure that individuals participating in Club activities do so in a safe environment and require all members to do the same. The Board recognizes that the safety and welfare of all participants are paramount and that all individuals, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

This document is consistent with the RYA Scotland Safeguarding and Child Protection Policy and Guidelines.

CHANONRY SAILING CLUB CODE OF ETHICS

Our **code** as a Club is to:

- Create a safe and welcoming environment, both on and off the water, where participants can have fun and develop their skills and confidence.
- Treat everyone with respect.
- Remember that some issues are confidential.
- Provide an example we would wish others to follow.
- Respect a vulnerable person's right to personal privacy.
- Provide time for children to talk to us.
- Encourage children to respect and care for others.
- Take action to stop any inappropriate verbal or physical behaviour.
- Apply the Club policy that children under the age of 16 must be accompanied by an adult who is in loco parentis.
- Undertake risk assessments for Club activities and provide appropriate safety cover.
- Undertake the safe recruitment of volunteers who will be in contact with members of Vulnerable Groups.
- Issue good practice guidelines to ensure the safety and welfare of all individuals at the Club both on and off the water.
- Implement effective procedures for the handling of concerns, reports or allegations.

CHANONRY SAILING CLUB PROCEDURES

SAFE RECRUITMENT AND INDUCTION OF VOLUNTEERS

A safe recruitment of volunteers who will work with Vulnerable Groups is a key step in providing protection and also acts as a deterrent to those who might want to abuse members of Vulnerable Groups. In most cases the volunteers will be long standing and well known members of the Club who will be **selected by the Board or Officers** and asked to help with Vulnerable Groups. In these situations it should be sufficient to ensure that:

- The selected volunteer **understands the role** that they are being asked to perform.
- They are provided with **appropriate training** for their role including Health & Safety and how to safeguard Vulnerable Groups.
- They are required to **become members of the Protecting Vulnerable Groups (PVG) scheme** (the Club Welfare Officer will help with the application procedure and there will be no cost to the volunteer).

On the very rare occasions that the Club receives an offer to volunteer to do regulated work from a **non or new member**, in addition to the measures above the **prospective volunteer will be interviewed by 2 members of the Board and references will also be sought**. RYA Scotland provides useful templates both to record interviews and to ask for references in their Safeguarding Children and Protected Adults Policy & Guidelines available via the RYA Scotland website.

The majority of Club members who undertake regulated work will be **instructors or coaches** (hereafter referred to collectively as instructors). The RYA requires **all** qualified instructors to be members of the PVG scheme. Furthermore, all new instructors from 1 April 2015 must complete the **RYA's Safeguarding course** before they qualify; all existing instructors will need to declare that they have received recent safeguarding training when re-validating their qualifications. The Training Principal, assisted by the Club Welfare Officer, will offer **induction training** to new instructors and **annual refresher training** to existing instructors that covers at least the following:

- The purpose of Chanonry Sailing Club, its values, services and structure and how the structure (Board Members, Principal and Senior Instructor etc) provides a supervision hierarchy.
- A briefing on Risks and Health & Safety procedures.
- A briefing on identifying and reporting abuse.

CODE OF PRACTICE

Organisers of Club activities should ensure that:

- There is more than one adult present or at least within sight and hearing of other adults for activities that involve members of Vulnerable Groups.
- Every child or vulnerable person taking part in Club training or coaching activities has a completed consent form, including relevant medical details, and has provided a contact name and number in case of emergencies.
- The names of everyone on the water during Club activities are recorded and a tally is kept.

Child protection – some **notes for instructors and coaches** are attached.

PHOTOGRAPHY

Publishing articles and photos in newsletters, websites and local newspapers is an excellent way of recognizing young people's achievements and of promoting the Club and the sport as a whole. Videoing during training and coaching is a normal activity to promote better performance. However, it is important to minimize the risk of anyone using images of children in an inappropriate way and RYA Scotland has provided the following guidance on photography.

The key principles to bear in mind are:

- Before taking photos or video, obtain written consent from the child and their parents/carers for their images to be taken and used.
- A consent form should be issued and signed for any child participating in Club activities or an event.
- 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 our expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by an instructor will be regarded as a breach of the RYA's Code of Ethics and Conduct.
- Care must be taken in the storage of and access to images.

When publishing images make sure they are appropriate and that you do not include any information that might enable someone to contact the child.

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name.

ANNEX H TO HEALTH & SAFETY @ CHANONRY SAILING CLUB

- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO 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.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography. Any concerns about inappropriate or intrusive photography or about the inappropriate use of images should be reported to the Club's Welfare Officer and treated in the same way as any other safeguarding 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 should not be permitted in any circumstances.

HANDLING OF CONCERNS, REPORTS OR ALLEGATIONS

All volunteers and Club members in general are encouraged to share concerns with the Club's Welfare Officer. If the situation is clearly **urgent**, if the child is too frightened to go home, or if there are very serious doubts about a child's safety, either **contact the Club's Welfare Officer or Social Work Services or the Police immediately** (see below). If your concerns are **more general** discuss these with the Club's Welfare Officer who may then make a referral to Social Work Services.

RYA Scotland has provided 2 flow charts regarding what to do if you have concerns and these are attached.

Always remember to:

- Record any information or suspicions seen, heard or known, accurately at the time the event occurs.
- Share concerns with the Club's Welfare Officer.
- Always REFER, **never** INVESTIGATE, any suspicions or allegations about abuse.

CONTACT NAMES AND TELEPHONE NUMBERS

Club Welfare Officer: Donna Allan 01463 796919 or 07824 159183

Deputy Welfare Officer: Richard Jenner, 01463 811080 or 07777 641436

Social Services: 0800 0938100 (office hours) or 0845 601 4813 (out of hours)

If you are a child or young person call Childline on 0800 1111.

Crimestoppers: call 0800 555 111.

Police Scotland: call 101 (or in an emergency 999).

ParentLine Scotland: call 0800 028 2233

NSPCC: an adult worried about a child can call the 24 hour NSPCC helpline on 0808 800 5000.

RYA Scotland's Development Manager, Liza Linton: 0131 317 7388 or 07770 604234

RYA's Child Protection Co-ordinator (CPC), Jackie Reid: 023 8060 4104

Attachments:

Child protection – some notes for instructors and coaches

Flowchart 1 – What to do if worried that a child or protected adult is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)

Flowchart 2 – What to do if concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation

CHILD PROTECTION – SOME NOTES FOR INSTRUCTORS & COACHES INCORPORATING RYA SCOTLAND GOOD PRACTICE GUIDE

What is child abuse?

Anything that adversely affects a child's right to feel safe and protected from any situation or practice that would result in them being physically or psychologically damaged.

What is CSC's policy to combat child abuse?

The Club has a Protecting Vulnerable Groups policy (this document) which includes children (in the **Red** Book) based on the RYA guidance. The Club applies the RYA guidelines that all qualified instructors and coaches (hereafter referred to collectively as instructors) who could have substantial contact with children join the PVG scheme and receive regular update training in Child Protection. The Club structure (Welfare Officer, Training Principal and Chief Instructors/Head Coaches) provides a supervision hierarchy for instructors. The Club applies 'RYA Ratios' to practical training. Additionally:

- Instructors will receive induction training giving an overview of the Club and explaining its purpose, values, services and structure. *(NB Club Constitution)*
- Instructors will be briefed on Risks and Health & Safety procedures. *(NB Red Book)*
- Instructors for water borne activity will receive appropriate RYA training.
- Instructors will be briefed on identifying and reporting abuse. *(NB below)*

What is the code of conduct for sports instructors?

- **Rights** - instructors must respect and champion the rights of every individual to participate in sport.
- **Relationships** - instructors must develop a relationship with their students based on openness, honesty, mutual trust and respect.
- **Responsibilities: personal standards** – instructors must demonstrate proper personal behaviour and conduct at all times.
- **Responsibilities: professional standards** – to maximise benefits and minimise the risks to students, instructors must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice.

RYA SCOTLAND GOOD PRACTICE GUIDE

Handout for Instructors, Coaches and Volunteers –

This guide only covers the **essential points** of good practice when working with children, young people or protected adults. You should also read the Club's Safeguarding Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working in isolation with children or protected adults.
- Do not take children alone in a car however short the journey.
- Do not take children or protected adults to your home as part of your Club's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the activity or the child's parents or protected adult's carers.
- Design training programmes that are within the ability of the individual child or protected adult.
- If a child or protected adult 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 or protected adult, make sure you are in full view of others, preferably another adult.
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

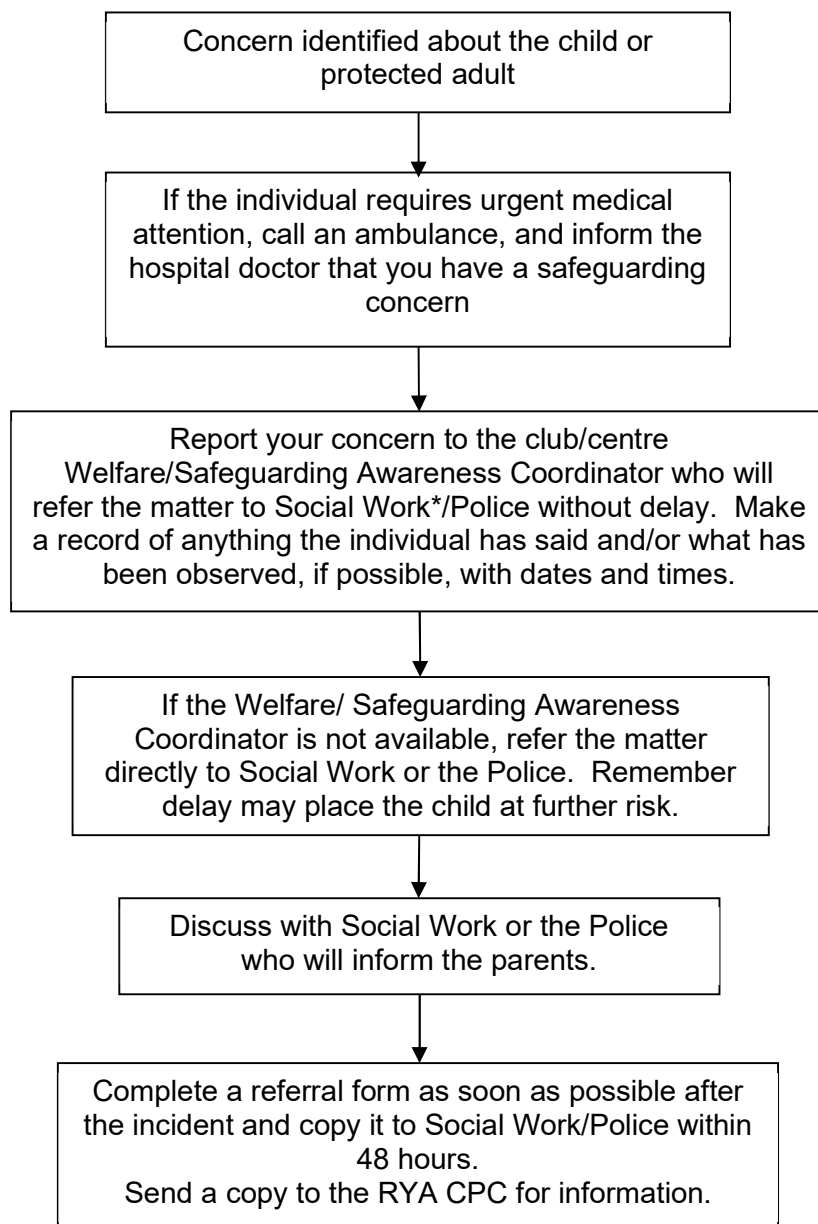
- Engage in rough, physical or sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children or protected adults to use inappropriate language unchallenged, or use such language yourself when with children or protected adults.
- Make sexually suggestive comments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

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

WHAT DO I DO IF I SUSPECT A CHILD IS BEING ABUSED?

- Record any information or suspicions seen, heard or known, accurately at the time the event occurs.
- **Share your concerns with the Club's Welfare Officer (Marisa Astill-Brown) or a Senior Instructor or Head Coach**
- Always REFER, never INVESTIGATE, any suspicions or allegations about abuse.

Flowchart 1 – What to do if you are worried that a child or protected adult is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)



Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation

