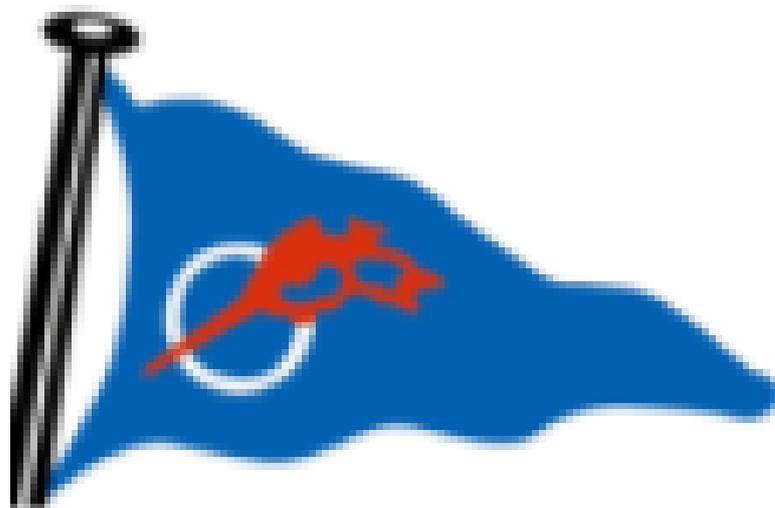


HIGHCLIFFE SAILING CLUB
SEA VIXEN, MUDEFORD QUAY, CHRISTCHURCH, DORSET, BH23 4AB



Child Welfare Policy and Guidelines

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1. DEVELOPMENT RECORD

ISSUE	DATE	NAME	DETAILS OF CHANGE
Rev 01	May 2011		First Issue
Rev 02	March 2018	R. Brooks	Update to match current practice

2. INTRODUCTION

This policy has been produced by HSC ('the Club') to enable children and vulnerable adults to enjoy the sports of sailing and other activities in a safe environment.

In the context of this document, 'child' refers to any young person under the age of 18. The HSC Child Welfare Policy ('the Policy') also covers 'vulnerable adults', such as people with learning disabilities or those who have difficulty communicating or those who rely upon others to provide personal care.

There are several good reasons for this:

- To protect children both on and off the water.
- To assure parents that their children are as safe as possible when they are taking part in any sport or leisure activity at HSC.
- To raise awareness amongst all HSC club members, volunteers, representatives 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 whilst at HSC 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 accomplish this, the Club has:

- Adopted a policy statement that defines the organisation's commitment to providing a safe environment for children.
- Created role of a nominated person (a person separate from the general committee and organisers of activities) who has specific responsibility for implementing the policy and acts as the point of contact to receive information and advice from the RYA. This person is the 'Club Welfare Co-ordinator' (CWO).
- Produced a simple 'Code of Practice and Procedures' governing how the Club runs which covers -
 1. The safe recruitment of staff or volunteers who will be in contact with children (see Section 4);
 2. Good practice guidelines to ensure the safety and welfare of children at all times whilst at the Club, both on and off the water (see Section 5);
 3. Handling concerns, reports or allegations (see Section 6).

Everyone in the Club should be aware of the Policy and has access to the supporting procedures; and those working with children must be familiar with these procedures.

3. CHILD PROTECTION POLICY STATEMENT

As defined in the Children Act 1989, for the purposes of this Policy anyone under the age of 18 should be considered as a child. The Policy also applies to vulnerable adults.

It is the undertaking of Highcliffe Sailing Club to safeguard children and young people taking part in boating and club activities from physical, sexual or emotional harm. The RYA will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Highcliffe Sailing Club activities do so in a safe environment. We recognise that the safety and welfare of a 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.

Highcliffe Sailing Club 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.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that its 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.
- Publicize the name and contact details of a Club Welfare coordinator (CWO), who is independent of the club management committee or employees.
- This person will be the point of contact for all complaints and concerns and queries in respect of child welfare and protection.
- The CWO will advise the committee and ensure that child welfare and protection is adhered to by the club.
- The CWO will respond swiftly and appropriately to all complaints and concerns about poor practice, suspected or actual child abuse and such response will be in accordance with the RYA Child protection policy guidelines.

This Policy relates to all employees, contractors and volunteers who work with children or vulnerable adults whilst at Highcliffe Sailing Club or representing the Club ashore or on the water. This Policy will be kept under periodic review.

All relevant concerns, allegations, complaints and their outcome should be notified to the RYA Child Protection Coordinator by the HSC CWO.

Highcliffe Sailing Club Child Welfare Coordinator
Mrs Jane Gibson : 01425 276188 or 07794 258614
Email: janegibson326@yahoo.co.uk

4. DESIGNATED PERSON

Highcliffe Sailing Club's Child Welfare Co-ordinator (CWO) has specific responsibility for implementing the Policy and acts as the point of contact to receive information and advice from the RYA.

The CWO's general terms of reference include:

- Maintaining up to date policy and procedures, compatible with the RYA's guidelines and policy.
- Ensuring that relevant committee members, activity organisers and volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the management committee on child protection issues.
- Maintaining contact details for local Children's Social Care Services and Police.
- If there is a concern, the CWO would -
 - Be the first point of contact for any concerns or allegation received from children or adults, and would ensure that confidentiality is maintained in all cases;
 - Decide on the appropriate action to be taken, in consultation with the Committee;
 - Keep the RYA informed as necessary (see flowcharts).

Everyone in the Club should know who the Child Welfare Officer, CWO is and how to contact them. This detail is displayed on RYA provided posters in the Club's changing rooms and on its membership website.

The HSC Child Welfare Coordinator is Jane Gibson

Contact - janegibson326@yahoo.co.uk

Phone - 07794 258 614

5. PARENT OR GUARDIAN PRESCENCE

HSC Bylaw 23 from the Club Rules and Constitution states:

Family members are responsible for the conduct of their children whilst on club premises. Junior members are only allowed on the club premises with a named member who is responsible for their conduct.

In line with this the Club does not provide any training, instruction or activities for children without the presence of a parent or guardian (or responsible adult appointed by those people).

6. EXTRA CLUB BYLAWS & RULES FOR CHILD PROTECTION

Bylaw 14 states:

No unauthorised person or person under 14 years of age is allowed in the galley.

7. SAFE RECRUITMENT

7.1 JUNIOR TRAINING

Junior Training (specifically for junior members) may be organised by the Club. The current policy is to contract an RYA Recognised Teaching Establishment (RTE) to provide these events. Club policy is to liaise with the RTE to check it has appropriate procedures to ensure the following:

- All Instructors/Coaches provided by the RTE have appropriate qualifications.
- All Instructors/Coaches provided by the RTE have appropriate CRB checks.
- All RYA teaching ratios are adhered to.

Note - It is a criminal offence to knowingly employ or use as a volunteer someone who is on the list of individuals barred from working with children, or with vulnerable adults if relevant. It is also an offence for such a person to apply to work with the relevant vulnerable group.

Parents and guardians of junior members who are undertaking training are encouraged to help with launching and landing and occasionally on safety boats (Club Bylaw 23 will be in force – section 4); in these circumstances the following rules are followed:

- Parents/guardians are not asked to undergo a CRB check;
- Parents/guardians will not be in charge of a safety boat unless they hold a recognized Powerboat Level 2 qualification.

7.2 OTHER TRAINING

The Club may organise other training aimed generally at all members or at specific groups as appropriate or required. This training may be open to junior members as decided by the Committee.

7.2.1 For this training the Committee or the member designated by the Committee to organise the training will:

- Organise competent member/s or an outside provider to act as trainers.
- Provide the trainers with a clear description of the training including:
 - Times and dates
 - Sailing areas
 - Equipment
 - Training to be provided
 - Estimates of numbers and age groups of trainees

7.3 CONFIDENTIALITY

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 or required to be kept (see p.12 recommendations) it should be destroyed securely; e.g. by shredding.

8. GOOD PRACTICE GUIDELINES

Handout for Instructors, Coaches and Volunteers — Good Practice Guide

This guide, as a summary, only covers the essential points of good practice when working with children and young people. Additionally, you should also read the organisation'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 a club activity
- 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/guardian
- Design training programs that are within the ability of the individual child. If a child is having difficulty with a wetsuit or buoyancy aid, if at all possible, ask them to ask a friend to help
- 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
- Make sexually suggestive comments to a child, even if 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 also their parents/carers. In any emergency situation which requires this type of help, parents/guardians 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.

9. Child Protection Training

The RYA has a number of tutors accredited by Sports Coach UK to deliver a three-hour basic awareness workshop 'Safeguarding and Protecting Children' to RYA clubs and centres. Should it be felt appropriate for a club to book a workshop the Child Welfare Officer should contact –

RYA Sport Development on 023 8060 4192.

10. FIRST AID AND MEDICAL TREATMENT

For all specific junior training the external provider would arrange the appropriate consent forms. For all other activities, consent for the First Aid of junior members should be obtained from the Parent or Guardian or a 'named person' for junior members prior to participation and as soon as possible.

11. PHOTOGRAPHY

The Club regularly publishes articles and photos in club newsletters, websites, and local newspapers as a way of recognising young people's achievements and of promoting the club and port as a whole.

When using images of junior members, the following rules should be observed:

- 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 prizewinners, *without* identifying them by name.
- 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.

Sailing at the Club takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the Club's child protection/welfare officer (CWO) and should be treated in the same way as any other child protection concern. Parents/guardians 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 the Club's changing areas is NOT permitted in any circumstances whatsoever. Such use should be regarded as a form of bullying or inappropriate conduct.

12. HANDLING CONCERNS, REPORTS OR ALLEGATIONS

This section is primarily for the Club's designated Child Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

A complaint, concern or allegation may come from a number of sources, such as the child, their parents/guardian, someone else within the club or a visitor. It may involve the behavior of a member, employee/s, external provider/s or something that has happened to the child in or 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 your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.

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 that 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 the club's child protection procedures

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. 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 (CWO) or the person in charge or someone you can trust so that you can begin to protect the child and ensure support for you

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.

13. 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 to Children's Social Care or to the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardize 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 statutory authorities (see Template 9 for Referral Form).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within the Club, only the child's parents/guardians or carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Child Protection Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/guardians or carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means; e.g. by shredding or burning.

Procedures

The agreed procedures to follow include:

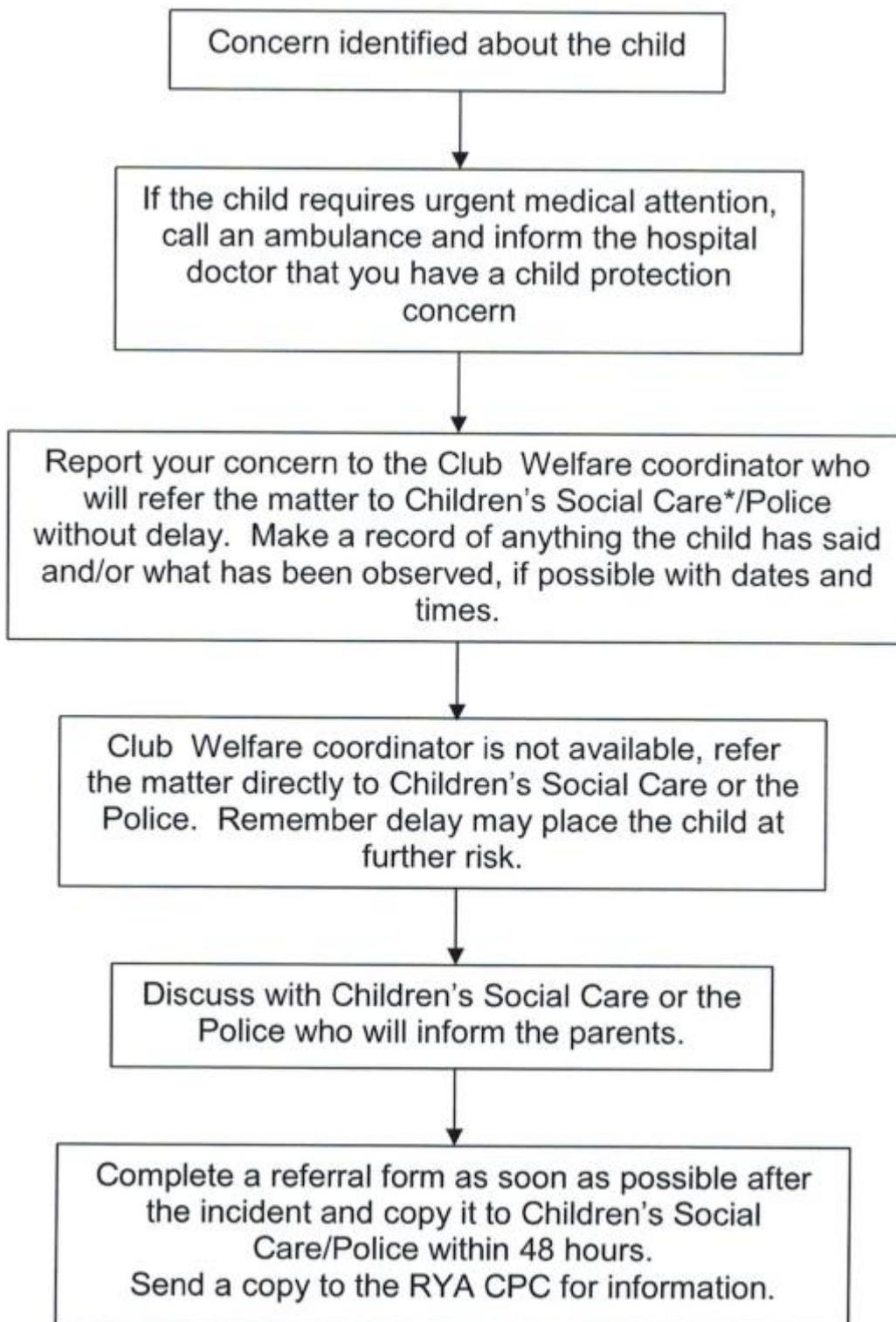
- Procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organization (see flowcharts below)
- A disciplinary procedure within the club rules setting out how an allegation of misconduct will be investigated and, if substantiated, acted upon.

14. HANDLING THE MEDIA

If there is an incident at the Club premises which attracts media interest, or if the club members or employees or representatives are contacted by the media with an allegation concerning members or employees or representatives, do not give any response until you have had an opportunity to check the facts and sought advice. The club's committee may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

FLOWCHART 1

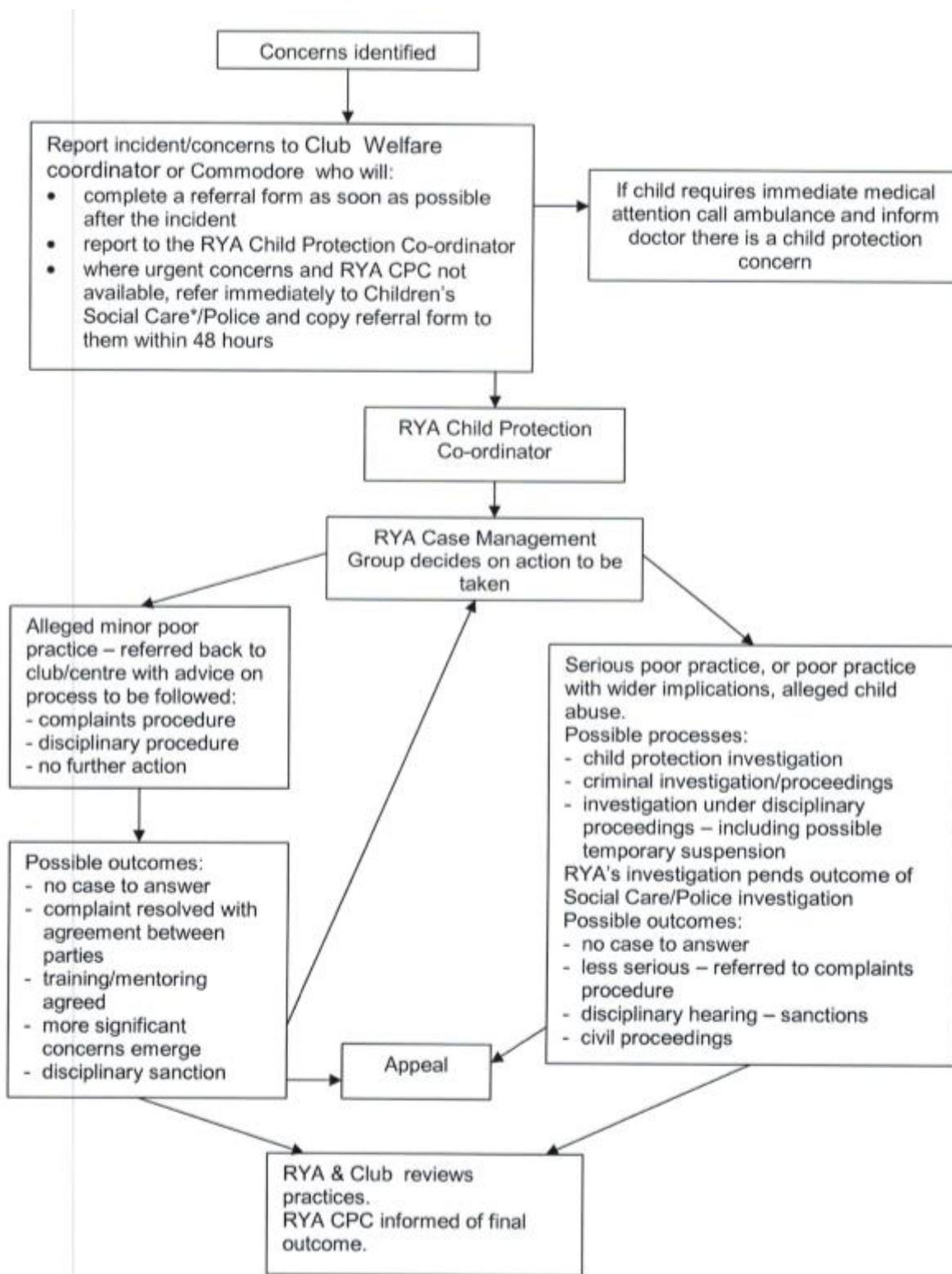
What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport or club activity).



If you are uncertain what to do at any stage, contact the RYA's Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

FLOWCHART 2

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



USEFUL CONTACTS

Royal Yachting Association Child Protection Coordinator
Jackie Reid, HR and Administration Manager
RYA House, Ensign Way
Hamble
Southampton
SO31 AYA
To: 023 8060 4104
Fax: 023 8060 4298
E-mail: iackie.reid@rya.org.uk
Website: www.rya.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: cpsv@nspcc.org.uk
Website: www.theqpsu.org.uk

NSPCC Helpline 0808 800 5000

Social Care Services

The local telephone 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).

Childline
0800 1111
Website www.childline.co.uk

Sports Coach UK — provide child protection training
Tell 0845 601 3054
Website: www.sportscoachuk.org

The HSC Child Welfare Coordinator is Jane Gibson
Contact - janegibson326@yahoo.co.uk
Phone - 07794 258 614

Highcliffe Sailing Club
Sea Vixen
Mudford Quay
Christchurch, Dorset
BH23 4AB
01425 274874

CHILD PROTECTION REFERRAL FORM**RYA Template 9 – Safeguarding and Child Protection referral form**

Revised Jan 09

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/welfare officer or person in charge (if different from above)	
Contact telephone number	

This form should be copied, marked 'Private and Confidential', to the RYA Child Protection Co-ordinator, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.