

## RVSC CHILD PROTECTION POLICY

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 policy of the RVSC to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The RVSC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in RVSC 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 RVSC 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 RVSC-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 RVSC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the RVSC Child Protection Co-ordinator.

## PARENTAL RESPONSIBILITY AND CLUB LIABILITY

Although clubs have a duty of care to their 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 behavior, or designate another adult to take that responsibility,

## FIRST AID AND MEDICAL TREATMENT

First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required

## PHOTOGRAPHY

Publishing articles and photos in club newsletters, websites, local newspapers etc. is an excellent way of recognising young people's achievements and of promoting your organisation and the sport 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:

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

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

## HANDLING CONCERNS, REPORTS OR ALLEGATIONS

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 your organisation'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 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, this rarely happens. However, one thing is certain – you cannot ignore it.

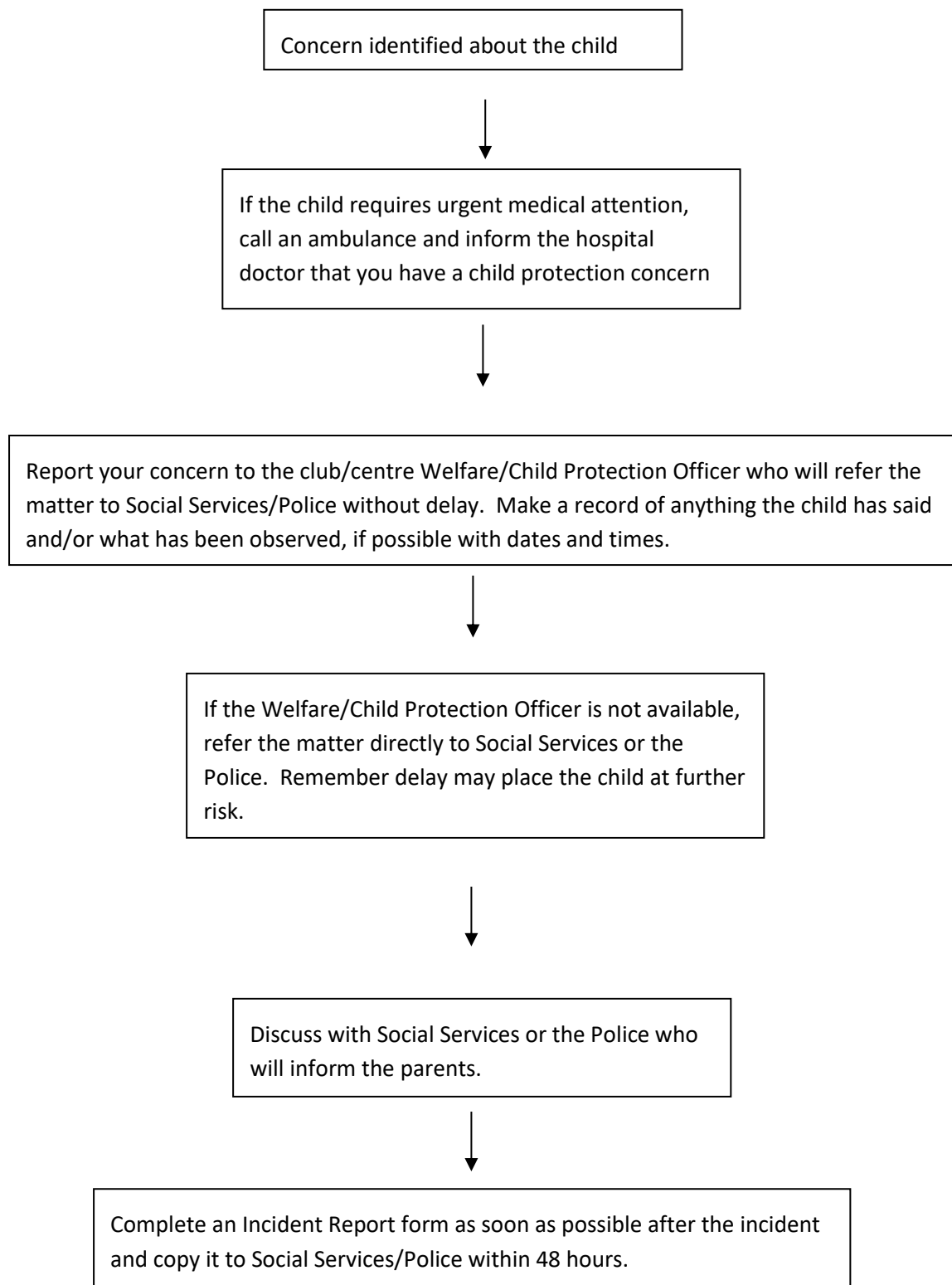
## RECORDING AND HANDLING INFORMATION

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 to Social Services 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 statutory authorities (Incident Report Form).

All information must be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organization (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 Social Services will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organization other than the person who received or initiated the allegation and, if different, the person in charge.

PROCEDURES

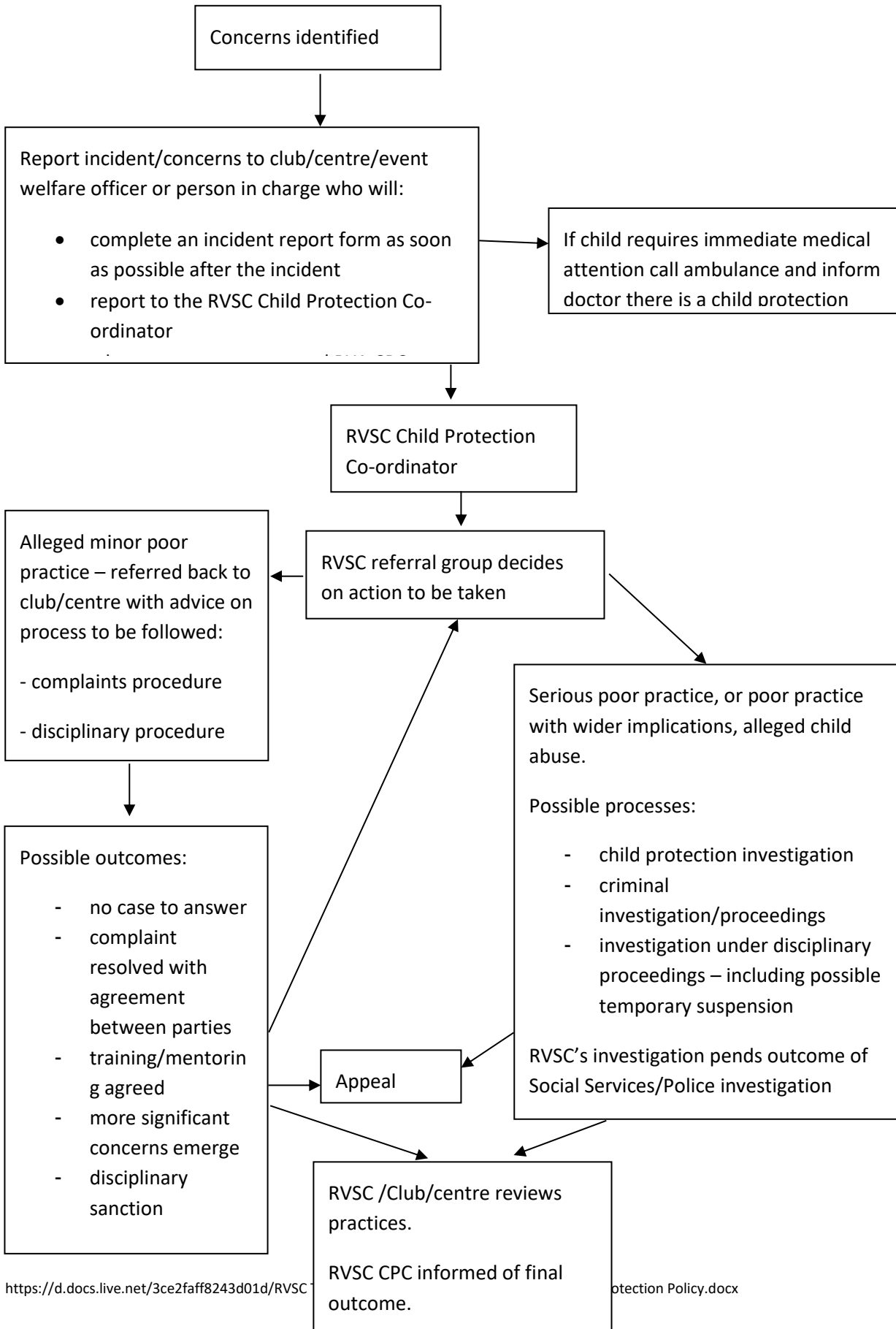
Flowchart 1 – What to do if you are worried that a child is being abused outside the sport’s environment (but the concern is identified through the child’s involvement in the sport)



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 official working for the RYA or an RYA affiliated/recognised organisation



## HANDLING THE MEDIA

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

### Useful Contacts

Royal Yachting Association Child Protection Co-ordinator

Jackie Reid, Personnel and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

Fax: 023 8060 4298

E-mail: [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk)

Website: [www.rya.org.uk](http://www.rya.org.uk)

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### Social Services

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

**NSPCC Helpline**

0808 800 5000

**Childline**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

**sportscoach UK – provide child protection training**

Tel: 0113 274 4802

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

SELF-DISCLOSURE FORM

Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adults.

Rossendale Valley Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name .....

1. 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.

2. 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.

3. 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 cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure 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: .....

## APPENDIX IX - HANDOUT FOR INSTRUCTORS, COACHES AND VOLUNTEERS –

**Good Practice Guide**

This guide only covers the essential points of good practice when working with children and young people. You should also read the organization'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 your organization'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 organization or the child's parents
- Design training programmes that are within the ability of the individual 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 the child (where possible) and their parents/carers. In an emergency 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.

APPENDIX X - PHOTOGRAPHY CONSENT FORM

Consent form for the use of photography or video

Rossendale Valley Sailing Club recognises the need to ensure the safety and welfare of children and young people taking part in boating.

In accordance with our child protection policy we will not arrange for photographs, video or other images or young people to be taken without the consent of the parents/carers and children.

Rossendale Valley Sailing Club will follow the guidance for the use of images, a copy of which is available from

(name) .....

Rossendale Valley Sailing Club will take all steps to ensure that images are used solely for the purposes for which they are intended. If you become aware that images are being used inappropriately you should inform

(name/position) ..... immediately.

**Consent**

I (name of parent/carer) .....

consent to Rossendale Valley Sailing Club photographing or videoing

(child's name) .....

Signed: ..... Date: .....

I (child's name) .....

consent to Rossendale Valley Sailing Club photographing or videoing my involvement in sailing/windsurfing/powerboating.

APPENDIX XI - INCIDENT REPORT 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 Social Services contacted, name, position and telephone number of person handling case	
Name, organization and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organization'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 Coordinator and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident

Signed: ..... Date: .....