



TVSC Child and Vulnerable Adult Protection Policy & Procedures

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Introduction

As a RYA Recognised Training centre we are required to put a formal child protection policy in place. These guidelines have been produced by Trent Valley Sailing Club to help us meet this requirement.

The "[RYA Child Protection Policy and Procedures](http://www.rya.org.uk)" guidance is cited as a sister reference document to our policy and should be consulted for further guidance if necessary. This can be obtained from www.rya.org.uk and a hard copy is kept by the club's Child Protection Co-ordinator.

Definition of abuse:

Abuse is a term used to describe ways in which children or vulnerable adults 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 and vulnerable adults can be abused within or outside their family, at school and in a sports or community environment. Abuse can take many forms:

- Physical abuse
- Neglect
- Bullying
- Sexual abuse
- Emotional Abuse

A more detailed explanation of these terms appears on page 9 of the RYA policy cited above.

Protecting children and vulnerable adults from inappropriate behaviour.

We are advised by the RYA to take the following 2 steps:

1. **A policy statement.** To state our commitment to providing a safe place for children and vulnerable adults to take part and/or learn, and to preventing the abuse of children.
2. **A simple code of practice and procedures** governing how TVSC runs. This covers:
 - (i) Recruitment of staff or volunteers who will be in contact with children and vulnerable adults.
 - (ii) The prevention of abuse of children and vulnerable adults whilst at TVSC.
 - (iii) What to do if abuse is alleged/suspected to have occurred, either at TVSC or elsewhere.

1. Policy Statement

The TVSC Policy Statement on Child and Vulnerable Adults Protection is as follows:

- The child's and vulnerable adult's welfare is paramount.
- All children and vulnerable adults have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.
- A vulnerable adult is any adult whose mental or physical state places them at a disadvantage.

2. TVSC code of practice & procedures

2(i) Recruitment (paid staff and volunteers)

2(ii) Prevention of abuse

2(iii) What to do if abuse is suspected / alleged to have occurred

2(i) Recruitment (paid staff and volunteers)

All applications for work, whether by paid staff, service providers or volunteers should be subject to some form of scrutiny. This scrutiny may be in conjunction with the Criminal Records Bureau. The CRB has been set up to increase access to information, in order to help provide protection for children and vulnerable people against those who might wish to harm them. Good Practice Guidelines are given in full on page 4 of the RYA policy cited on page 3. These give detailed guidance of how and why the CRB works. This acts as a reference document for the following points. In addition the RYA publish "Guidance for applicants.....involving contact with children or vulnerable adults" (Appendix A) and "Guidance for Affiliated Clubs" (Appendix B) when dealing with the CRB.

The RYA does not consider it appropriate to seek Disclosure Certificates from the CRB in all cases of new volunteers or staff.

Therefore all club members and new members of staff are invited to complete CRB **self-declaration** forms. (Template D)

At TVSC completed self-declaration forms should be sent in confidence to the child protection co-ordinator at the address set out on the reverse of the form.

The co-ordinator may recommend for members to apply for a CRB certificate for their own protection.

Completed self declaration forms and extended CRB certificates are kept in the TVSC locked safe at: HSBC Bank, The Square , Beeston, Nottingham

If members already have a CRB certificate then such members should tick the relevant box on the self declaration form.

If members do not wish to complete self disclosure then TVSC will expect such members will understand they cannot be involved in training events involving children or vulnerable adults.

Those in positions of greater responsibility during training events when children or vulnerable adults may be residing overnight on club premises, must apply for a CRB disclosure certificate. This will be done through the RYA and at no charge to the volunteer (see page 5 of the RYA policy guidelines). These members will be the commodore, sailing secretary and sailing camp organiser.

For further guidance see the RYA's website www.rya.org.uk or contact Jackie Reid, RYA Child Protection Co-ordinator, on 023 8060 4104, e-mail jackie.reid@rya.org.uk.

Criminal Records Bureau

Information line: 0870 90 90 811

Website: www.disclosure.gov.uk

2(ii) Prevention of abuse

Dealing with child abuse is a very difficult. Having the right systems in place can help all concerned. Abusers have greater difficulty operating in a well run organisation with good quality management and training. At TVSC we have implemented the following procedures to enhance the protection of children and vulnerable adults.

- At TVSC all training events involving children and vulnerable adults will be organised so as to minimise situations where abuse can occur. This will be done by adhering to the following Good Practice Guide.
- A TVSC club member will fulfil the role of Child and Vulnerable Adult Protection Co-ordinator.
- TVSC will hold training sessions regarding child and vulnerable adult protection. All members are invited to attend.
- All club members will be given clear roles during TVSC training events.
- TVSC will issue guidelines on how to deal with the discovery of abuse (template Y&Z) (Displayed on TVSC Notice Board).
- If children tell staff about abuse, TVSC will follow agreed procedures (Template P). We are also developing systems that allow children's complaints to be heard. For example:
 - Having two identified helpers at each training event to act in a pastoral role
 - Ensuring expectations of trainers and trainees are made clear and understandable at the beginning of each event.
 - Implementing a written children's code of conduct and visibly displaying at children's level, telephone numbers for Childline and the NSPCC.

Good Practice Guide for Instructors/Volunteers/All Club Members

At TVSC we can reduce situations for abuse of children and vulnerable adults and help to protect club members and volunteers from false allegations being made by promoting good practice. Some common sense guidelines for everyone involved with TVSC are:

- Do not spend excessive amounts of time alone with children
- Do not take children alone in a car
- 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 at TVSC or the child's parents
- Design training programmes that are within the ability of the individual child
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of the child and their parents.

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 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 or guardians. In an emergency situation, which requires this type of help, parents or guardians 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.

In addition, medical consent should be obtained in the event where medication or treatment is required to be administered in the absence of the parent/guardian; this includes hospitalisation. Such procedures would cover the organisation from accusations of neglect.

A medical consent form is required for each trainee. (See Template E)

Child Protection Co-ordinator

At TVSC the role description for the Child Protection Co-ordinator is:

- to ensure the organisation has an up to date policy with procedures to support it

- to ensure relevant staff and volunteers understand the procedures and put them into practice
- to receive reports of any concerns or allegations, in conjunction with the person in charge (e.g. Commodore, Sailing Secretary, Sailing Camp Organiser)
- to decide on the appropriate action to be taken; to keep the RYA informed as necessary.

2(iii) What to do if abuse is suspected / alleged to have occurred

What should I do if there are allegations of abuse against a club member or volunteer?

Although it is a sensitive and difficult issue, child abuse can occur and does occur outside the family setting. Child abuse has occurred within institutions and may occur in other settings. If a child has been abused in a public setting, other children may be involved.

Template Z details the reporting and action procedure.

Where there is an allegation of abuse against a club member or volunteer there may be two types of investigation:

- a criminal investigation
- a child protection investigation

What should I do if a child tells me s/he is being abused?

Template Y details the reporting procedure if a child reports abuse.

Always:

- stay calm - ensure the child is safe and feels safe
- show and tell the child that you are taking what s/he says seriously
- reassure the child and stress that s/he is not to blame
- be honest, explain you will have to tell someone else to help stop the alleged abuse
- make a note of what the child has said as soon as possible after the event
- maintain confidentiality - only tell others if it will help protect the child.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep

- ask inappropriate questions, which may jeopardise any impending police investigation
- take sole responsibility - consult someone else (the person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself.

Recording information

Information will be recorded using Template Q

There are particular problems with regard to gaining information from children with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without “leading” the child.

Recognising abuse

Although child abuse has been defined in the introduction to this policy, further details of each type of abuse are given in the RYA policy and procedures guidelines.

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.

What should I do in general if I have concerns?

At TVSC, if you have any concerns then discuss them directly with the Child and Vulnerable Adult Protection Co-ordinator. If this person is not available then refer to the Commodore.

Where can I get further help?

If you want to talk things through to gain some advice, you can phone the following 24 hour free telephone numbers. You do not have to give your name but it is helpful if you can.

NSPCC helpline:

0800 800 5000 www.nspcc.org.uk

ChildLine:

0800 1111 www.childline.org.uk

If you are an instructor and have had an allegation made against you, advice and support can be gained from the following sources:

Local Citizens' Advice Bureau**RYA Legal:**

023 8062 7422

General information is also available on the Child Protection in Sport Unit website:
www.sportprotects.org.uk.

Application form

Confidential

POSITION APPLIED FOR

PERSONAL DETAILS		
Title:	Surname:	Other names in full:
Other name previously know by, including maiden name where appropriate:		
Age:	Date of birth:	Place of birth:

ADDRESS	
Current address:	
Former address (if moved within the previous 3 years):	
TELEPHONE, FAX & EMAIL	
Home Tel: Fax: Email:	Work Tel: Fax: Email:

OCCUPATION	
Current Occupation: Name of organisation: Address:	
Start date:	Finish date:
Previous Occupation: Name of organisation: Address:	
Start date:	Finish date:
Previous experience of working with children, either in a voluntary of professional capacity:	

EDUCATION & TRAINING

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

REASON FOR APPLYING	
If appointed, when could you start work:	How did you hear of this vacancy?

REFERENCES		
Please give names and addresses of three people to whom application for references may be made. References from relatives will not be accepted. At least one should be from a previous employer and one should have first-hand experience of you working with children.		
NAME	ADDRESS	CAPACITY IN WHICH KNOWN TO YOU

DECLARATION	
<p><u>Data Protection Act:</u> In order to recruit to this post Trent Valley Sailing Club will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.</p>	
<p><u>Consent:</u> I consent to the processing of personal information in the way described.</p>	
<p><u>Declaration:</u> I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.</p>	
SIGNED	DATE

Standard reference letter

incorporating reference for work with children

PRIVATE & CONFIDENTIAL

[*insert date*]

Dear

[*insert name*] has applied for the position of [*insert job title / role*] with [*insert club/TC name*] and has given your name as a referee. A copy of the relevant job description is enclosed for your information.

I should be grateful if you would confirm how long you have known [*insert name*] and in what capacity. It would also be helpful if you could give your opinion of the applicant's ability, personality, health record and the suitability for the post for which (s)he has applied, together with any other general information that you feel is relevant to this application. A form is enclosed to make this request easier.

The post may involve access to children and as an organisation committed to the welfare and the protection of children, I should be grateful if you would also complete the reverse of the attached document relating to child protection issues.

Your comments will of course be treated in the strictest confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and look forward to hearing from you.

Yours sincerely

[]

enclosures

Standard reference form

incorporating reference for work with children

[insert organisation name]

Applicant's name:

Job title / role:

1. How long have you known the above named person?

2. In what capacity do you know the above named applicant?

3. It would be helpful if you would indicate your opinion of:

3(i) the suitability of the applicant for this post

4. along with your opinion of the following, in relation to the post:

4(i) Ability:

.....
.....

4(ii) Personality:

.....
.....

4(iii) Health record:

.....
.....

important - P.T.O.

Reference - child protection policy

This post may involve substantial access to children. As an organisation committed to the welfare and protection of children, we would be grateful if you would indicate below whether or not you have any reason at all to be concerned about the applicant being in contact with children or young people.

Please place a ✓ in the appropriate box

YES*

*If you have answered "yes"
you will be contacted **in confidence**

NO

Signed: _____

Name: _____ (please print)

Address: _____

NOTES TO SELF-DECLARATION DISCLOSURE

Trent Valley Sailing Club is implementing a protection policy for children and vulnerable adults. This policy is in accordance with RYA guidelines.

Completion of this form is voluntary.

The Club's Flag Officers and General Committee request that all active, adult members of the Club complete a self declaration disclosure form. The Officers and Committee will respect the decision of any member who does not wish to complete a form.

No adult club member or other adult may take part in Trent Valley Sailing Club organised training or similar events unless they have completed, submitted and had accepted a self declaration disclosure form.

Completed forms should be returned to the Club's Child Protection Co-Ordinator,
Kathryn Evans
5 Windermere Road
Beeston
Nottingham
NG9 3AS

All responses will be treated with confidence.

For additional advice please contact the Child Protection Co-ordinator.

Medical consent form

I, the parent / guardian * of :

.....

give permission to the coaches participating in activities during the period

..... (date of event)

to administer any relevant treatment or medication to the named participant, when/if necessary. I shall inform the organising body of any known conditions and medication requirements.

In addition, if the case arises, I authorise the members of staff to take my son/daughter to hospital and give 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.

Parent / Guardian's* consent

.....(signature)

Name..... (please print)

Relationship to participant

* delete as applicable

Handout for all instructors & volunteers

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
- Design training programmes that are within the ability of the individual child. (see "Physical Abuse" page 10)
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents

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.

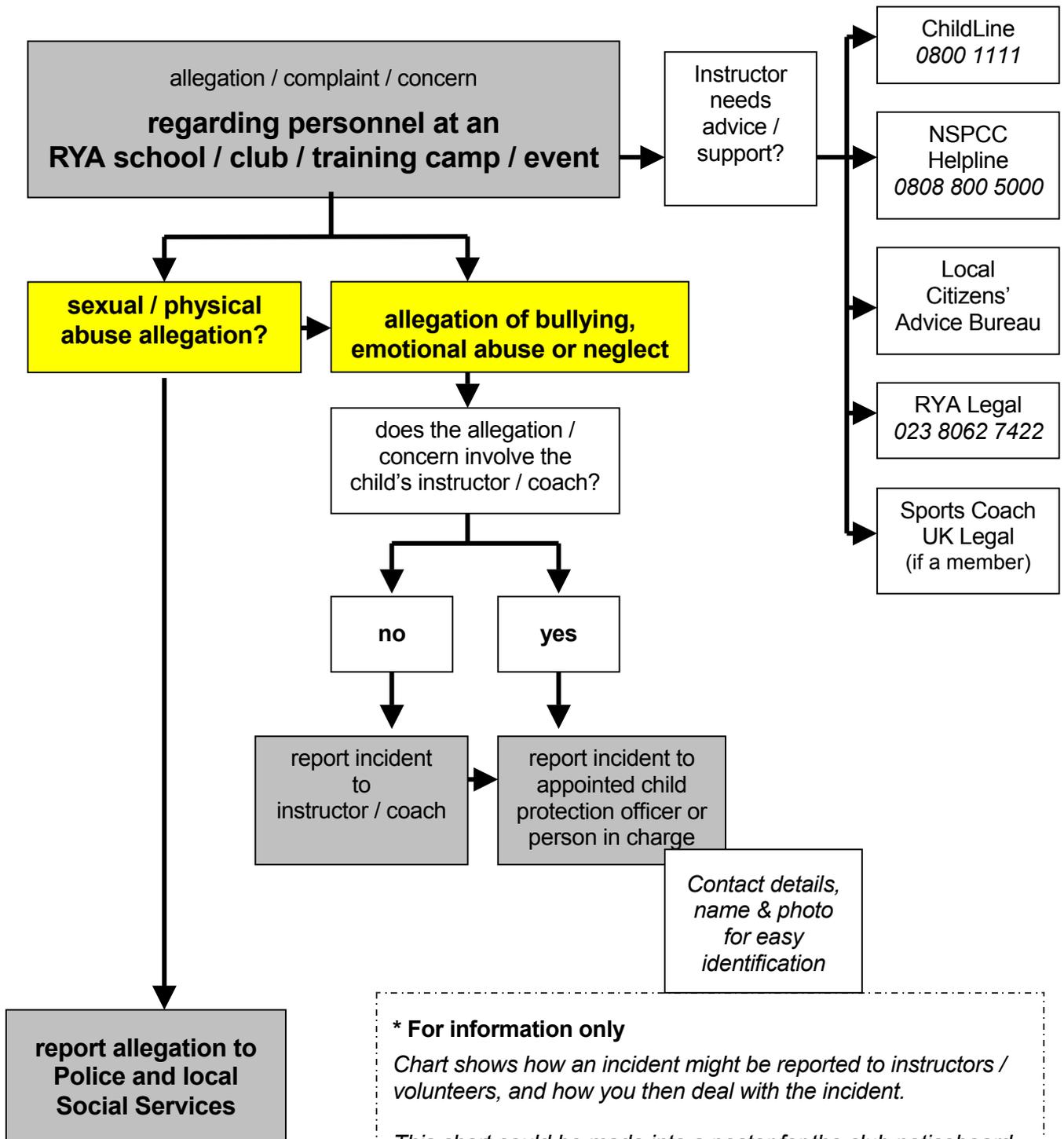
Important

All instructors and volunteers should read the organisation's comprehensive Child Protection Policy & Procedures and have access to it at all times.

Handout for all instructors & volunteers

Reporting procedure

Advice to children, parents and teachers



*** For information only**
 Chart shows how an incident might be reported to instructors / volunteers, and how you then deal with the incident.
 This chart could be made into a poster for the club noticeboard in a child-friendly style.

Recording information

In cases of 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
- Do tell the RYA and make sure that all information is passed onto 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 formal; you want the child to feel 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

POLICE: reported to which police station?

.....

Officer reported to:

.....

Date / time incident reported:

.....

Details of advice received:

RYA: reported to Child Protection Officer? YES /NO

Date / time incident reported:

Details of advice received:

OTHER: contacted other organisations for advice? Date / time of
call:.....

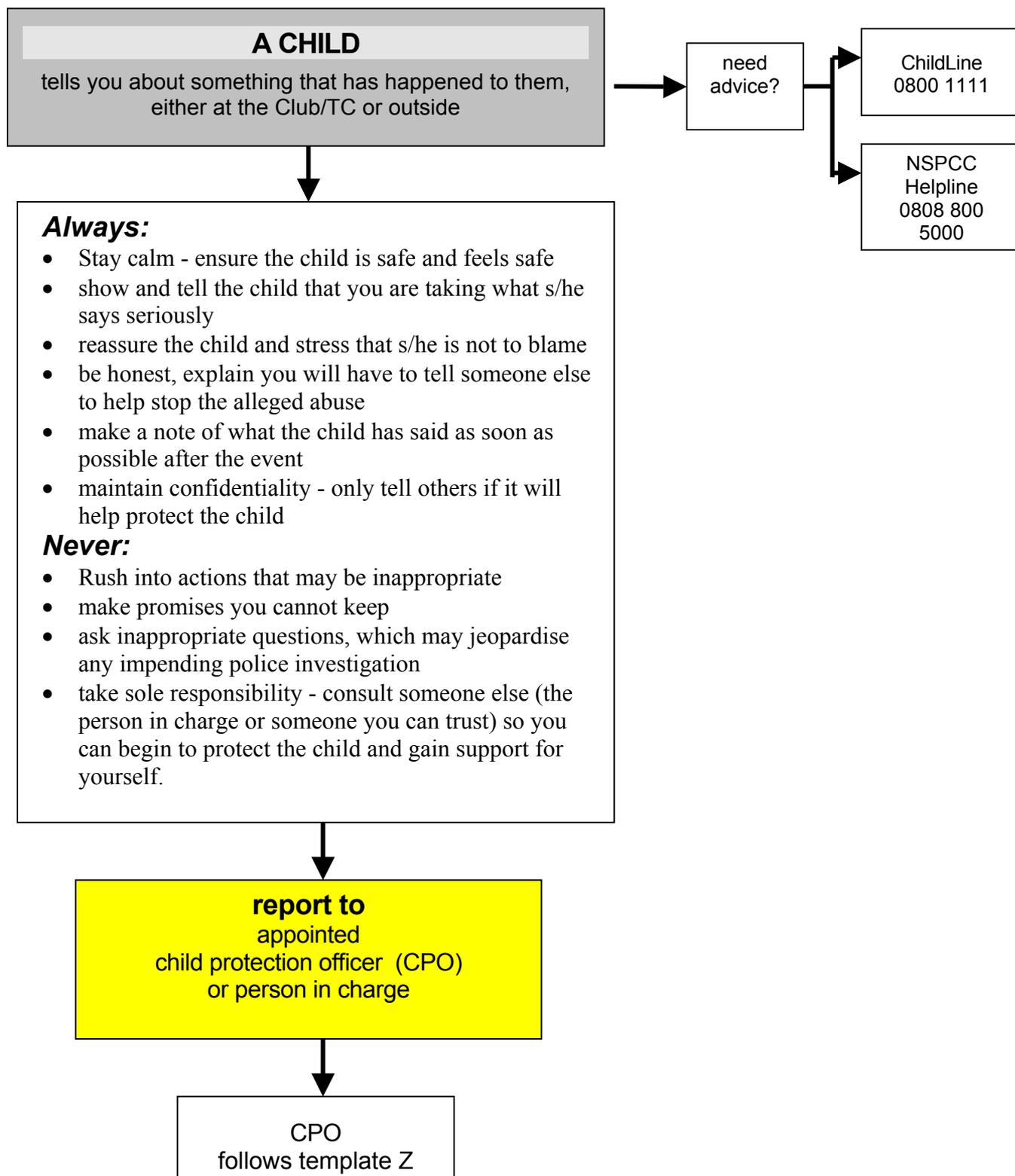
Which organisation(s):
.....

Person advice received from:
.....

Details of advice received:

Signed by interviewer, as above: Date:
--

Reporting procedure for instructors, staff & volunteers



Reporting procedure for TCs, clubs & class associations

