



TRENT VALLEY SAILING CLUB Trent Lock, Long Eaton, Nottingham, NG10 2FY

Trent Valley Sailing Club Safeguarding Children Policy and Procedures

Revised August 2023



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Trent Valley Sailing Club Safeguarding Children Policy and Procedures

1. Policy Statement and Document Summary

1.1. Policy statement

All children and young people have the right to be cared for, protected from harm and abuse, and to participate in a sporting environment which is safe, and in which their rights are respected, and their needs met. Children and young people should get the help they need, when they need it, and their safety is paramount.

Trent Valley Sailing Club accept our legal and moral duty to care for all children. This policy and the associated procedures and guidelines establish our collective commitment to protect all children and young people from poor practice, abuse and exploitation.

This policy operates in conjunction with the relevant government policies and legislation regulating the protection of children and young people and we will work with the appropriate external partners to ensure best practice is implemented and maintained.

Trent Valley Sailing Club is committed to safeguarding children and young people from physical, sexual or emotional harm, neglect or bullying, particularly while they are participating in activities provided by the Club. The Club will take all reasonable steps to ensure, through appropriate procedures and training, that children participating in Club activities do so in a safe environment. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

For the purposes of this policy anyone under the age of 18 is considered a child. All members of the Club should be aware of the policy.

Trent Valley Sailing Club is guided by the RYA in the development of this policy and procedure document.

Any member of the Club failing to comply with this policy and any relevant Codes of Conduct may be subject to disciplinary action under the Club Rules.



Trent Valley Sailing Club is committed to ensuring that:

- All children participating in events at the club will be treated with respect and their achievements will be celebrated. All employees, contractors and volunteers will be carefully recruited and selected.
- All complaints and concerns about inappropriate behaviour or risk, suspected or child abuse will be responded to swiftly and appropriately.
- All complaints and concerns about poor practice will be responded to swiftly and appropriately.

Trent Valley Sailing Club is committed to:

- Creating a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognising that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensuring that TVSC organised training and events are run to the highest possible safety standards
- Being prepared to review its ways of working to incorporate best practice.

1.2. Document summary

Safeguarding children from harm is achieved through careful **recruitment** of those involved with children, **good practice** by coaches and volunteers when working with children and clear procedures to follow **in the event of concern** or an allegation of abuse or harm. What follows is a summary of key procedure; full details are given later in the document.

1.3. Good practice

All members of the Club are asked to abide by the attached documents:

- Good Practice Guide (attachment 1)
- Club Code of Conduct for Competitive Events (attachment 2)

Those working or volunteering with young people should be aware of the Guidance on Recognising Abuse (attachment 3).

2. Procedures

2.1. Concerns/allegations

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Child



Protection Officer immediately, in strict confidence. The Club Child Protection Officer will follow the procedures described in the attached flowcharts (attachments 4 and 5)

2.2. The role of the Child Protection Officer (CPO)

The Club Child Protection Officer is:

Judy Brassington

[Tel:0115 9394226](tel:01159394226)

Email: judy.brassington@ntlworld.com

The CPO's role is:-

- to maintain up-to-date policies and procedures, compatible with the RYA's, to address safeguarding issues for children
- to ensure that relevant staff and volunteers are aware of and follow the safeguarding procedures, including safe recruitment
- to advise the committee on safeguarding and child protection issues
- to maintain contact details for local children's services and police.

The Child Protection Officer is the first point of contact for all concerns and allegations, from children or adults, ensuring that confidentiality is maintained. The CPO, in line with the club procedures and in consultation with the Commodore, will decide what action should be taken in response to concerns and allegations raised.

If there is a cause for concern or conflict of interest this will be escalated to the Rear Commodore or Commodore for further consideration. The advice of the RYA will be sought as required.

3. Recruitment

3.1. Recruitment of staff and volunteers

It is important to the Club that the right people are recruited and skilled to support young people in their development, that activities are regulated and training given to ensure all involved remain safe.

All new Club staff and volunteers whose role brings them into regular contact with children and young people will be asked to provide references. The Club Child Protection Officer and those regularly instructing, coaching or supervising young people, or supervising them overnight, will also be asked to



apply for an Enhanced Criminal Records Disclosure, with a Barred List check if appropriate, renewed on a regular basis.

(The Barred List refers to identified individuals who have been barred from working with the relevant group(s) – children, vulnerable adults or both.. This list is held by the Disclosure and Barring Service (DBS)).

The club has a legal duty to ensure that recruited individuals are not barred from working with vulnerable groups – one such way of achieving this is through DBS.

All applications, paid and voluntary work, will be subject to an appropriate and reasonable level of scrutiny. The level of checks which will be put in place are proportionate to the role, the level of risk involved and in line with statutory requirements. Risk is assessed to be higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

The law requires that checks are carried out via the Disclosure and Barring Service on all people who regularly teach, train, instruct, care for, supervise or provide advice or guidance to children (anyone under 18), or regularly drive a vehicle which is only for children, or who provide supervision overnight. 'Regularly' in this context means once or more each week, or on three days out of any 30 day period.as referred to by the Royal Yacht Association (RYA). To support this supervision is provided regularly and on a day to day basis, checking on the physical environment , the number of children , their ages, staffing ratios and any additional vulnerabilities needing to be taken not account.

The club will carry out checks on all volunteers involved with children's activities at the club by way of a request that they complete a self-declaration form (attachment 6) and that they provide contact details for at least one reference.

In the event that voluntary work is carried out regularly or overnight, or a volunteer trains as a coach or instructor, an Enhanced Disclosure and Barring Service check will be sought for that person.

All personal information arising out of such a check will be held in confidence by the Club, stored securely and will only be shared with officers of the Club who need to see it in the course of their relevant duties (see attachment 7 secure storage policy). The original certificate will not be retained by the club. The original is safely stored by the RYA as this provides better security than storing it locally. However some details may be used such as the name, certificate number and date of issue. This is to ensure that re-vetting is organised with in the club. There is an updating option



attached (if chosen) which sends alerts through should they occur. This reduces the need for annual reapplications.

Enhanced DBS checks will be renewed every 3-4 years.

Some volunteers will already have an Enhanced DBS Certificate issued in respect of another activity or employment (for example, if they work as a teacher, or in a voluntary capacity with children). Following the guidance of the RYA TVSC will complete an enhanced DBS application for the role of instructor and steward with in the club, in line with the RYA's definitions of regular contact with children.

Recruitment of permanent staff: candidates will be asked to:-

- provide information about their past career or relevant experience,
- give reasons for leaving earlier posts, or moving area, to make sure there are no unexplained gaps in their career history
- give an account of their experience of and attitude towards children
- agree to TVSC taking up references, when the fact that the work involves regular contact with children will be made clear to the referees.

3.2. Recruitment of ex-offenders

As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to access applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 [exceptions], TVSC complies fully with the DBS code of practice and undertakes to treat all applicants fairly.

TVSC makes this policy on the recruitment of offenders available to all DBS applicants at the outset of the recruitment process. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the code of practice and a copy is made available on request.

An application for a criminal record check is only submitted to the DBS after a formal risk assessment has indicated that that it is both proportionate and relevant to the position concerned. For various positions where a criminal record check is identified as necessary all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.



TVSC aims to ensure that all present and potential participants, members, volunteers, and staff are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maturity, marriage and civil partnership, gender reassignment, social status or offending background.

TVSC actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcoming applications from a wide range of candidates and selects all candidates based on their skills, qualifications and experience. TVSC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

TVSC can only ask an individual to provide details of convictions and cautions TVSC is legally entitled to know about. Where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended) TVSC can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

TVSC ensures that all who are involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and are aware that they can seek guidance from the RYA.

TVSC ensures that an open and measured discussion takes place with the individual seeking the position on the subject of any offences or other matter that might be relevant, including any matter revealed on a DBS certificate, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to access applicants' suitability for positions which are included in the Rehabilitation of Offenders act 1974 [exceptions], TVSC complies fully with the DBS code of practice and undertakes to treat all applicants fairly.

Good Practice Guidelines

4.1. Culture and training



Trent Valley Sailing Club promotes a culture where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others. The Club culture will promote an awareness of issues around safeguarding children from neglect, abuse and bullying.

Regular training events will be offered to all members. All volunteers working with children at the Club will be offered the opportunity to attend training to inform them about safeguarding children.

4.2. Minimising risk

For those working with children these common sense guidelines should be followed:-

- 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 organisation'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 organisation or the child's parents
- Design training programmes that are within the ability of the individual child.
- If a child 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, 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. The ideal is that communication for children members is done via their nominated 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 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 have a disability or long term health condition . These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. 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.

4.3. Bullying

Bullying (including 'cyber bullying' by text, e-mail, social media etc) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the 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.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

4.4. Managing challenging behaviour

Guidance for instructors and coaches on handling young people who display challenging behaviour is available from the RYA as part of the resources available to them. If any member of the club is concerned about challenging behaviour and how they should respond to it, or how they see others respond to it, they should speak with the CPO or the Commodore.

4.5. Responsibilities of staff and volunteers

All volunteers working with children are asked to be aware of the good practice guidelines contained in this document and also of how to recognise signs of abuse. (attachment 3).

RYA Coaches and Instructors are expected to comply with the relevant RYA Codes of Conduct (attachments 8 and 9).

4.6. Parental responsibility and club liability



Trent Valley Sailing Club has a duty of care to its members, and particularly to young people who cannot take full responsibility for their own safety. However, the club relies on parents to be responsible for their children's welfare and behaviour, or designate another adult (acting in loco parentis) to take that responsibility, outside formal club-organised activities.

When children are attending an organised training session or activity, the organisers have a duty of care for their safety and welfare at all times. However, sometimes the club requires a parent (or designated responsible adult)/ loco parentis) to be on site during the activity and will make clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

4.7. Changing rooms and showers

Separate male and female changing rooms and showers are in place at TVSC.

All adults are asked to be sensitive to the needs of children and young people for privacy whilst changing and showering. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite sex.

If adjustments are required please discuss with the trainers who will do their best to accommodate.

4.8. Communicating with young people

Trent Valley Sailing Club communicates with adult and youth members by email and via social media. Instructors and coaches should communicate with children and young people via the clubs centralised communication system, with parents copied in.

It is recommended that members do not allow young sailors to follow or be friends with them via a personal social media account and, if necessary should educate young sailors about appropriate social media boundaries.

4.9. Photography, images and video



Written consent from the child and their parent or carer must be obtained before photographs or video (intended for club use) is taken of a child.

Any published image should not include any information that might enable someone to contact the child.

Most sailing activity takes place in areas that are open to visitors 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 Child Protection Officer and treated in the same way as any other child protection concern.

The use of cameras or smart phones/tablets in changing areas are not permitted in any circumstances.

Handling Concerns and Allegations

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

A complaint, concern, poor behaviour or allegation may come from a number of sources: the child, their parents, peers, someone else within your organisation. It may involve the behaviour of a peer, volunteer or employees, or something that has happened to the child 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 Attachment 3.

5.1 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 the 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, using the child's own words

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (e.g. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the designated Child Protection 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 in reality this rarely happens. However, one thing is certain – you cannot ignore it.

5.2. Recording and handling information

It is possible that the issue being raised is of low concern and therefore can be resolved with supervision and further training. In exceptional cases you might 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 the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?' Use open questions such as 'what happened next?' Only ask questions to confirm that you need to refer the matter to someone else. 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 Attachment 10 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 or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities (which may include the police and Children's Services) and the RYA Safeguarding and Equality Manager 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/carers. **It should not be discussed by anyone within the club other than the person who received or initiated the allegation, Child Protection Officer and Commodore/ next senior manager. Any changes in practice/ lessons learnt will be fed back to the management committee.**



Confidential information must be stored securely. It will be retained for 3 years (unless circumstances demand retention for a longer period) and destroyed by secure means, e.g. by shredding or burning.

5.3. Procedures

Anyone concerned about a child's welfare should speak with the CPO following the procedures set out in the attached flowcharts (attachments 4 and 5).

If necessary, the club will follow procedures for dealing with complaints about members, and if necessary will expel them from the club.

The CPO will contact the RYA safeguarding team for support and /or if an RYA credential holder has behaved in a way which contravenes' the Code Of Conduct.

5.4. Statutory Authorities

If the Club is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, the Commodore and CPO will take responsibility for answering their enquiries. The CPO will contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support.

5.5. Handling the media

If there is an incident which attracts media interest, no response will be given before the opportunity to check the facts and seek advice. Advice will be sought from the RYA Communications department.

5.6. Historical allegations

If someone raises a child protection concern relating to incidents that took place some time ago, the same procedure will be followed as for a new concern, even if the person about whom the allegation is being made is no longer active within the Club. If the concern appears to relate to a criminal offence, the individual will be encouraged to contact the police.

5.7. Reference to the Disclosure and Barring Service

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If the Club permanently dismisses or removes someone from regulated



activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or placed them at risk of harm, the Club has a duty to refer them to the DBS. *It is a criminal offence not to make such a referral.* Such a referral would be made in consultation with the RYA Child Protection Co-Ordinator.

5.8 Review of procedures

These procedures are subject to ongoing review by Trent Valley Sailing Club Committee and may be subject to amendment or change.



Attachment 1

Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people.

- 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 organisation'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 organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child 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, 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 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 disability or long term health condition. 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 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 and undertakes personal care tasks with the utmost discretion.



Attachment 2

Trent Valley Sailing Club Code of Conduct at Competitive Events

It is the policy of Trent Valley Sailing Club that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants - young sailors

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

Coaches, Instructors, Officials and Volunteers



- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your Club Protection Officer (Judy Brassington, telephone: 0115 9394226) or the person in charge of the activity.

Who to talk to

RYA HQ | Andrea Gates | safeguarding@rya.org.uk | 02380 012796

RYA Safeguarding Team | 02380 604297 | safeguarding@rya.org.uk

We are here to help, if you are concerned about how, you or someone else is being treated, contact your Club Welfare Officer or the RYA Safeguarding Team.

NSPCC | 24-hour helpline 0808 800 5000 | help@nspcc.org.uk

If you're worried about a child, even if you're unsure, contact the NSPCC's professional counsellors for help, advice and support.

Nottingham MASH team
[Tel:01158764800](tel:01158764800)

Derby First Contact Team
Tel: 01332641172



Derbyshire County Council Starting Point contact and referral service

Tel: 01629533190

<https://apps.derbyshire.gov.uk/applications/formBuilder/starting-point/996FA446-5670-4083-AB96-D206B82553B0>

Nottinghamshire County Council Multi-Agency Safeguarding Hub (MASH)

Tel: 0300 500 80 80/ out of hours 0300 456 4546

https://forms.nottinghamshire.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-c98b373a-2b4a-43d3-96f6-a88f73a43f56/AF-Stage-a285fda0-4ac8-436b-85ca-3a05ca14ed2a/definition.json&redirectlink=/en&cancelRedirectLink=/en&consentMessage=yes&noLoginPrompt=1

Leicestershire County Council Safeguarding Contacts

Tel: 0116 305 0005



Attachment 3: Guidance on recognising child abuse (Based on the statutory guidance 'Working Together to Safeguard Children' 2015)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

There are four agreed categories of abuse:

- Emotional
- Physical
- Sexual
- Neglect.

These categories are not mutually exclusive. For example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The definitions which follow show the different ways in which these categories of abuse may be experienced by a child.

Physical abuse is defined as the causing of physical harm to a child or young person. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after. The giving to children alcohol or inappropriate drugs also comes under this heading.

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.

Signs which may raise concerns about physical abuse include:

- refusal to discuss injuries
- improbable explanations for injuries
- reluctance to go home
- repeat injuries over time
- untreated injuries
- fear of parents being asked for an explanation
- avoiding certain activities due to injury

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger



- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual abuse. Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (e.g. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- 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.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe or exposes them to undue cold or risk of injury.

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> Frequently a perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Recognising Abuse

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

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:

- a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer
- a deaf child may not be able to express themselves or speak confidentially if they need an interpreter
- a child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Child Protection/Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Bullying is a breach of children's rights under several articles of the UN Convention on the Rights of the Child.

There is no single legal definition of bullying in the UK, but it can broadly be termed as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation, or any other aspect such as appearance or disability.

Trent Valley Sailing Club is committed to challenging all types of prejudice-based bullying and language, including bullying based on the protected characteristics listed in the Equality Act 2010.

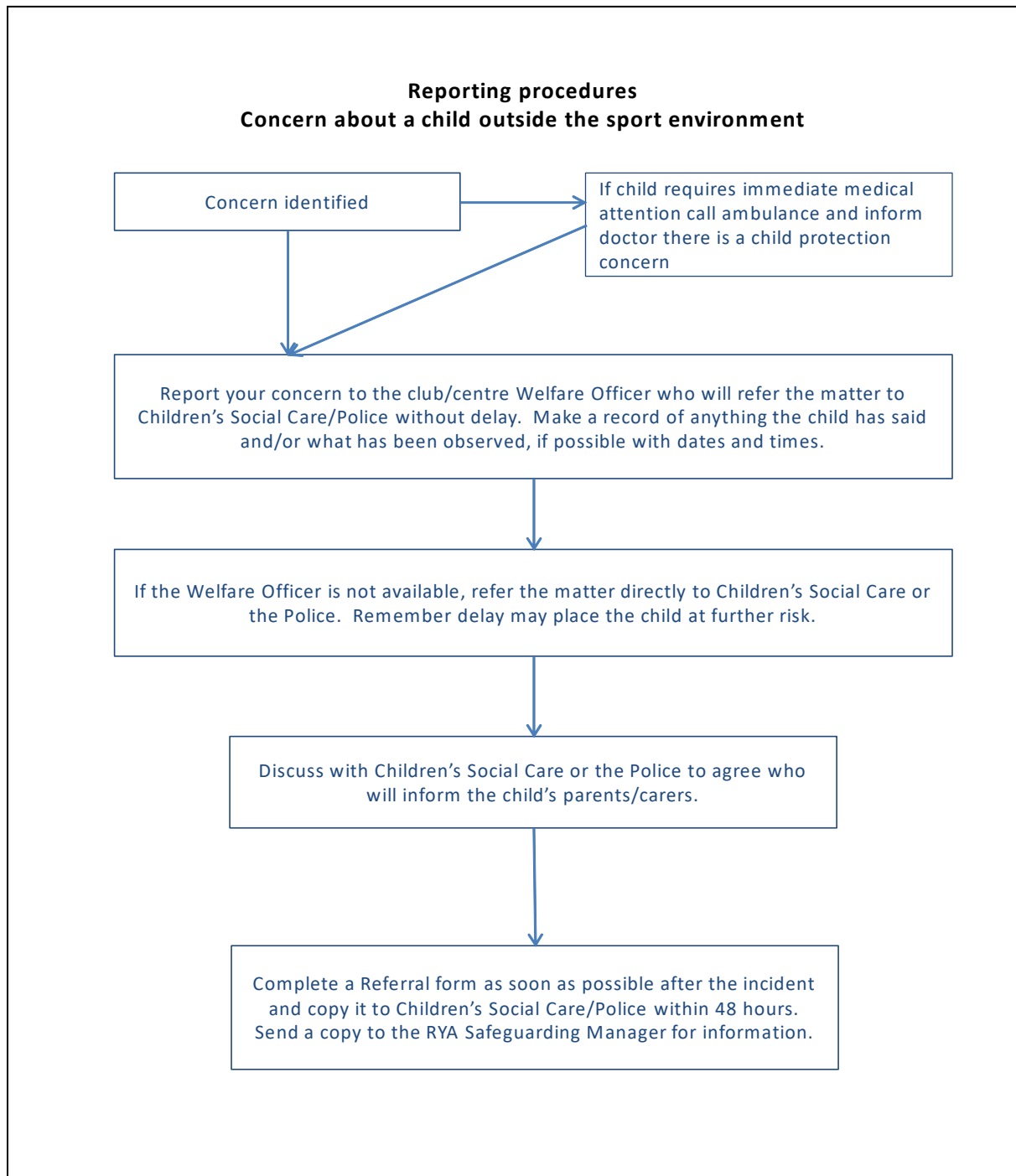


This policy relates to both online and face-to-face bullying. We do not accept that bullying that happened online is something that happened 'outside' of our sport. Bullying in any form is behaviour that happens 'to' someone and it will have an impact upon them.

We expect that all volunteers and staff will work together to prevent and reduce bullying and prejudice amongst children and young people by:

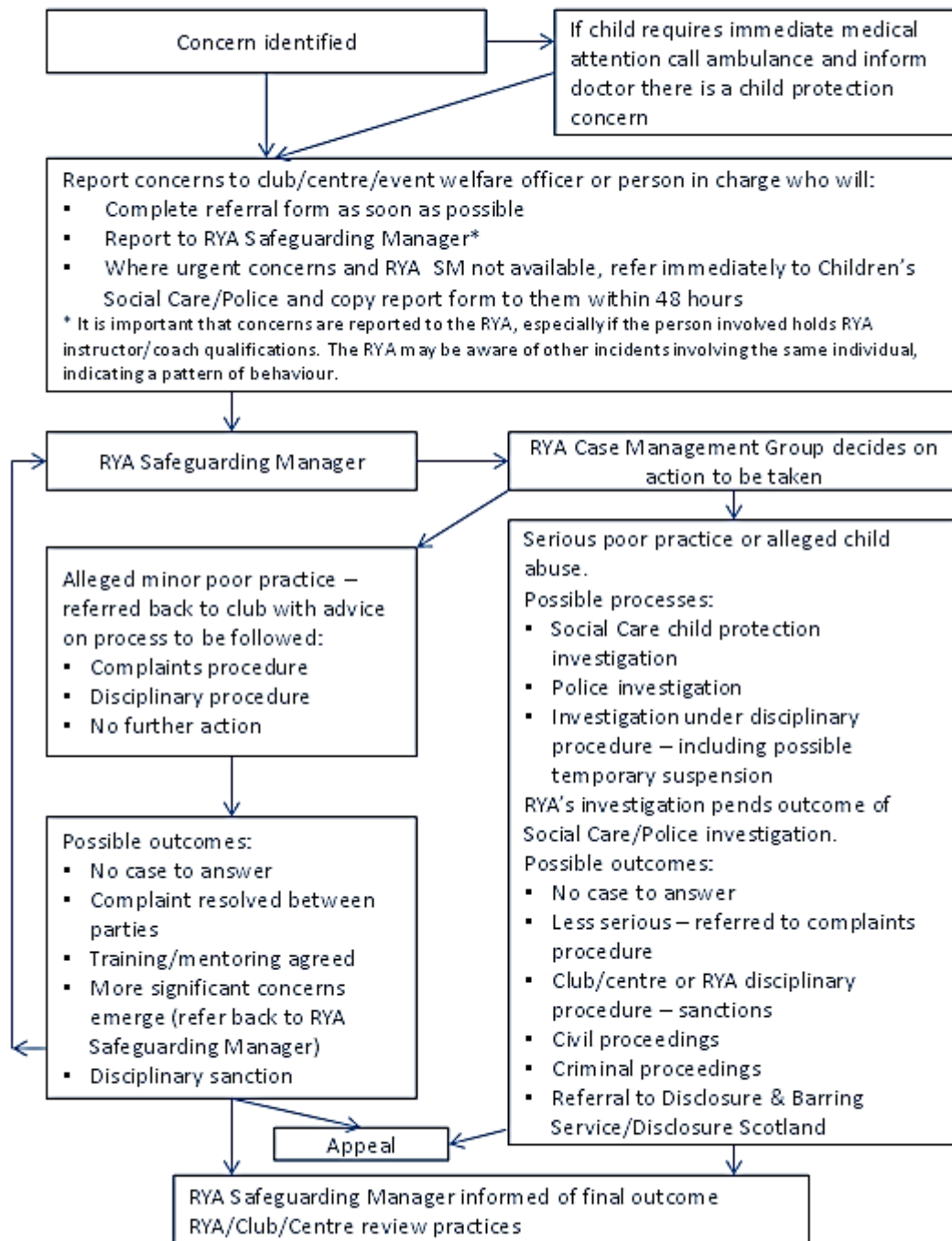
- developing positive relationships amongst children, young people and adults which are mutually respectful, responsible and trusting
- building capacity, resilience and skills in children and young people, and parents and carers to prevent and deal with bullying
- preventing bullying of children and young people through a range of strategies and approaches
- supporting children, young people and their parents and carers who are affected by bullying.

Attachment 4



Attachment 5

Reporting procedures
Concern about the behaviour of someone at a club/centre





Attachment 6 Self-disclosure form

Self-disclosure form

Trent Valley Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require all applicants for membership of the club to complete this self-disclosure form. Having a criminal record is not a bar to club membership, however depending on the circumstances and background of your offences, the Club may make decisions about whether you can attend Club premises when children are present.

All information will be treated as confidential and managed in accordance with data protection legislation and guidance. You have a right of access to information held about you under the Data Protection Act 1998.

Name

- 1. Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO**
If yes, please supply details.

- 2. Have you ever been known to any Children Services Department or the Police as being an actual or potential risk to children? YES / NO**
If yes, please supply details.

- 3. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? 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 disciplinary action and/or the withdrawal of my appointment.

I understand that I may be asked to provide a Criminal Records Disclosure and consent to do so if required. I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained in this form and in the Disclosure, or relating to subsequent concerns about my behaviour, may be shared with regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard children.

Signed: Date:

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian



Attachment 7

Trent Valley Sailing Club Policy Statement on the secure storage, handling, use, retention and disposal of DBS Disclosures and Disclosure information

General Principles

As an organisation using the Disclosure and Barring Service to help assess applicants' suitability for positions of trust, Trent Valley Sailing Club undertakes to comply with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS disclosures and disclosure information. It also complies with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information. This written policy is available to those who wish to see it on request.

Storage and Access

The content of disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom DBS disclosures or disclosure information have been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

As part of recruitment (or other relevant role) DBS is considered as to whether this is necessary for the role. At recruitment stage a the DBS content is reviewed by appointing officers and Child Protection Officer, storing this generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail. As soon as is viable the rules of DBS retention change to the confirmation that DBS has been done via the RYA and they store all relevant information (see RYA guidance on how they store data). TVSC hold on a spread sheet that this is done and provisional date for redoing as part of an administration process.



Disposal

Once the retention period has elapsed, we will ensure that any disclosure information is immediately suitably destroyed by secure means, i.e.. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.



Attachment 8 - RYA Instructor Code of Conduct

RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.



Attachment 9 – RYA Coach Code of Ethics and Conduct

Sports Coaching helps the development of individuals through improving their performance.

This is achieved by:

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.



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10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.



Attachment 10 Safeguarding and Child Protection referral 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	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary).	
Action taken by organisation (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 and e-mail address	
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 and e-mail address	



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This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Andrea Gates, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, telephone: 02380604297 e-mail safeguarding@rya.org.uk, and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.



Attachment 11 Other useful contact numbers

[Ann Craft Trust](#) | 0115 951 5400 | **ann-craft-trust@nottingham.ac.uk**

The Ann Craft Trust give advice and training to safeguard adults and young people at risk and minimise the risk of harm.

[Support Line](#) | 01708 765200 | **info@supportline.org.uk**

For confidential support for those who are isolated, at risk, vulnerable, and victims of any form of abuse.

[Mind](#) | 0300 123 3393 | text: 86463 | **info@mind.org.uk**

Call for advice and support to empower anyone experiencing a mental health problem.

[Samaritans](#) | 24-hour helpline 116 123 | **jo@samaritians.org.uk**

Whatever you're going through, you can call the Samaritans any time, from any phone for FREE.

Police non-emergency | 24-hour helpline 101

For situations that do not require an immediate police response.