



LEIGH & LOWTON SAILING CLUB

(RYA Training Centre)

GREEN LANE

(off SANDY LANE)

LOWTON

WARRINGTON

WA3 1BQ

CHILD PROTECTION POLICY

&

PROCEDURES MANUAL



Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

Change Control – Summary Table

Date of Change	Changed By	Summary
November 2016	Dave Eccles	Hyperlinks added & general review

Contents

Page No.	Subject
3.	<u>Policy Statement</u>
4.	<u>Procedures</u>
5.	<u>Handout for Instructors/ volunteers</u> (RYA Template 4)
6/7.	<u>What is abuse?</u> (RYA Appendix A)
8.	<u>Code of ethics for Instructors/coaches</u> (RYA Appendix B)
9.	<u>Abuse outside the club environment</u> (RYA Flowchart 1)
10.	<u>Abuse within the club environment</u> (RYA Flowchart 2)
11.	<u>Safeguarding and Child Protection referral form</u> (RYA Template 9)
12/13.	<u>Handling concerns, reports or allegations</u> (RYA Guidance)
14.	<u>Useful contacts</u> (RYA Guidance)

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

1. The Club's Policy Statement on Child Protection is as follows:

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 Club to safeguard children and young people taking part in club activities from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in club 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 Club actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.

We will:

- Treat all children with respect and celebrate their achievements.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

The Club's Management Committee is responsible for monitoring the implementation of the Child Protection Policy. To ensure on-going compliance with legislation, the Management Committee will seek advice, from time to time, from the RYA and Club members who are serving police officers or teachers.

Suspected incidents of abuse which may be occurring outside the Club but are noticed whilst a child is at the Club will be reported to the Child Protection Officer of Wigan Council. Incidents affecting a Club training officer or volunteer will be reported to the RYA Child Protection Co-ordinator.

The Club's Welfare Officer is Dave Eccles, tel: 07748118872, e-mail: dave@kdx.org.uk

RYA designated person

The RYA's Child Protection Co-ordinator is Jackie Reid, Safeguarding and Equality Manager, Tel: 023 8060 4104, e-mail: jackie.reid@rya.org.uk.

If Jackie Reid is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Volunteer Development Officer, tel: 023 8060 4199, e-mail: jackie.bennetts@rya.org.uk.

Date last amended: January 2017

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

2. Procedures

Good Practice:

All members of the Club should follow the good practice guidelines attached.
(See RYA template 4 on page 5).

Those working with young people should be aware of the guidance on recognising abuse.
(See RYA appendix A on pages 6 and 7).

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they should be accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club's Welfare Officer.

Instructors and Coaches should abide by the RYA Code of Ethics and Conduct.
(See RYA appendix B on page 8).

Concerns:

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club's Welfare Officer immediately, in strict confidence. The Club's Welfare Officer will follow the attached procedures.
(See RYA Flowcharts 1 and 2 on pages 9 and 10)

Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action under Club Rule 18.

Date last amended: January 2010

RYATemplate 4

Handout for all 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 club's Child Protection Policy and Procedures Manual 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 the club's activity
- Where any of these are unavoidable, ensure 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

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 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 undertake personal care tasks with the utmost discretion.

Date last amended: January 2010

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

RYA Appendix A

What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to damage done to a child's physical or mental health. Child abuse can take many forms:

Physical abuse where adults or other children:

- physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning)
- give children alcohol, inappropriate drugs or poison
- attempt to suffocate or drown children
- 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.

Neglect includes situations in which adults:

- fail to meet a child's basic physical needs (e.g. for food, water, warm clothing, essential medication)
- consistently leave children alone and unsupervised
- fail or refuse to give children love, affection or attention
- neglect in a sailing situation might also occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse. Boys and girls are sexually abused when adults (of the same or opposite sex) or other young people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- 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.

Emotional abuse can occur in a number of ways. For example, where:

- there is persistent lack of love or affection
- there is constant overprotection which prevents children from socialising
- children are frequently shouted at or taunted
- there is neglect, physical or sexual abuse
- 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.

Bullying 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.

Date last amended: January 2010

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

RYA Appendix A

What is child abuse? (continued)

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.

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 Club's designated 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.

Date last amended: January 2010

RYA Appendix B

Code of Ethics and Conduct for Instructors, Trainers and Coaches

Sports training and coaching helps the development of individuals through improving their performance

This is achieved by:

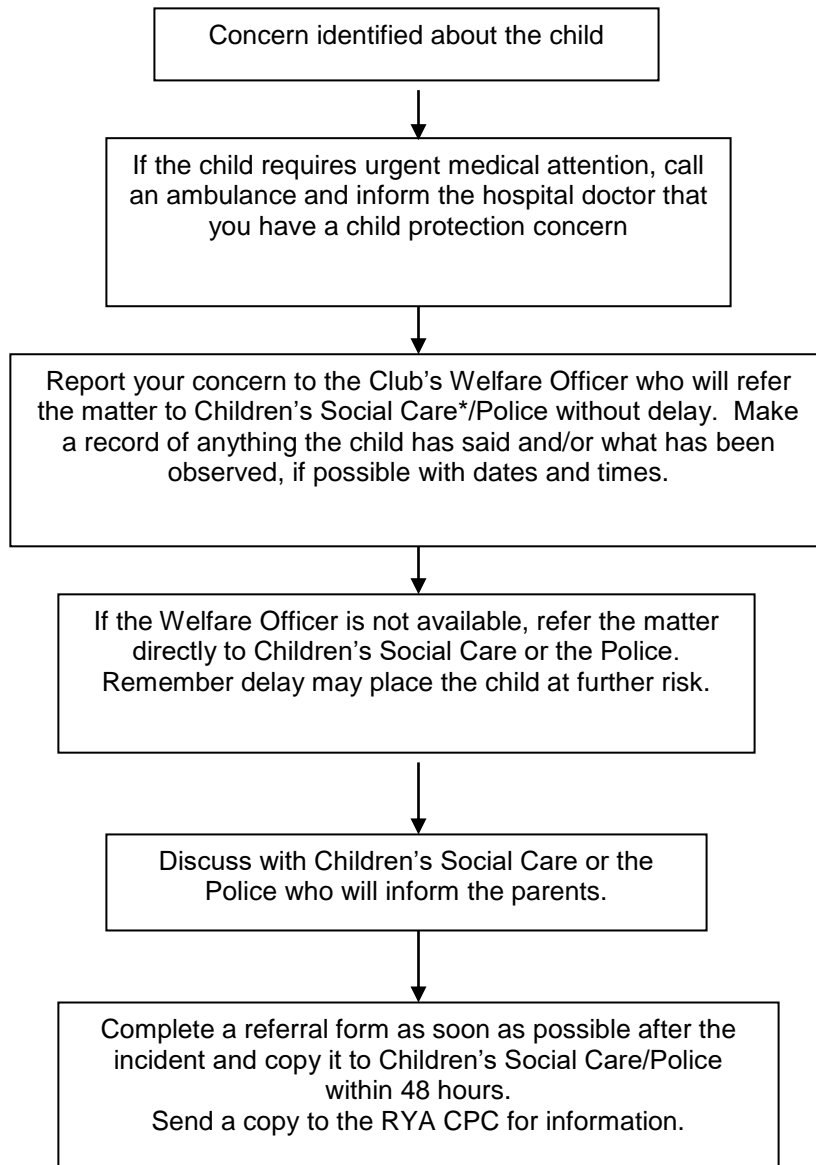
- Identifying and meeting the needs of individuals.
- Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

Instructors, Trainers and Coaches should comply with the principles of good ethical practice listed below. They must:

- If working with young people under the age of 18, have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk under Working with Us.
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the sport's governing body and hold appropriate insurance cover.
- Develop an appropriate working relationship with students (especially children), 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 and nationally recognised governing body qualifications.
- 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 their sport (e.g. courtesy to other water users).
- Consistently display high standards of behaviour and appearance.

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

RYA 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.

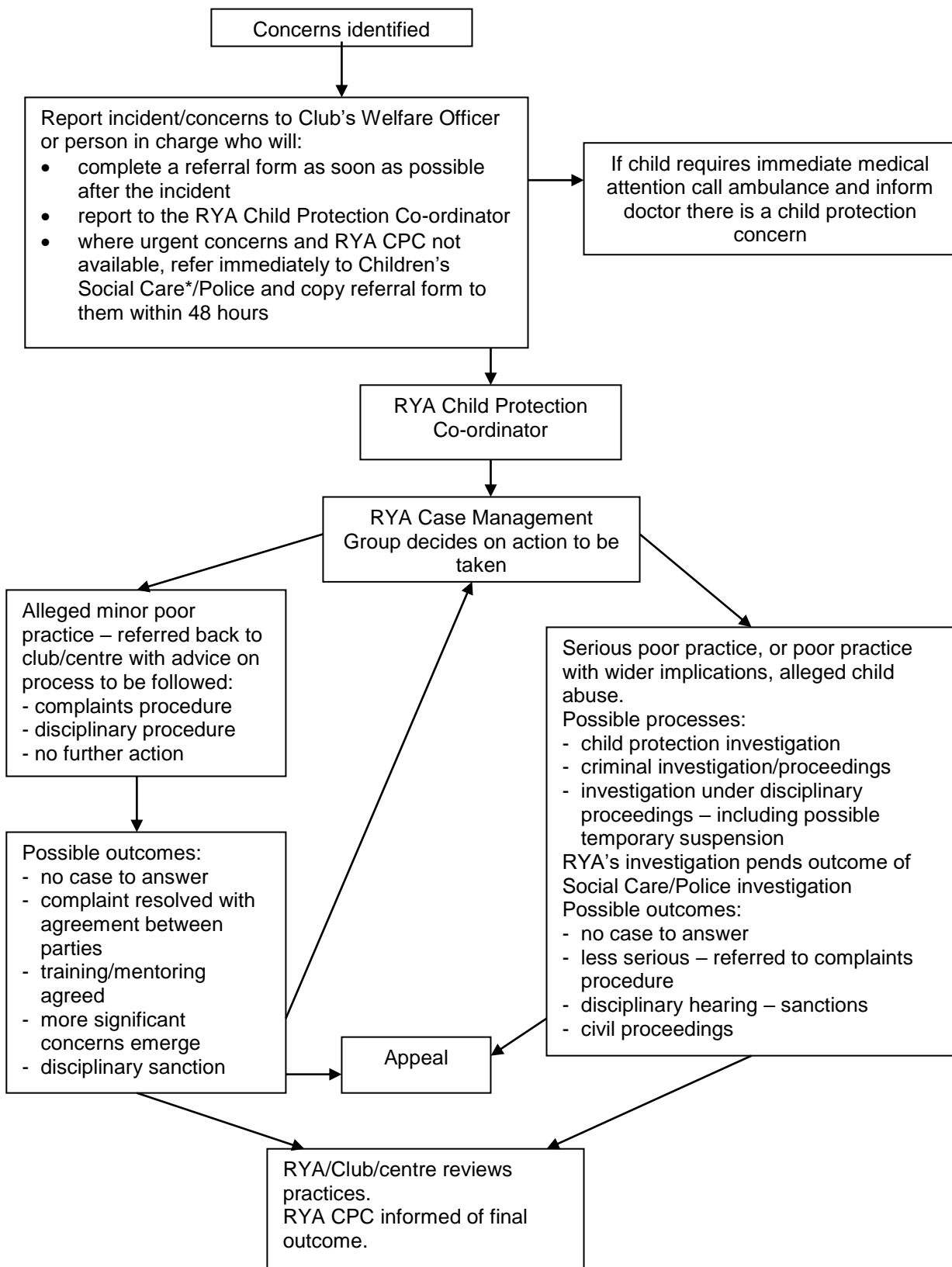
* Details – see page 14

Date last amended: January 2010

<https://drive.google.com/drive/folders/>

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

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



* Details - see page 14

Date last amended: January 2010

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

RYA Template 9

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	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

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

Date last amended: January 2010

<https://drive.google.com/drive/folders/>

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

RYA Guidance

Handling concerns, reports or allegations

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

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers 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 Appendix A on pages 6 and 7.

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 in reality 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 Children's Social Care 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 (see page 11 for Referral 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 organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Child Protection Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

Date last amended: January 2010

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

RYA Guidance

Handling concerns, reports or allegations (Continued)

Procedures

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organisation (*see flowcharts on pages 9 and 10*)
- a disciplinary procedure (which may be included in club rules or a staff handbook, depending on the nature of the organisation) setting out how an allegation of misconduct will be investigated and, if substantiated, acted upon.

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.

Date last amended: January 2010

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

RYA Guidance

Useful Contacts

Royal Yachting Association Child Protection Co-ordinator

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: jackie.reid@rya.org.uk

Website: www.rya.org.uk/go/safeguarding

Community text phone (for people with a hearing impairment): 07823 559018

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Wigan Council, Children and Young Peoples' Services

(Wigan Children in Need Duty Team)

Tel: 01942 828300

Website: www.wigan.gov.uk

Greater Manchester Police

Tel: 0161-872 5050 (or 999 in emergency)

NSPCC Helpline

0808 800 5000

Childline

0800 1111

Website: www.childline.org.uk

sportscoach UK – provide child protection training

Tel: 0113 274 4802

Website: www.sportscoachuk.org

Date last amended: November 2016

Leigh & Lowton Sailing Club
Child Protection Policy & Procedures Manual

I CONFIRM THAT I HAVE READ THIS MANUAL AND I AM AWARE OF ITS CONTENTS.

<u>Name</u>	<u>Signature</u>	<u>Date</u>