

KYC Safeguarding and Child Protection **Policy and Guidelines**

Updated June 2021

Killyleagh Yacht Club
Cuan Beach
Killyleagh,
Co Down, BT30

1 Introduction

Definition of a child

The Children Act 1989 defined any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as 'children' although they are still children in the eyes of the law.

Safeguarding adults

Many of the safeguarding principles in these guidelines also apply to 'vulnerable adults' or 'adults at risk' (Care Act 2014), but the categories of abuse and the statutory procedures to be followed in the case of a concern are different.

Purpose

The purpose of this policy is:-

- to safeguard children from physical or emotional harm, both on and off the water
- to assure parents that their children are as safe at your organisation as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to:
 - the child's welfare at your site or
 - something happening outside the sport that a child discloses to someone they trust at your club or centre
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect the organisation, by showing that you have taken 'all reasonable steps' to provide a safe environment.

2 Policy Statement

Killyleagh Yacht Club:- Safeguarding and Child Protection Policy Statement

Revised May 2021

Policy Statement

As defined by the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy applies to all KYC employees, contractors and volunteers.

KYC is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. 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.

KYC takes all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities organised by KYC do so in a safe and enjoyable environment.

KYC 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.
- Run RYA-organised training and events to the highest possible safety standards.
- Treat all children with respect and celebrate their achievements.

KYC:

- Recognises that safeguarding children is the responsibility of everyone, not just those who work with children.
- Carefully recruits and selects all employees, contractors and volunteers in roles involving close contact with children and provides them with appropriate information or training.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.
- Communicates changes and shares good practice with all related personnel.

This policy will be reviewed by the RYA Club Principal annually.

Club Welfare Officer

The Club Welfare Officer is: Julie Chambers, 07720778801, agchambers@btinternet.com

The KYC Safeguarding and Equality Manager should be notified of all relevant concerns, allegations or complaints.

If there is a concern, the Club Welfare Officer will:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed as necessary

3 CHILD PROTECTION POLICY GENERAL GUIDELINES FOR MEMBERS

All members must also be aware that as a general rule it does not make sense to:

- Spend amounts of time alone with younger persons away from others
- Take younger persons alone on car journeys, however short
- Take younger persons to your home.

If it should arise that such situations are unavoidable they should only take place with the full knowledge of someone in charge in the Club and/or a person with parental responsibility for the younger persons.

Instructors and volunteers/helpers should be aware that normal car insurance does not cover them for transporting younger persons to and from other venues.

All instructors and volunteers/helpers should try to be on time; and inform an appropriate person if ill or unable to attend an activity.

Members should NEVER

- Engage in rough physical or sexually provocative games including horseplay
- Share a room with a younger person
- Permit or engage in any form of inappropriate touching
- Permit younger persons to use inappropriate language unchallenged
- Make sexually suggestive comments to younger persons, even in fun
- Allow allegations made by a younger person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that a younger person can do for themselves
- Agree to meet a younger person on your own

If you accidentally hurt a younger person, or cause distress in any manner, or the younger person appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague supported by a brief written report of the incident as soon as possible. Parents/carers should be informed of the incident.

Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with young people will be asked to undertake a POCVA check. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to undertake the same check.

Good Practice

All members of the Club should follow the good practice guidelines above and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse contained in this document.

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 are accompanied by another adult.

The Club will seek written consent from parents/carers before taking photos or video of a child 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 Welfare Officer.

Concerns

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 Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the procedures as recommended by the RYA.

Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 7.

4 CODE OF CONDUCT FOR COACHES AND SPORTS LEADERS

Coaches/volunteers are expected to:

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Actively encourage all children and not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person. o
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider"
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care
- Ensure the rights and responsibilities of youth members are enforced
- Report suspected abuse to the appropriate designated officer
- Not abuse members physically, emotionally or sexually
- Maintain confidentiality about sensitive information
- Be a role model (disciplined/committed/time keeping), remember children learn by example
- Refrain from consumption of alcohol during club activities or coaching sessions
- Protect themselves from false accusation by:
 - Not spending excessive amounts of time alone with children away from others
 - Avoid taking children alone in a car on journeys, however short
 - Never taking children to their home.
 - Not administering First Aid involving the removing of children's clothing unless in the presence of others.

Coaches/Volunteers have a right to:

- Access ongoing training and information on all aspects of leading/managing activities for youths, particularly on child protection
- Support in the reporting of suspected abuse
- Fair and equitable treatment by the Governing Body
- Be protected from abuse by children/youths, other adult members and parents
- Not to be left vulnerable when working with children

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Designated Person.

5 CODE OF CONDUCT FOR PARENTS

Parents are expected to:

- Complete and return the Health and Consent Form pertaining to their child's participation with Killyleagh Yacht Club. There is a legal requirement for parental consent.
- Deliver and collect the child punctually to and from coaching sessions/events
- Ensure their child is properly and adequately attired for the weather conditions of the time and to provide their child with proper equipment
- Ensure that proper life-jacket or buoyancy aide is available to their children when engaged in any activity on or in water.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions
- To inform the coach / sports leader prior to departure from the "field of play" if child is to be collected early from a coaching session
- Encourage their child to play by the rules and teach them that they can only do their best
- Behave responsibly on the "sidelines"
- Show appreciation and supporting the coach / sports leaders
- Ensure their child is punctual
- Collect their child on time
- Be realistic
- Ensure their child's hygiene and nutritional needs are met
- Accept the official's judgment
- Acknowledge the importance and role of the club coaches / sports leaders who provide their time free to ensure children's participation in club activities.
- Promote their child's participation in sailing or other Club activities for fun.

Parents/Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Contribute to decisions within the Club
- Complain if they have concerns about the standard of coaching

6 CODE OF CONDUCT FOR JUNIORS

Juniors are expected to:

- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach / sports leader
- Take care of equipment owned by the club.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying or persistent use of rough and dangerous play.
- Show respect to other Club members, visitors and staff
- Keep themselves safe
- Report inappropriate behaviour or risky situations for young members
- Play fairly
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat
- Not use violence

Juniors have the right to:

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- To ask for help

Any misdemeanours and general misbehaviour will be addressed immediately by the coach / sports leader or other responsible person and reported verbally to the designated person. Parents will be informed.

7 FAIR PLAY POLICY

Killyleagh Yacht Club is committed to more than complying with the rules of sailing. This Club promotes friendship, respect for others and always participating in the right spirit. This Club promotes participation by those of differing ability over winning.

This Club does not accept cheating, gamesmanship, the use of drugs to enhance performance, physical or verbal aggression, exploitation, unequal opportunity, excessive commercialisation or corruption.

Where children are involved, best effort and enjoyment shall always be stressed. Children shall only be encouraged to win in an open and fair way.

8 ANTI BULLYING POLICY

Definition: "Bullying may take the form of physical attacks, such as hitting, kicking, taking or damaging belongings, verbal assault, including name-calling, insults, repeat teasing, racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is a more serious problem than is sometimes realised. It is widespread and there is increasing evidence of immense distress caused by bullying, with a small number of children being driven to suicide every year." [Childhood Matters, 1996]

Bullying is not an accepted behaviour towards anyone at Killyleagh Yacht Club be they child, committee member, coach, staff, sports leader or parent. The possibility of people being bullied should be discussed openly within the Club and all young people and staff informed of both the Clubs' views on bullying and ways in which bullying can be prevented /stopped. It should be emphasised that anyone can be the victim of bullying and that being or feeling bullied is not a sign of weakness and does not make the victim a less valuable person. Anyone found to be bullying others will be dealt with regards to the behaviour exhibited and the reasons for the behaviour.

9 TRAINING

KYC will take all reasonable steps to ensure that, all those involved in the delivery of junior activities organised by KYC will be adequately trained in Safeguarding.

- All race management and coaching personnel, including volunteers, will attend the three-hour basic awareness workshop 'Safeguarding and Protecting Children'
- All of the following roles will complete the RYA Online Training Module Safe and Fun
 - Dinghy Instructors
 - Senior Instructors
 - Racing Coaches

10 VISUAL IMAGES

Killyleagh Yacht Club will make use of visual images for promotion, publicity and to complement records of participation. Before taking photos or video, KYC will obtain written consent from the child's parents/guardians for their images to be taken and used:-

- Parents will be required to complete either
 - A section on the enrolment form for training courses
 - A separate form for open events
- Any photographer or member of the press or media attending an event will wear identification at all times and be fully briefed in advance on KYC's expectations.
- Photographers will not have unsupervised access to young people at the event or arrange photo sessions outside the event.
- Consent will also be obtained for the use of video as a coaching aid.
- All images will be securely stored on a password protected drive.

When publishing images, KYC will make every attempt NOT to include any information that might enable someone to contact the child. KYC will ensure that young people pictured are suitably dressed, to reduce the risk of inappropriate use.

11 GENERAL GUIDELINES ON HANDLING CONCERNS, REPORTS AND ALLEGATIONS

A complaint, concern or allegation may come from a number of sources: the child, their parents or someone else within KYC. It may involve the behaviour of 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.

Handling an allegation from a child

Always:

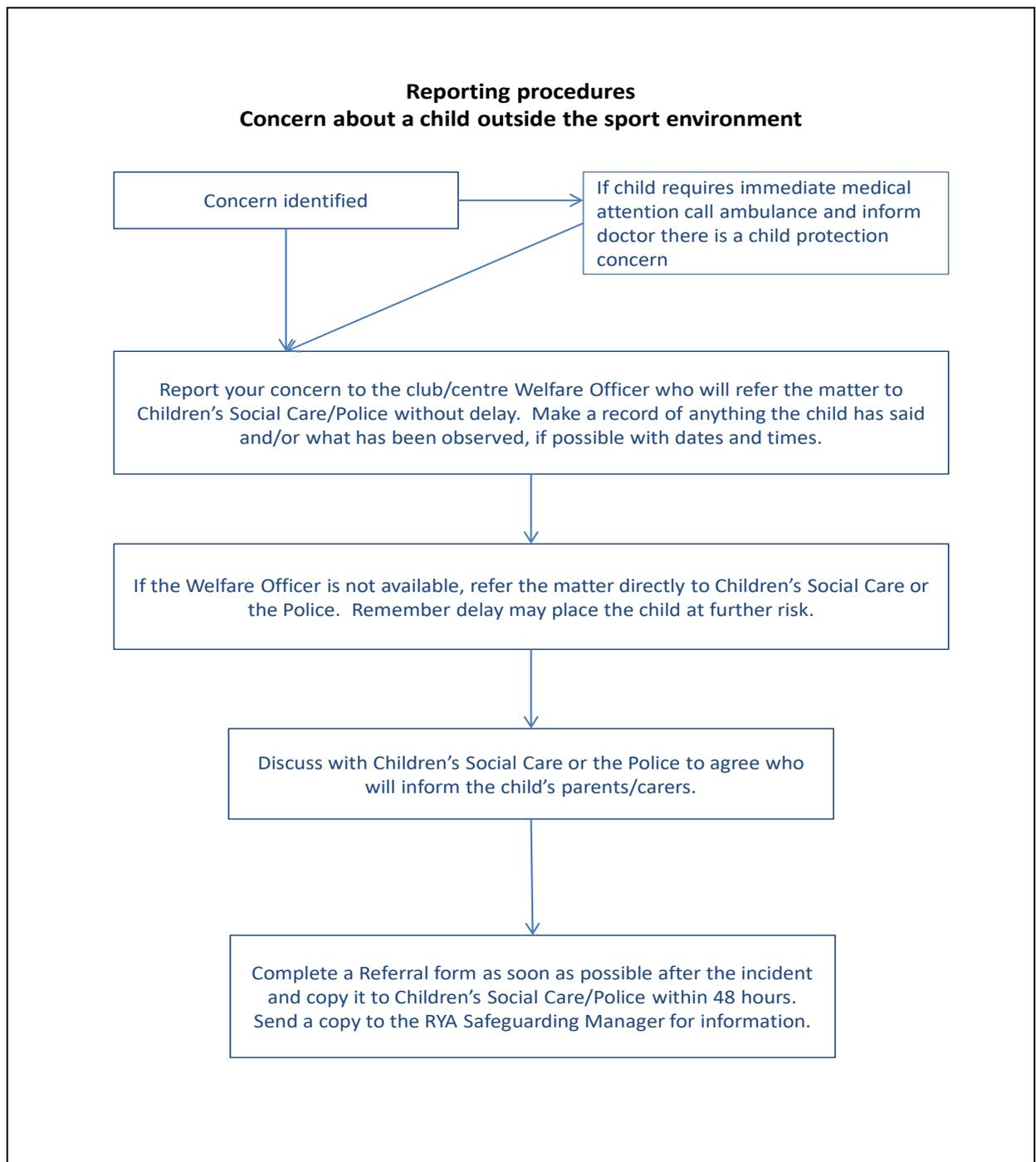
- Stay calm – ensure that the child is safe and feels safe
- Show and tell the child that you are taking what he/she says seriously
- Reassure the child and stress that he/she is not to blame
- Be careful about physical contact, it may not be what the child wants
- Be honest, explain that you will have 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
- Follow your organisation's child protection procedures.
- Any disclosed information must be treated as confidential and only shared on a need to know basis

Never:

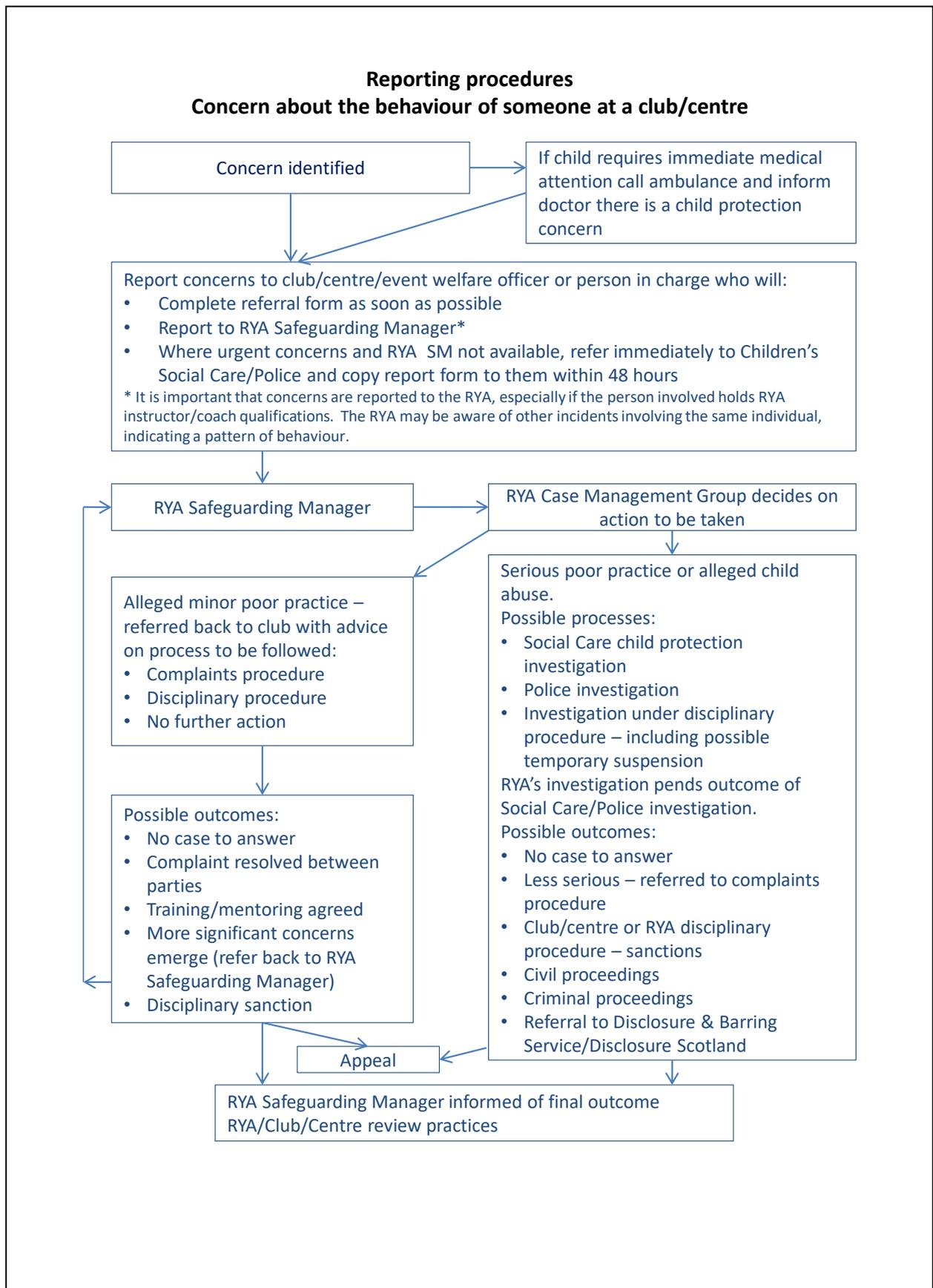
- Rush into actions that may be inappropriate
- Make promises you cannot keep (eg. you won't tell anyone)
- Ask leading questions (see 'Recording and handling information' below)
- Take sole responsibility – consult someone else (ideally the designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

Appendix A – REPORTING PROCEDURES

Flowchart 1



Flowchart 2



APPENDIX B – INFORMATION AND SAMPLE DOCUMENTS

7 Useful Contacts

NSPCC 24 hour free helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

Social Care Services

Children and Families Services,

South Eastern Trust

81 Market Street

Downpatrick, 02844613511

Royal Yachting Association

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk

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

RYA Northern Ireland

Paul Bunting, Director, Safeguarding

Tel: 028 9038 3812

E-mail: dsco.ryani@gmail.com

Website: www.ryani.org.uk

Child Protection in Sport Unit (CPSU)

Northern Ireland

Tel: 028 9035 1135

E-mail: cpsu@nspcc.org.uk

Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

AccessNI – RYA is Registered Body

Website: www.nidirect.gov.uk/accessni

UK Coaching – provide Safeguarding and Protecting Children training

Website: www.ukcoaching.org

8 Sample Documents

Reference Request

CONFIDENTIAL

(Name) has expressed an interest in working with Killyleagh Yacht Club in the role of, and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in regular contact with children or young people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person?
2. In what capacity?
3. What attributes does this person have which would make them suitable for this role?
.....
.....
.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in regular contact with children or young people? YES / NO

If you answer 'Yes' we will contact you in confidence.

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked 'Confidential' to:

Sample Document – Safeguarding and Child Protection referral form

Revised Dec 2016

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	

This form should be copied, marked ‘Private and Confidential’, to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, 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.