

NORFOLK BROADS YACHT CLUB
The Avenue, Wroxham, Norwich, Norfolk. NR12 8TS

Telephone: 01603 782808
Fax: 01603 782362
Email: secretary@nbyc.co.uk



Norfolk Broads Yacht Club

Child Welfare and Protection Policy and Procedures.



Contents

	Page
1. Resume of Club Policy Statement.....	3
2. Code of practice & procedures.....	3
2(i) Recruitment (paid staff and volunteers)	3
2(ii) Good Practice Guidelines for Principals/Club Officers	4
2(iii) Photography.....	6
2(iv) Handling concerns, reports or allegations.....	7
3. Recording information	8
4. Recognising abuse.....	9
4(i) Physical abuse	9
4(ii) Neglect.....	9
4(iii) Sexual abuse	9
4(iv) Emotional abuse.....	9
4(v) Bullying	10
5. How would I recognise if a child is being abused?.....	10
6. What should I do if I have general concerns?	10
7. Where can I get further help?.....	11

Annex

Instructors and Helpers Application Form	<i>Annex 1</i>
Self Disclosure Form	<i>Annex 1a</i>
Reference Letter	<i>Annex 2</i>
Reference Request	<i>Annex 3</i>
Student Application Form (2 pages)	<i>Annex 4</i>
Medical Consent Form (2 pages)	<i>Annex 4a</i>
Photography Consent Form	<i>Annex 4b</i>
Handout for all Instructors and Volunteers	<i>Annex 5</i>
Reporting Procedures	<i>Annex 6a&b</i>
RYA coach code of Ethics and Conduct	<i>Annex 7</i>
Incident Report Form	<i>Annex 8</i>
NBYC Disciplinary Procedures. Allegations of Child Abuse	<i>Annex 9</i>
NBYC Members Duty of Care Policy	<i>Annex 10</i>
NBYC Committee Member List	<i>Annex 11</i>

1. Resume of Club Policy Statement

The Club Norfolk Broads Yacht Club aims to safeguard children and young people taking part in boating from physical and emotional harm. NBYC will take all reasonable steps to ensure that through appropriate procedures and training, children participating in organised boating activities do so in a safe environment.

The Club recognises that:

- The child's safety and welfare is paramount.
- All children whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.
- This policy also covers 'vulnerable adults' such as people with learning disabilities or who have difficulty communicating or who rely on others to provide personal care.

Designated Person – When concerns about the welfare of a child or young person arises, please share those concerns with one of the named Club Welfare Officers of this club

Philip Harston – 01603 715534
Gilly Foulds – 01603 738929 **Mobile 07730 494338**

The RYA Child Protection Co-ordinator is Jackie Reid – 023 8060 4104

2. Code of practice & procedures

- 2(i) Recruitment (paid staff and volunteers)
- 2(ii) Good Practice Guide for Principals/Club Officers
- 2(iii) Photography
- 2(iv) Handling concerns, reports or allegations

2(i) Recruitment (paid staff and volunteers)

All applications for work, whether paid staff or volunteers, will be subject to an appropriate level of scrutiny. The applicant will be provided with a job or role description so they understand what the work will involve, and will where appropriate list the key qualifications, skills, experience and qualities required. Application forms are designed to elicit information about the applicant's past career or experience (requiring explanations for any gaps), qualifications held and experience and attitude towards working with children and young persons; and to establish any criminal record.

Where new applicants will be working unsupervised or where parents are not in attendance, references will be taken up. Normally these should include at least one regarding previous work with children. Referees should be clear about what the job entails and what information is required.

Treat all who would be paid staff and volunteers as job applicants for any position involving contact with children. Select people who have the relevant experience for the role.

Explore the applicant's experience of working with children.

Find out if the applicant has any conviction for criminal offences against children. Applicants should complete a self-disclosure form and if requested agree to apply for an Enhanced Criminal Records Disclosure.

See Annex 1	<i>Instructors and Helpers Application Form</i>
See Annex 1a	<i>Self Disclosure Form</i>
See Annex 2	<i>Reference letter</i>
See Annex 3	<i>Reference request</i>
See Annex 4	<i>Student Application Form</i>

2(ii) Good Practice Guidelines for Principals/Club Officers

It is important that a good recruitment policy is adopted and the issue of child protection is covered in the club's overall risk assessment – thus ensuring children, young persons and staff should be adequately protected and feel able to raise concerns knowing they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others. Abusers will find it difficult to operate in a well-run club, with good quality management and training. The Club will wherever possible:-

- Give all staff and volunteers clear roles
- Issue guidelines on how to deal with the discovery of abuse or harm
- If children tell staff about abuse or harm, follow agreed procedures. Develop systems which allow children's complaints to be heard.
- Ensure the guidelines for photography/video recording are adhered to – see section 2(iii) below

Good Practice Guide for Instructors/Volunteers/All Staff

- Plan the work of the organisation so as to minimise situations where adults are working unobserved or could take advantage of their position of trust.
- Do not spend any significant time with children in isolation
- Do not take children alone in a car on journeys, however short
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents
- Design training programmes that are within the ability of the individual child - see 'Physical Abuse' under section 4 (i)
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents. Be sensitive to the risk, although it is probably slight in our sport, that images could be misused by a third party. Do not publish information, in print or on a website, that might enable someone to contact the child
- NBYC offers training for staff and volunteers, managers and supervisors, and all those involved in the running of activities at NBYC in the prevention of child abuse.

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 is preferable for adults to stay away from the changing rooms while there are children there. However bullying etc. can be an issue here, and a balance should be struck depending on the situation. In general it is better if one adult is not alone. 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 gender.
- First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

However, it may be sometimes necessary for your staff or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent both of the child (where possible) and of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

In addition, medical consent should be obtained in the event where medication or treatment is required to be administered in the absence of the parent/guardian; this includes hospitalisation.

See Annex 1 ***Instructors and Helpers Application form***
See Annex 4 ***Students Application form***
See Annex 4a ***Medical Consent Form***
See Annex 4b ***Photography Consent Form***

- NBYC has appointed the following to fulfil the role of **Club Welfare Officers**
 - **PHILIP HARSTON (Tel: 01603 715524)**
 - **GILLY FOULDS (Tel: 01603 738929/07730 494338)**

See Annex 5 ***Handout for instructors and volunteers***
See Annex 6 a&b ***Reporting Procedures***
See Annex 7 ***RYA Coach Code of Ethics and Conduct***

Club Welfare Officer

The role of the Club Welfare Officer is to assist the organisation in producing an up-to-date policy with procedures to support it; and that relevant staff and volunteers understand the procedures and put them into practice; to receive reports of any concerns or allegations; in conjunction with the person in charge (Commodore, Principal etc), to decide on the appropriate action to be taken; to keep the RYA informed as necessary.

NB Parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, both outside formal club-organised activities and where stated on the NBYC Duty of Care Policy.

See Annex 10 NBYC Members Duty of Care Policy

When hosting an open junior or youth event, NBYC will liaise with the relevant class association/s to ensure that all involved in the organisation of the event are operating under RYA or similar Policies. It should be made clear to young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

2(iii) Photography

Publishing articles and photos in club newsletters, websites, local newspapers etc is an excellent way of recognising young people's achievements and of promoting your organisation and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

There are two key principles to bear in mind:

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

- A consent form must be included with the event entry form

See Annex 4b Photography Consent Form

- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Ethics and Conduct.
- Care must be taken in the storage of and access to images.

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

- It is preferable to use a general shot showing participants on the water, or a group shot of the prizewinners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (eg. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public 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 organisation's child protection/welfare officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or camera phones in changing areas is not permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

2(iv) Handling concerns, reports or allegations

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 young person 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.

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

Where there is an allegation of abuse against a member of staff, there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation

The results of the police and social services investigation may influence the disciplinary investigation, but not necessarily.

Additionally, qualified RYA Instructors & coaches are governed by a code of practice and disciplinary procedures issued by RYA.

See Annex 7 RYA Coach Code of Ethics and Conduct

NBYC staff are referred to the grievance and disciplinary procedures contained in their NBYC Contract of Employment. These procedures are not reproduced in the document but can be inspected on club premises by prior arrangement with The Secretary or Commodore.

Where there is an allegation of abuse made against any other person this may also be subject to three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation

The result of the police and social services investigation may influence the disciplinary investigation, but not necessarily.

See Annex 9 NBYC Disciplinary Procedures. Allegations of Child Abuse

It is important to understand that a member of staff reporting a case of child abuse, particularly by a colleague, may undergo a very high degree of stress, including feelings of guilt for having reported the

matter. It is therefore important to ensure that appropriate counselling and support is available for staff in such a situation.

Handling an allegation from a child

See Annex 6 a&b **Reporting Procedures**
See Annex 7 **RYA Coach Code**
See Annex 8 **Incident Report Form**

Always:

- Stay calm - ensure the child is safe and feels safe
- Show and tell the child that you are taking what s/he says seriously
- Reassure the child and stress that s/he is not to blame
- Be honest, explain you will have to tell someone else to help stop the alleged abuse
- Be careful about physical contact, it may not be what the child wants
- Make a note of what the child has said as soon as possible after the event
- Maintain confidentiality - only tell others if it will help protect the child
- Remain impartial and objective
- Follow your child protection procedures

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (eg you won't tell anyone)
- Prejudge the situation or the outcome
- Ask inappropriate questions, which may jeopardise any impending police investigation.
See 3 below
- Take sole responsibility - consult the Club Welfare Officers and in their absence the Duty Flag Officer

If I do something, might it make things worse?

Taking appropriate action if you are worried about abuse is never easy - it takes courage but it protects a young life.

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.

3. Recording 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 Annex 8 **Incident Report Form**

IF IN DOUBT SPEAK TO THE CLUB WELFARE OFFICERS.

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 this club, only the child's parents/carers, the person in charge of the organisation (unless subject of the allegation), the relevant authorities and

the RYA Child Protection Co-ordinator should be informed. If the alleged incident took place outside the sport, the Police and/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.

See Annex 6 a&b Reporting Procedures

Handling the media

If there is an incident at the Club which attracts media interest or 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 contact the RYA's Communications Dept on 023 8060 4215 for professional advice on handling the media.

4. Recognising abuse

This section explains what child abuse is, how to recognise it and what to do if you have concerns.

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 the damage done to a child's physical or mental health. Child abuse can take many forms:

4(i) 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

4(ii) Neglect

Includes situations in which adults:

- Fail to meet a child's basic physical needs (e.g. for food, warm clothing, essential medication)
- Consistently leave children alone and unsupervised
- Fail or refuse to give children love, affection or attention
- Neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or exposes them to undue cold or risk of injury

4(iii) 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

4(iv) Emotional abuse

This 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 being 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 unrealistic pressure to perform to high expectations

4(v) **Bullying**

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

You are referred to RYA Youth Racing Anti-Bullying Policy

A copy available from the Club Office or

www.rya.org.uk Youth, Youth Sail Racing Programme, About Youth Sail Racing Programmes.

Although anyone can be a 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.

5. **How would I recognise if a child is being abused?**

It is not always easy to spot when a child has been abused even for the most experienced carers. However, some of the more typical symptoms, which should trigger your suspicions would include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Sexually explicit language or actions
- A sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- The child describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- A general distrust and avoidance of adults, especially with whom a close relationship would be expected
- An unexpected reaction to normal physical contact
- Difficulty in making friends or abnormal restrictions on socialising with others.

However, note that a child could be displaying some of all of these signs, or behaving in a way which is worrying - this does not necessarily mean the child is being abused. Similarly, there may not be any signs; you may just feel something is wrong.

*If you are worried, it is **NOT** your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.*

6. **What should I do if I have general concerns?**

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, like a bereavement, which has caused the child to be unhappy. However, if your concerns are about sexual abuse or violence, talking to the parents or carers might put the child at greater risk.

If your concerns remain or you cannot talk to the parents/carers, consult this organisation's designated Club Welfare Officer, or person in charge. It is the responsibility of this person to make the decision to contact the police or social services

See Annex 6 a&b

Reporting Procedures

See Annex 7

RYA Coach code of Ethics and Conduct

7. Where can I get further help?

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

Royal Yachting Association Child Protection Co-ordinator

Jackie Reid, Personnel and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

Fax: 023 8060 4298

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

Website: www.rya.org.uk

Child Protection in Sport Unit (CPSU) England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Social Care Services

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

NSPCC Helpline

0800 800 5000

Childline

0800 1111

Website: www.childline.org.uk

Sportscoach UK – provide child protection training

Tel: 0113 274 4802

Website: www.sportscoachuk.org

Acknowledgements:

NBYC Thank the RYA, whose policy and procedures we have largely adopted.

NORFOLK BROADS YACHT CLUB INSTRUCTORS & HELPERS FORM

PERSONAL DETAILS		
Title	Surname	Other names in full
Address		
Home Tel		Mobile
E-mail		
Do you have any unspent convictions (including motoring offences)? If yes, give brief details		YES / NO
Having a criminal record will not necessarily bar you from working with Norfolk Broads Yacht Club. As you are applying for a position involving contact with children or vulnerable adults you may be required to apply for a Criminal Records Bureau Standard/Enhanced Disclosure.		
MEDICAL HISTORY		
Is there any medical condition we should know about which could affect your ability to instruct/help on the course. Give details if so.		
SUMMARY OF PAST EXPERIENCE (start with most recent)		
Name of organisation, position held, dates. Brief description of responsibilities and duties.		
DECLARATION		
Data Protection Act. In order to recruit for this post Norfolk Broads Yacht Club will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.		
Consent I consent to the processing of personal information in the way described.		YES/NO
Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.		YES/NO
Signature:		Date:

Please return the Instructors/Helpers forms with Self disclosure directly to Norfolk Broads Yacht Club. The Avenue, Wroxham, Norwich, Norfolk. NR12 8TS.
Mark Private and Confidential

NORFOLK BROADS YACHT CLUB SAILING SCHOOL

Self-disclosure form

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

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

Name

1. **Have you ever been convicted of any criminal offences?** YES NO
If yes, please supply details of any criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. **Are you a person known to any Social Services Department as being an actual or potential risk to children?** YES NO
If yes, please supply details.

3. **Have you ever had any disciplinary sanction relating to child abuse?** YES NO
If yes, please supply details.

Declaration I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: Date:

Norfolk Broad Yacht Club
The Avenue
Wroxham
Norwich
Norfolk
NR12 8TS

Tel: 01603 782808

PRIVATE & CONFIDENTIAL

[*insert date*]

Dear

[*insert name*] has applied for the position of [*insert job title / role*] with Norfolk Broads Yacht Club Sailing School and has given your name as a referee. A copy of the relevant job description is enclosed for your information.

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

A form is enclosed to make this request easier. The post may involve access to children and as an organization we are committed to the welfare and the protection of children, I should be grateful if you would also complete the reverse of the attached document relating to child protection issues.

Your comments will of course be treated in the strictest confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience. I am grateful for your assistance in this matter and look forward to hearing from you.

Yours sincerely

Principal NBYC Sailing School.
enclosures

Reference request

CONFIDENTIAL

(Name) has expressed an interest in working with Norfolk Broads 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 contact with children or young people.

If you are happy 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 contact with children or young people?

YES NO Please tick

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

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked 'Confidential' to:
.....

NORFOLK BROADS YACHT CLUB SAILING SCHOOL– STUDENTS FORM (one form per student) 2007				
Date of Course				
Name of Course				
I have my own boat which is Optimist / Topper / Splash / Laser / Mirror / Feva ##				
Make cheque payable to NBYC.		Total enclosed	£	
Personal details. (One applicant per sheet) All Subscriptions MUST be paid before sending in application for sailing school				
I am a member of NBYC	YES / NO	If no, name of grandparent or parent who is a member :-		
First Name		Surname		
Age (10+ MUST be paid up members)		Date of Birth		Male/Female
Address				
			Post Code	
Telephone:	Home:	e-mail: print very clearly please		
<p>Declaration:- Tick as appropriate</p> <p>For Boat Owners:- I confirm that I carry third party insurance of at least £1,000,000 and will continue to do so whilst sailing on water controlled by NBYC.</p> <p>I agree to be bound by the Racing Rules of Sailing, the Sailing Instructions and Sailing School Codes of Practice of Norfolk Broads Yacht Club and by all other rules/policies that govern this event.</p>				
Signature of Parent/Guardian		Date		

delete as appropriate

FILL IN MEDICAL CONSENT FORM AND PHOTOGRAPHY CONSENT FORM

NORFOLK BROADS YACHT CLUB**Medical consent form 2007**

It is your responsibility to make known any potential medical conditions that may affect the person named below during the activities associated with the training programme or event they are taking part in. Please therefore provide as many details as possible. This information will be shared with the organisers and coaches at the Training/Events as appropriate. (Add another sheet with details if necessary)

APPLICANTS NAME**Date of Birth****Age**

Do you suffer from any medical condition we should be aware of?	Yes/No	Details	
Are you having any medical treatment at present?	Yes/No	Details	
Are you currently taking any medication?	Yes/No	Details	
Is your anti-tetanus injection up to date?	Yes/No	Date	
Are you allergic to anything? If a special diet is required, please bring packed lunches.	Yes/No	Details	

NEXT OF KIN DETAILS (essential emergency contact information for course duration)

Next of Kin: - Name		Relationship:-	
Address: if different from other side.			
Tel Nos:	Daytime	Evening	Mobile
Doctor	Tel:	Practice:	

I the parent/guardian of give permission to the organisers/coaches at activities during the Training/Events to administer any relevant treatment or medication to the above named participant when or if necessary.

In an emergency situation I authorise the organisers to take my son/daughter to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Parent / Guardian's* consent(Name)(signature) * delete as applicable

RETURN TOGETHER WITH CHEQUE AND LOG BOOK TO NBYC OFFICE. NBYC. The Avenue, Wroxham, Norwich, Norfolk. NR12 8TS

Photography consent form - 2007

Consent form for the use of photography or video

Norfolk Broads Yacht Club recognises the need to ensure the safety and welfare of children and young people taking part in boating.

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

Norfolk Broads Yacht Club will follow the RYA (Royal Yachting Association) guidance for the use of images, a copy of which is available from The Secretary.

Please note that if any parents/spectators are considering taking photographs at an NBYC event they should be prepared to identify themselves if requested and state their purpose for photography or filming, and also conform to the Club's guidelines on photography.

Norfolk Broads Yacht Club will take all steps to ensure that images are used solely for the purposes for which they are intended. If you become aware that images are being used inappropriately you should inform The Secretary or NBYC Sailing School Principal immediately.

Consent. (NB. Signature from parent/carer AND from sailor)

I (name of parent/carer)

.....

consent to Norfolk Broads Yacht Club photographing or videoing (child's name)

.....

Signed: Date:

I (child's name)

.....

consent to Norfolk Broads Yacht Club photographing or videoing my involvement in sailing/powerboating/club organised activities.

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

Handout for all instructors & volunteers

Good Practice Guide

- Do not spend excessive amounts of time alone with children in isolation
- Do not take children alone in a car on journeys, however short
- Do not take children to your home as part of your organizing activities
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organization or the child's parents
- Design training programmes that are within the ability of the individual child.
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents. Be sensitive to the risk, although it is probably slight in our sport, that images could be misused by a third party. Do not publish information, in print or on a website, that might enable someone to contact the child.

You should never:

- Engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

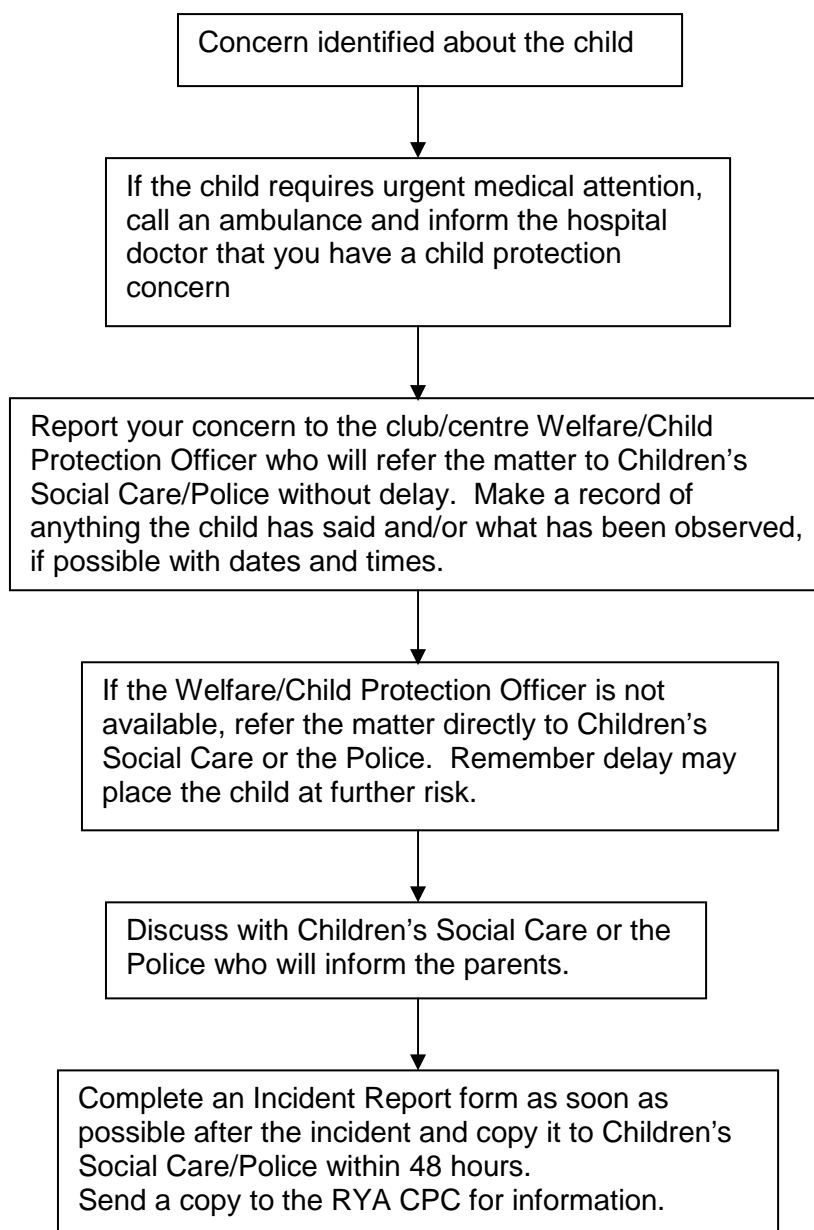
However, it may be sometimes necessary for your staff or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Important

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

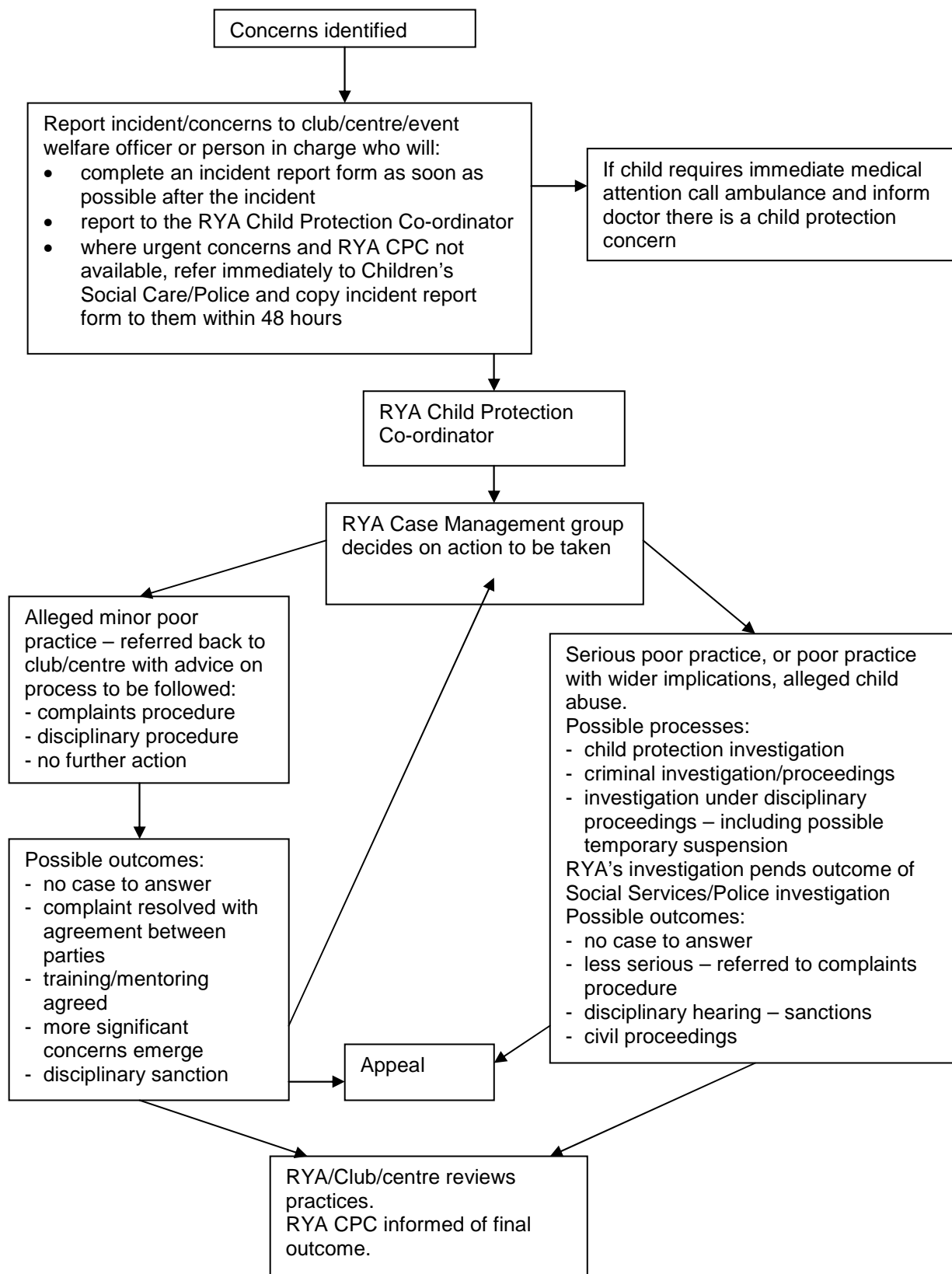
Reporting Procedures

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.

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



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 sport's governing body 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.
- 5 Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- 6 Coaches should 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 should, 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 should co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- 10 Coaches should 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.

Incident report form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Police or 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 and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident

NBYC Disciplinary Procedures

Allegations of Child Abuse

For members/participants (non staff)

NB: Your attention is drawn to the following rules in respect of all other allegations:-

- **Rule 13 of the Club**
- **House Rule 11**
- **Constitution Rule 5(c)**

Disciplinary Procedures – in the event of an allegation of child abuse.

The purpose of the disciplinary procedure is to ensure that the Club behaves fairly in investigating and dealing with allegations of unacceptable conduct including allegations of child abuse. Accordingly the Club reserves the right to depart from the precise requirements of its disciplinary procedure where it is expedient to do so and where the resulting treatment of the individual is not less fair.

All cases of disciplinary action under these procedures will be recorded and placed in the Club's records. A copy of the Club's disciplinary records concerning you will be supplied to you upon receipt of your written request, which should be addressed to the Commodore.

In the event of an allegation of child abuse against a member or non-staff participant the following steps will be taken as appropriate:-

INVESTIGATION – No action will be taken before a proper investigation has been undertaken by the Club into the matter complained of. If appropriate the Club may, by written notice suspend you from club premises and privileges while the investigation takes place.

DISCIPLINARY HEARING – if the club decides to hold a disciplinary hearing about the matter complained of, you will be given details of the complaint against you at least two (2) days before the hearing. At the hearing you may be accompanied by one observer of your choice, and you will be given an opportunity to state your case. The hearing may proceed in your absence if you fail to turn up.

Any investigation/disciplinary hearing will in the first instance be conducted by a team representing the Club comprising:-

- One Flag Officer (not present or on duty at the time of the alleged incident)
- A member of the staff committee (not present or on duty at the time of the alleged incident)
- And one member of the management committee (not present or on duty at the time of the alleged incident)

In the event of an appeal, the Club will be represented by a team comprising:-

- One Flag Officer (not involved in first hearing or present or on duty at the time of the alleged incident)
- A member of the staff committee (not involved in first hearing or present or on duty at the time of the alleged incident)
- And one member of the management committee (not involved in first hearing or present or on duty at the time of the alleged incident)

The decision of the appeal team will be final.

The outcome of each hearing will be confirmed to you verbally following each hearing and then confirmed to you in writing.

NBYC MEMBERS DUTY OF CARE POLICY

Responsibility for behaviour

February 2007

All children under the age of 18 years.

The Proposer and Secunder of their application for membership have agreed to accept responsibility for the candidate's behaviour on the premises.

Note this applies at all times – not just on a training course.

Juniors under the age of 10 not previously included on a membership application form ie children/grandchildren of members: the training course application form must give details of an adult who agrees to accept responsibility for the candidate's behaviour whilst on the premises.

Easter Sailing School

- The Easter Sailing School is open to candidates aged 8 and over on the first day of the course.
- NBYC Easter Sailing School is open only to members of the Club. Note that this includes juniors under the age of 10 on preceding 1st January who are the children or grandchildren of members (Club rule 2.1).
- Any child under 10 must have an adult on site responsible for his/her welfare at all times. It is the parents' responsibility to make sure their child knows who is acting in *Loco Parentis* for them.
- An adult may only act in *Loco Parentis* for a maximum of 3 children under 10 in addition to their own children.
- Non-members acting in *Loco Parentis* for children registered on the course may be in attendance for the duration of the course.
- Instructors and assistants are responsible for the students only during the advertised times of the course.
- A contact number (switched on, manned and working!) for the duration of the course, must be left with the person in charge for all other students.

Summer Holiday Training Programme

- The Summer Holiday Training Programme is open to candidates aged 8 and over on the first day of the course.
- NBYC Training courses are open only to members of the Club. Note that this includes juniors under the age of 10 on preceding 1st January who are the children or grandchildren of members (Club rule 2.1).
- Instructors and assistants are responsible for the students only during the advertised times of the course.
- A contact number (switched on, manned and working!) for the duration of the course, must be left with the person in charge for all other students.

'Wiggle Days' Training Programme

- 'Wiggle Days' will be available to 6 & 7 year olds.
- NBYC Training courses are open only to members of the Club. Note that this includes juniors under the age of 10 on preceding 1st January who are the children or grandchildren of members (Club rule 2.1)
- All children must have an adult on site responsible for his/her welfare at all times. It is the parents' responsibility to make sure their child knows who is acting in *Loco Parentis* for them.
- An adult may only act in *Loco Parentis* for a maximum of 2 children in addition to their own children.
- Non-members acting in *Loco Parentis* for children registered on the course may be in attendance for the duration of the course.

Saturday Morning Race Training.

- As this is race training, only children who can sail a triangular course on their own may take part – this would normally be those awarded RYA Stage 3 and above. A list of those who qualify to take part will be published on the notice board. But we also recognise that a few budding sailors who practise, progress much quicker, and although have not been awarded Stage 3 may well be skilful enough to take part. These sailors need to show their skills to a Club Senior Instructor so they can be recommended to join the list.

- We follow the guidelines laid down by the RYA for their Training Centres, which takes into account health and safety, personal welfare, risk assessments and club policies. (see NBYC Codes of Practice & Procedures at www.nbyc.co.uk)
- Sailing will only take place if the person in charge is happy with the conditions, and they may cancel the session at their discretion.
- Help is needed for these sessions; we need powerboat level 2 drivers, motorboat crew (no qualification needed) as well as coaches, and on land assistance. Please volunteer to help with these sessions.
- All Junior sailors must have someone on site who is responsible for his/her welfare at all times. It is the parents' responsibility to make sure their child knows who is acting in *Loco Parentis* for them.
- An adult may only act in *Loco Parentis* for a maximum of 3 children in addition to their own children.
- A contact number (switched on, manned and working!) for the duration of the session, must be left with the person in charge for all other students.

Junior Regatta Events

- All sailors must have someone on site who is responsible for his/her welfare at all times. It is the parents' responsibility to make sure your child knows the person acting in *Loco Parentis*.
- An adult may only act in *Loco Parentis* for a maximum of 3 children in addition to their own children.
- Non-members acting in *Loco Parentis* for children may be in attendance, for the duration of the event.
- A contact number (switched on, manned and working!) for the duration of the event, must be left with the person in charge for all other students.

Wroxham Open Regatta Week & Open Events

- Only children who can sail a triangular course confidently may take part at these events – this would normally be those awarded RYA Stage 3 and above.
- All children must have someone on site that is responsible for his/her welfare at all times. It is the parents' responsibility to make sure your child knows the person acting in *Loco Parentis*.
- An adult may only act in *Loco Parentis* for a maximum of 3 children in addition to their own children.
- Non-members acting in *Loco Parentis* for children may be in attendance for the duration of the event.
- A contact number (switched on, manned and working!) for the duration of the session, must be left with the person in charge for all other students.

NBYC Committee Members 2006/2007

J. Clabburn	Commodore
H. Ferrier	V.Commodore
I. Masters	R.Commodore
A. G. Orton	IP Commodore
D. W. Talbot	Treasurer
M. Barnes	
C. Bunn	
P. Cunliffe	
E. Diffey	
G. Evans	
Mrs. G. M. Foulds	
J. L. Gunn	
J. Ives	
D. Jennings	
A. Landamore	
Mrs. D. Musgrave	
Mrs. S. Orton	
R. Self	
Miss T. Shields	