

# Norfolk Broads Yacht Club



## Safeguarding Children & Vulnerable Adults Policy Statement, Procedures & Guidelines

1. Revised March 2017 I Patience
2. Reviewed By Ian Patience March 2015

This document can be found on Norfolk Broads Yacht Club website and a paper copy is available from the Club Office.

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## **Contents**

### **PART 1 – POLICY**

Norfolk Broads Yacht Club Children & Vulnerable Adult Welfare Policy Statement

### **PART 2 – PROCEDURES**

- 1 Named Person(s) for Child / Vulnerable Adult Welfare
- 2 Handling concerns, reports or allegations
- 3 Volunteer Registration
- 4 Good practice guidelines

### **PART 3 – INFORMATION AND TEMPLATE DOCUMENTS**

- 5 Useful contacts
- 6 Templates
  - A - Volunteer Registration Form
  - B - Reference Request Form
  - C - Self-Disclosure Form
  - D - Good practice guide
  - E - Norfolk Broads Yacht Club Code of Conduct
  - F - Parental Consent Form
  - G - Safeguarding and Child Protection Referral Form
  - H - Child Protection Policy and Procedures

### **PART 4 – APPENDICES**

- 7 What is child abuse?
- 8 RYA Code of Ethics and Conduct for Instructors, Trainers and Coaches
- 9 RYA Coach Code of Ethics and Conduct
- 10 RYA Anti-bullying policy

**Part 1****Norfolk Broads Yacht Club Child/Vulnerable Adult Welfare Policy Statement**

Norfolk Broads Yacht Club is fully committed to safeguarding the wellbeing of all its members particularly children. Club members should always, show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way which reflects the principles of the club.

We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, religion or belief, or sexual identity, have a right to protection from abuse.

**Note**

In the context of this document, 'child' refers to any young person under the age of 18.

The 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.

**Norfolk Broads Yacht Club will:**

- Treat all children with respect and celebrate their achievements.
- Ensure that all committee members, instructors and volunteers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation.
- Ensure that all committee members, instructors and volunteers understand their responsibility to work to the standards that are detailed in the organisation's *Child Protection Procedures* and work at all times towards maintaining high standards in line with RYA guidelines regarding child welfare.
- Ensure that all instructors and volunteers understand their duty to report concerns that arise about a child or young person, or a club members conduct towards a child/young person, to the club Welfare Officer.
- Ensure that Norfolk Broads Yacht Club's Child Welfare Officer(s) understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies.
- Provide opportunities for all committee members, instructors and volunteers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people.
- Ensure that children and young people are enabled to express their ideas and views and will have access to the clubs *Complaints Procedure*.
- Ensure that parents/carers are encouraged to be involved in the life of the club and, when requested, have access to all guidelines and procedures.

## Part 2

### Procedures

#### 1. Named Person(s) for Child/Vulnerable Adult Welfare

Norfolk Broads Yacht Club has appointed individuals who have responsibility for dealing with any child or vulnerable adult concerns. In their absence, a deputy will always be available for club members to consult with. The named persons for Child Welfare within

Norfolk Broads Yacht Club are:

#### **Named Person for Child/adult Welfare:**

##### **Ian Patience**

Home Number 01603 300060

Mobile number: 07860 658430

Email: [ian@sailpowerboattraining.com](mailto:ian@sailpowerboattraining.com)

#### **Deputy Name of contact person:**

##### **Geoff Evans**

Mobile Number: 07826 294483

Email: [geoff.evans@heatherevans.plus.com](mailto:geoff.evans@heatherevans.plus.com)

The role and responsibilities of the Welfare Officer person(s) are:

1.1 If there is a concern, the 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, Training Principal etc).
- Keep the RYA informed as necessary.
- record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

1.2 The designated person's will also:

- Maintain up to date policy and procedures, compatible with the RYA's.
- Ensure that club members are aware of and follow procedures.
- Advise the management committee on child welfare issues.
- Maintain contact details for local Children's Social Care Services\* and Police

#### **RYA designated person**

The RYA's Child Protection Co-ordinator is Jackie Reid, tel. 023 8060 4104, e-mail [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk).

If Jackie Reid is unavailable and the matter is urgent, contact RYA Eastern RDO Robbie Bell e-mail [Robbie.Bell@rya.org.uk](mailto:Robbie.Bell@rya.org.uk) Mobile Number 07747 563298

## **2. Handling concerns, reports or allegations**

This section is primarily for the Norfolk Broads Yacht Club designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns as detailed below.

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within the club. It may involve the behaviour of one of the club volunteers, or something that has happened to the child outside club activities, 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 the responsibility of club members to investigate further BUT it is the responsibility of the Club to act on concerns and report them to the appropriate statutory authorities.

**For guidance on recognising abuse, see Part 4 Appendix.**

### **Handling an allegation from a child or young person 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

### **Never:**

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. 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 Club 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.

### **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 by the Club Welfare Officer as soon as possible to Norfolk Children's Social Care or the Police. 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.

All information will be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within Norfolk Broads Yacht Club, 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 Club other than the person who received or initiated the allegation and, if different, the person in charge.

### **Contact details**

#### **NORFOLK CONTACT INFORMATION**

##### **Local Authority Children's Social Care Services**

Enquiries about children for whom there are concerns – 8am-6pm 0344 800 8020

Social Care Emergency Duty Team – for out of hours referrals 0344 800 8020 / 999

Police 999 or 101 for non-emergency

##### **NSPCC**

Norwich Office 01603 256090

##### **Handling an allegation regarding a vulnerable adult**

The same principles will be applied as children and young people; however the following contacts should be used to report an allegation and/or seek support/advice. Staff on any of the following telephone numbers will be pleased to help you:-

Norfolk Safeguarding Adults Partnership – 8am-6pm **0344 800 8020**

Norfolk Safeguarding Adults Partnership – out of hours **0344 800 8020**

If **immediate action** is needed, contact the emergency services on **999**

If you need to report a crime but it is not an emergency, telephone the police on 101

##### **Handling the media**

If there is an incident at Norfolk Broads Yacht Club which attracts media interest, or if the club is contacted by the media with an allegation concerning one of the club members, the club will not issue a response until there has been an opportunity to check the facts and seek advice. In such circumstances a club representative will contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

**Norfolk Broads Yacht Club – What to do if you are worried that a child is being abused outside the club (but the concern is identified through the child’s involvement in the club).**

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.

Concern identified about a child or young person

If the child requires urgent medical attention, call an ambulance and inform the hospital doctor that you have a child protection concern.

Report your concern to the club Welfare Officer who will refer the matter to Children’s Social Care\*/Police without delay.

Make a record of anything the child has said and/or what has been observed, if possible with dates and times.

If the Welfare/Officer is not available, refer the matter directly to Children’s Social Care or the Police.

Remember delay may place the child at further risk.

Discuss with Children’s Social Care or the

Police who will inform the parents.

Complete a referral form as soon as possible after the incident and copy it to Children’s Social Care/Police within 48 hours.

Send a copy to the RYA Safeguarding Co-ordinator for information.

**Norfolk Broads Yacht Club – What to do if you are concerned about the behaviour of any club member in relation to the welfare of a child (as a RYA affiliated/recognised organisation).**

Concerns identified

If child requires immediate medical attention call ambulance and inform doctor there is a child protection concern.

Report incident/concerns to club welfare officer or principle who will:

- complete a referral form as soon as possible after the incident
- report to the RYA Safeguarding Co-ordinator
- where urgent concerns and RYA SC not available, refer immediately to Children's Social Care\*/Police and copy referral form to them within 48 hours

RYA Case Management Group decides on action to be taken

Alleged minor poor practice

– referred back to club with advice on process to be followed:

- complaints procedure
- disciplinary procedure
- no further action possible outcomes:
  - no case to answer
  - complaint resolved with agreement between parties
  - training/mentoring agreed
  - more significant concerns emerge
  - disciplinary sanction serious poor practice, or poor practice with wider implications, alleged child abuse.

Possible processes:

- child protection investigation
- criminal investigation/proceedings
- investigation under disciplinary proceedings – including possible temporary suspension

RYA's investigation pends outcome of Social Care/Police investigation

Possible outcomes:

- no case to answer
- less serious – referred to complaints procedure
- disciplinary hearing – sanctions
- civil proceedings

Appeal

RYA Safeguarding Coordinator

Norfolk Broads Yacht Club reviews practices.

RYA Safeguarding Co-ordinator informed of final outcome.

### 3. Volunteer Registration

Norfolk Broads Yacht Club recognises the invaluable role volunteers can bring to the work of the club with children, young people and disabled adults. In order to ensure that children, vulnerable adults and volunteers are adequately protected the following policy will be adopted.

**Who to check** – a registration policy will apply to those with specific responsibilities e.g. coach, instructor, sailing principle, welfare officer and volunteers who regularly help with junior/ youth or activity.

Volunteer registration is required for those who are in close and/or unsupervised contact with children and vulnerable adults. In practical terms it will be helpful to ask the following:

Q: a club member regularly helps with specific tasks and has unsupervised access to individual/groups of children/vulnerable adults e.g. giving lifts to groups of children in their car.

Should they be registered: yes

Q: a club member helps on junior week during the summer and has regular and/or unsupervised naccess to children e.g. sailing with young people in dinghy; helping in galley.

Should they be registered: yes

Q: should a parent who helps with occasional tasks e.g. moving boats and taking responsibility for their own (or designated) child be registered? : no

**Level of Check** - the level of check for volunteer registration will include the following

- Volunteer Registration Form.
- References will be required for all new instructors.
- Self disclosure Form.
- Enhanced Criminal Records Disclosure (DBS).

**Support** - the following will be undertaken in order to support the recruitment of competent volunteers

- provide a clear role description so that volunteers understand what the work involves.
- check that the applicant is competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate or coach qualification if required.
- draw up a 'specification' listing the key qualifications, skills, experience and qualities needed for the role.
- provide training and support to cover any areas where they may lack experience or confidence.

**Are they safe?** – if the role involves contact with children or vulnerable adults, Norfolk Broads Yacht Club will at least:

- ask the volunteer to provide information about any relevant experience (see Volunteer Registration Form).
- explore their experience of and attitude toward working with children or vulnerable adults.
- take up references for all new instructors, one of which should be from someone who has first-hand knowledge of their previous work with children or vulnerable adults and make the nature of the role clear to the referees (see Reference Request Form).

If the role involves close or regular contact with children or vulnerable adults, training or supervising children or is a position of trust or authority over children's welfare, Norfolk Broads Yacht Club are advised to:

- ask the volunteer to complete a Self-disclosure Form (see Self-disclosure Form). Although the volunteer may make a false declaration, the fact that we have these procedures in place may deter anyone with a criminal record related to their suitability of the role proceeding any further.

### **Criminal Records Disclosures (DBS)**

Under the Rehabilitation of Offenders Act, you should not ask someone to apply for a Disclosure unless they are going to be in a position of trust, 'in close or unsupervised contact' with children, or in a role with influence over children's welfare (e.g. Club Welfare Officer).

A Disclosure should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught. Organisations affiliated to or recognised by the RYA can access the DBS (previously CRB) process through the RYA.

If you have any questions regarding this guidance please contact NBYC Welfare Officer.

### **Confidentiality**

All personal information will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children. When data is no longer relevant it will be destroyed securely, e.g. shredding.

## **4. Good Practice Guidelines**

Norfolk Broads Yacht Club recognises the importance of ensuring that there is a culture within the Club where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child who relies on a carer to help them get changed

may worry that they won't be able to sail anymore if they report the carer. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

### **Minimising risk**

These common sense guidelines should be promoted to everyone within Norfolk Broads Yacht Club:

- Avoid spending any significant time working with children in isolation.
- Avoid providing lifts for children alone in a car, however short the journey.
- Do not take children to your home as part of Club activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at the Club 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 with clothing/buoyancy aid, 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 both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

### **Responsibilities of volunteers**

Volunteers should be given clear roles and responsibilities, are aware of the Club child welfare policy and procedures and are issued with guidelines on:

- following good practice and recognising signs of abuse

RYA Coaches and Instructors are expected to comply with the RYA Code of Ethics and Conduct.

### **Responsibilities of parents and participants**

Parents play an essential part in their children's participation. Norfolk Broads Yacht Club has a code of conduct, whether they are participants, parents, instructors or volunteers. This is so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

**Parental responsibility and Club liability**

Although Norfolk Broads Yacht Club has a duty of care to its membership, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club organised activities. This should be made clear to parents.

**Changing rooms and showers**

It is preferable for adults to stay away from the changing rooms while there are children there. However a balance should be struck depending on the situation. In general it is better if one adult is not alone.

Extra vigilance may be required if there is public access to the venue. Parents should be made aware that adult club members may be in the changing rooms at the same time. Bullying can be an issue in changing rooms and showers. If a child alleges bullying or shows signs of being bullied, this must be investigated. (See separate paragraph below on Bullying).

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.

**Bullying**

See Appendix 4 for the RYA's Anti-Bullying Policy. This is also available on the RYA website under Racing, Youth and Junior, Information, Policies, Policy Guidance.

**Managing challenging behaviour**

Guidance for instructors and volunteers on handling young people who display challenging behaviour is available on the RYA website under Courses and Training, Teaching, Instructor Resources.

**First aid and medical treatment**

First aid is part of Norfolk Broads Yacht Club normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer

**Organising and hosting events**

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

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed best practice guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these guidelines.

**Away events**

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them. The RYA Racing Department has Sailor Supervision Guidelines for those involved with the national junior and youth squads.

**RYA Youth Racing Policies**

The RYA Youth Racing department has developed detailed policies for RYA squad programmes and for RYA Champion Clubs. These are available on the RYA website (see [www.rYA.org.uk/racing/youthjunior/information/Pages/Policies.aspx](http://www.rYA.org.uk/racing/youthjunior/information/Pages/Policies.aspx)). They may be a useful reference for events organised by bodies other than the RYA but should not be taken as prescriptive.

**Communicating with young people**

The RYA's Youth Racing Communication Policy is included in the above policies. The Scout Association produces some helpful guidance on using emails and text messaging when communicating with young people and this is available at [www.scouts.org.uk/safeguarding](http://www.scouts.org.uk/safeguarding).

**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 Norfolk Broads Yacht Club 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 could be included with the event entry 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 prize winners, 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 or 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 Club'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 should not be permitted in any circumstances.

Such use by young people should be regarded as a form of bullying.

### **Websites and Social Media**

When promoting Norfolk Broads Yacht Club and encouraging members to interact through the website or social networks such as Facebook, there are a few issues to bear in mind in relation to children and young people:

- Follow the guidance on the use of images of children (see Photography section above)
- Ensure that the content and language on our sites or pages, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- If parents or young people need to report inappropriate content or online bullying and to request that the content is removed, then the Clubs Welfare Officer should be contacted in the first instance. They will then assess the report or request and act promptly to remove the offending content.

The Scout Association produces some straightforward guidance for adults and young people on using social networking sites which can be found at [www.scouts.org.uk/safeguarding](http://www.scouts.org.uk/safeguarding). Another source of information about staying safe online is [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk).

### **Useful Contacts**

#### **Royal Yachting Association Child Protection Co-ordinator**

Jackie Reid, HR and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk)

Website: [www.rya.org.uk](http://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](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**NSPCC Helpline (*help for adults concerned about a child*)**

0808 800 5000

**Childline (*help for children and young people*)**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

**sportscoach UK – provide child protection training**

Tel: 0113 274 4802

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

**Disclosure & Barring Service (formerly CRB)**

Tel: 0870 909 0811

Website: [www.homeoffice.gov.uk/agencies-public-bodies/dbs](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs)

**Template 4 Hand-out for 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 organisation's Child Protection Policy and Procedures 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 your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If you do have to help a child with clothing/buoyancy aid, 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 undertakes personal care tasks with the utmost discretion.

**Template 5****Norfolk Broads Yacht Club Code of Conduct**

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

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

**Participants, your sailors and power boaters**

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

**Parents**

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

**Coaches, Instructors, Officials and Volunteers**

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people

- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and Norfolk Broads Yacht Club guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform Norfolk Broads Yacht Club, Club's Welfare Officer, or the person in charge of the activity.

**Template 8****Child Protection Policy and Procedures****Policy Statement**

It is the policy of Norfolk Broads Yacht Club to safeguard children and young people taking part in boating 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.

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

**Club Welfare Officer**

The Club Welfare Officer is: Ian Patience

Mobile number: 07860 658430

Email: [ian@sailpowerboattraining.com](mailto:ian@sailpowerboattraining.com)

**Volunteers**

All Club volunteers whose role brings them into regular, close contact with young people will be asked to provide references. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

**Good Practice**

All members of the Club should follow the good practice guidelines. Those working with young people should be aware of the guidance on recognising abuse.

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 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 Welfare Officer.

**Concerns**

Anyone who is concerned about a young member'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 attached procedures.

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

## PART 4 – APPENDICES

### Appendix 7 - What is child abuse?

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

**Physical abuse** may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting 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** - is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

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

**Sexual abuse** - Sexual abuse involves an individual forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to meet their own sexual needs. The activities may involve:

- physical contact (eg. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- sport situations which involve physical contact (eg. 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** - is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to children that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning
- preventing the child from participating in normal social interaction

- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

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

**Bullying** - (including cyberbullying) 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.

### **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 (eg. 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 (eg. 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 Norfolk Broads Yacht Club's designated Child Protection/Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

## **Appendix 8 RYA Code of Ethics and Conduct for Instructors, Trainers and Coaches**

### **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](http://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 (eg. courtesy to other water users).
- Consistently display high standards of behaviour and appearance.

## **Appendix 9 RYA Coach Code of Ethics and Conduct**

### **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](http://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.

## **Appendix 10 RYA Youth Racing Anti-Bullying Policy**

### **1. INTRODUCTION**

1.1 It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA consider bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.

1.2 This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

### **2. OBJECTIVES**

2.1 The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

### **3. WHAT IS BULLYING?**

3.1 Bullying is the use of aggression with the intention of hurting another person.

The three key bullying behaviours are:

3.1.1 It does not just happen once; it is ongoing over time.

3.1.2 It is deliberate and intentional- it is not accidentally hurting someone.

3.1.3 It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

#### **3.2 Bullying can be:**

- Emotional being unfriendly, excluding, tormenting (eg. hiding possessions gear or equipment, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

#### **3.3 Why is it important to Respond to Bullying?**

3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

### **4. SIGNS AND SYMPTOMS OF BULLYING**

4.1 A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.

- Has cuts or bruises that cannot adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start going missing.
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

4.2 These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## **5. PROCEDURES**

5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Manager, the relevant class Child Protection Officer or the RYA Child Protection Co-ordinator.

5.2 This person will then follow the procedure laid down in the RYA Child Protection Policy and Guidelines.

5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

5.4 Being found to know of bullying without reporting it is a disciplinary offence.

## **6. OUTCOMES**

6.1 All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.

6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.

6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.

6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.

6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.

6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

6.7 All incidents will be reported to the RYA Child Protection Co-ordinator and kept on record to monitor any future reports.

## **7. PREVENTION**

7.1 This Policy has been adopted by RYA Youth Steering Group and is available to all as a reference via the website.

7.2 The RYA will run a session on the effects and consequences of bullying and how to prevent them at one of the first of any new squad's training camps. This will include a session for parents where possible.

7.3 The Anti-Bullying Policy will be addressed in the Sailor Supervision Guidelines and the squad paperwork and training provided for house parents.

7.4 The effects and consequences of bullying and how to prevent them will be added to Coach training and CPD.

## **8. MONITORING AND REVIEW**

8.1 The Policy will be monitored by the RYA Junior and Youth Racing Managers and the RYA Child Protection Co-ordinator.

8.2 The Policy will be reviewed annually by the Chairman of YSG in consultation with the RYA Child Protection Co-ordinator and appropriate RYA Youth Managers