



DEE SAILING CLUB

Child Protection Policy

Document Control

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Amendment Record

Issue Status	Version	Date	Actioned By	Description
Depreciated	1.0	April 2014	Management Committee	First Edition
Depreciated	1.1	May 2014	Management Committee	First Edition
Live	1.2	March 2016	Honorary Secretary	New Committee Members

References

Reference
Dee Sailing Club Constitution

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Scope

In the context of this document, 'child/children' refers to any 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.

The purpose of the policy is:

- to protect children, both on and off the water.
- to create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- to assure parents that their children are as safe at Dee Sailing Club as they are when taking part in any other sport or leisure activity.
- to raise awareness amongst our members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to the child's welfare at our site or outside the sport.
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers.
- to protect Dee Sailing Club, by showing that we have taken 'all reasonable steps' to provide a safe environment.

Dee Sailing Club will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all members, employees, contractors and volunteers who work with children or vulnerable adults in the course of their Club duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the Designated Person.

Designated Person

The designated person's general terms of reference will include:

- Maintaining an up to date policy and procedures, compatible with those of the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the Management Committee on child protection issues.
- Maintaining contact details for local Social Services and Police.

If there is a concern, the designated person would:

- 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).
- keep the RYA informed as necessary.

Dee Sailing Club's Designated Person

Ann Griffiths

Tel. 07900 647798, email. welfare.officer@dee-sc.co.uk

If Ann Griffiths is unavailable and the matter is urgent, contact one of the DSC Designated Panel listed on page 13

Safe recruitment

All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny. The Royal Yachting Association's view is that the level of checking we carry out should be proportionate to the role and the level of risk involved. The risk may be higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach. Under normal circumstances no non-junior parent shall assist with junior sailing until they have been a member of the club for a year. Any exception to the one year rule will only be made after consultation with the Dee Sailing Club designated panel listed at page.

Dee Sailing Club has agreed a clear policy on:

Who to check and the level of check to be conducted in each category and will apply it fairly and consistently.

Who to check

1. Any person running a club activity involving children where parents are not required to be present
2. New non junior parents offering to assist with junior sailing (see above)
3. Junior sailing captain/co-ordinator, child protection/welfare officer,
4. Non parents of juniors, helping at junior sailing

Level of check to be conducted for each category

- self-disclosure - Those listed at 1,2 and 4 above
- references 1 and 2 above
- enhanced DBS Certificate - Those listed at 1 and 3 above. (The exception being at 1 if another person holding a club DBS will be present for the whole event)

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. It is important to develop a culture within our organisation 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.

These common sense guidelines will be available to everyone within Dee Sailing

Club:

- 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

Dee Sailing Club members, employees, contractors and volunteers will 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

Responsibilities of staff and volunteers

Our volunteers will be made aware of our club's child protection policy and procedures and will be issued with guidelines on:

- following good practice
- recognising signs of abuse
- RYA Coaches and Instructors are expected to comply with the RYA Code of Ethics and Conduct

Parental responsibility and club liability

Although our club has a duty of care to their members, and particularly to children 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.

Changing rooms and showers

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

First aid and medical treatment

First aid is part of our normal duty of care. We will obtain consent if medication or medical treatment is required in the absence of the parent/carer.

Organising and hosting events

It will be made clear to all children competing and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

Away events

It is essential that those accompanying children to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.

Photography

The Club will attempt to seek consent from the child's parents, carers or responsible adult before publishing any images or video. 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 first names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to Dee Sailing Clubs Designated Person.

Guidance; Handling concerns, reports or allegations

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within our organisation. It may involve the behaviour of one of our volunteers or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT our responsibility to investigate further BUT it is our responsibility to act on our concerns and report them to the appropriate statutory authorities.

Handling an allegation from a child

Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure that child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event
- follow our organisation's child protection procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (e.g. you won't tell anyone)
- ask more questions than are necessary for you to be sure that you need to act
- take sole responsibility – consult someone else (ideally the designated Child Protection Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

Recording and handling information

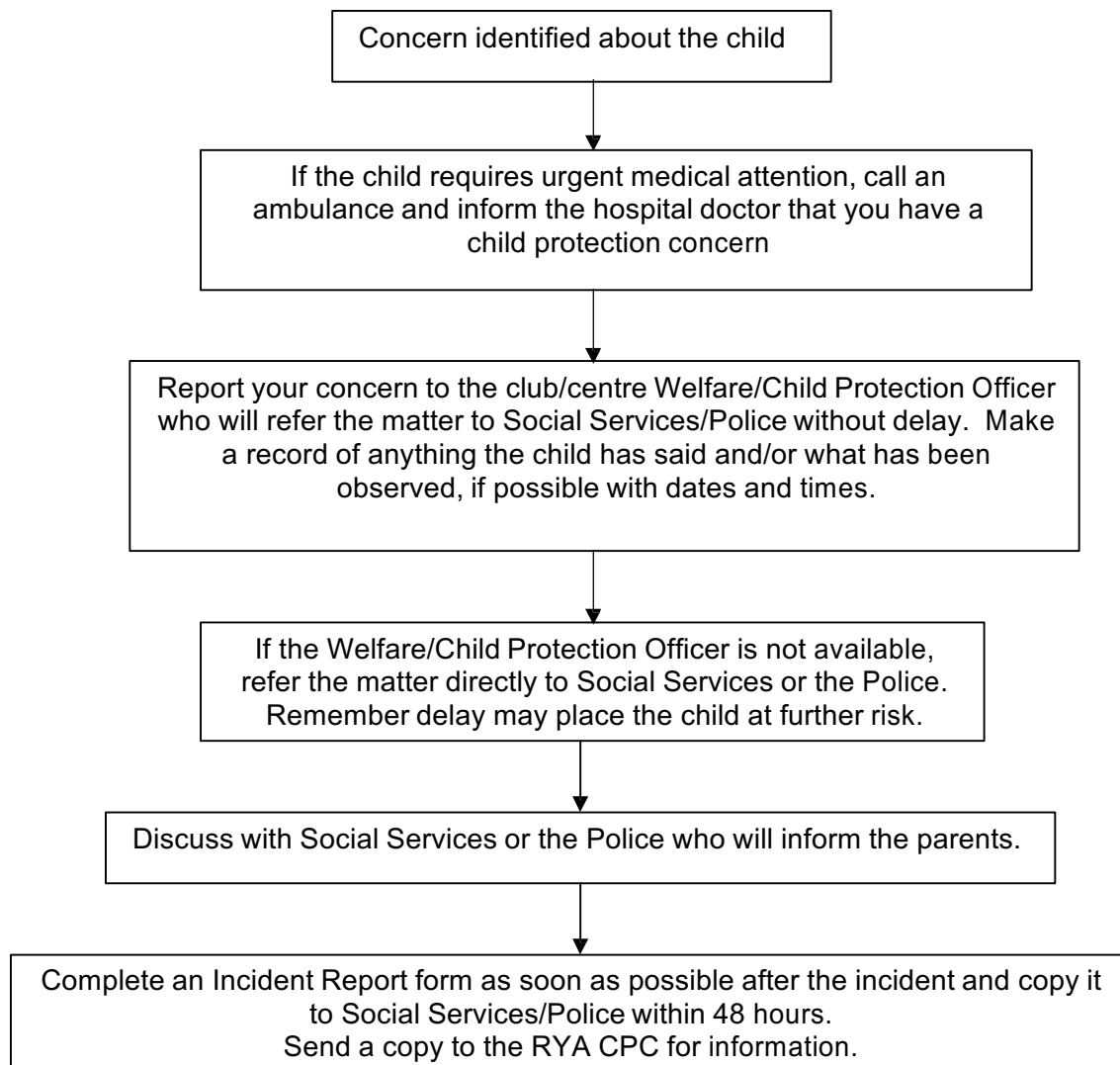
If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Social Services or the Police who have trained experts to handle such cases. Do not start asking questions, which may jeopardise 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.

All information must be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Child Protection Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police or Social Services 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.

Procedures

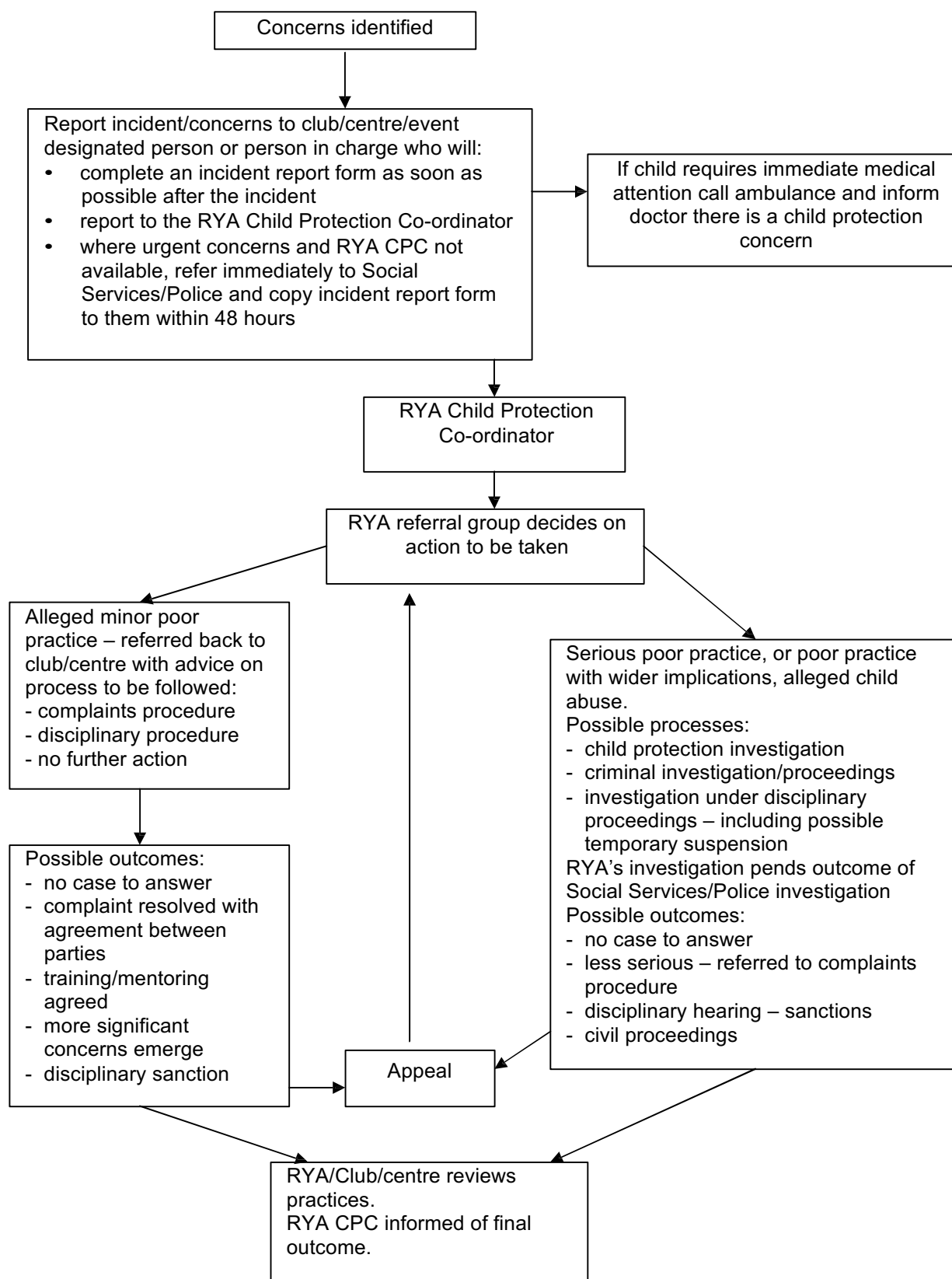
- Dee Sailing Club's policy is that procedures will be followed by anyone concerned about a child's welfare, either outside the sport or within our organisation (*see flowcharts below*)
- Dee Sailing Club disciplinary procedure as defined in the Clubs Constitution paragraph 18 Expulsion of Members will be invoked and if any allegations are substantiated they will be acted upon.

• **Flowchart 1 – What to do if you are worried that a child is being abused outside the sport’s environment (but the concern is identified through the child’s involvement in the sport)**



If you are uncertain what to do at any stage, contact the RYA’s Child Protection Coordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

Flowchart 2 – 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



Handling the media

If there is an incident on the Club premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or volunteers, you should not give any response. You must refer that matter immediately to the Commodore, or one of the Clubs Officers (see attached list), who may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

DSC Designated Panel

Designated Person	Ann Griffiths	07900 647798
Commodore	James Douglas	07776 188588
Vice Commodore	Will Thompson	07967 202497