



Brancaster Staithe Sailing Club

Safeguarding Policy

July 2017

Next Review Date: 5th July 2018 (J Hyatt)

1. Overview

It is the policy of Brancaster Staithe Sailing Club (“the Club”) to safeguard children and young people taking part in all aspects of boating from physical, sexual, neglect 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.

2. The Club’s Welfare (Safeguarding) Officer

In order to fulfil the Club’s responsibilities to safeguard all children taking part in any Club activities, a nominated Welfare (Safeguarding) Officer will oversee all aspects of Safeguarding.

Brancaster Staithe Welfare (Safeguarding) Officer:

Jason Hyatt – 07776079295 / 01485210630

Jason.hyatt76@gmail.com

The designated Club Welfare Officer’s general terms of reference include:

- Maintaining an up to date policy and procedures, compatible with the RYA’s.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Children’s 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, Principal etc).
- Keep the RYA informed as necessary.

For any further safeguarding information from the RYA please see details below.

www.rya.org.uk/go/safeguarding or contact Jackie Reid (see below).

RYA designated person

The RYA’s Safeguarding and Equality Manager is Jackie Reid, tel. 023 8060 4104,

e-mail jackie.reid@rya.org.uk

If Jackie Reid is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Club Support Advisor, tel. 023 8060 4199, e-mail jackie.bennetts@rya.org.uk

3. Objective

The Club will follow the procedures set out by Norfolk County Council Local Safeguarding Children Board (LSCB) and the RYA's guidance (<http://www.rya.org.uk/infoadvice/childprotection>). It will also take account of guidance issued through: *Keeping Children Safe in Education* (2016) and *Working Together to Safeguard Children* (2016) (WTSC)

The Club will:

- Ensure that there is a named Welfare (Safeguarding Officer) – Jason Hyatt
- Ensure that the Safeguarding Policy is reviewed annually at a committee meeting
- Ensure that all members and people using the Club have access to the Safeguarding Policy, with a version available on the website and displayed within the Club
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Welfare Officer or the Police

4. Types of Abuse

Volunteers and people working with children within the Club should be aware of the four types of abuse and possible signs.

The following indicators are not an exhaustive list.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

Neglect: 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.

5. Images of Children (taking pictures / videos)

All members of the Club should follow the good practice guidelines attached. The Club will seek written consent from the child and/or their parents/carers before taking photos or video at an event 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 without consent. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

6. Concerns over a child or young person

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 (see Appendix 2).

Alternatively, if you feel a child is being harmed or likely to be harmed then you must immediately contact the Police or Norfolk Local Children Safeguarding Board:

**West and Breckland – Breckland District Council
and Borough Council of King's Lynn & West
Norfolk areas, please call: 01553 669350**

Appendix 1

Good Practice Guidelines

This guide only covers the essential points of good practice when working with children and young people and should be read in conjunction with the Club's Child Protection Policy and Procedures and the RYA's Safeguarding and Child Protection Guidelines which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Avoid entering the showers and changing rooms at times when children are changing before or after junior/youth training or racing, unless accompanied by another adult.
- 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 a child is having difficulty with a wetsuit or buoyancy aid, suggest they ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

You should never:

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

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Appendix 2

Handling concerns, reports or allegations

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

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within the Club. It may involve the behaviour of one of our volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease. An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities.

Handling an allegation from a child

Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure 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 the Club's child protection procedures.

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 designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.
- You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of

abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking questions, which may jeopardise any formal investigation. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities (if you wish you may use the Referral Form attached).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your 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. Confidential information must be stored securely. It will be retained for at least 3 years and destroyed by secure means, eg. by shredding or burning.

If the Club is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, the Club will contact the RYA Child Protection Co-ordinator as soon as possible for guidance and support. The Club will co-operate fully with official requests for factual information, but must not express any personal opinions on the person's conduct. See also 'Handling the media' below.

Handling the media

If there is an incident at the Club, which attracts media interest, or if the Club is contacted by the media with an allegation concerning one of the members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. The Club may wish to contact the RYA's Communications department for professional advice on handling the media.

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)

Concern identified about the child



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/centre Welfare/Child Protection 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/Child Protection 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 CPC for information.

**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.**

Brancaster Staithe Sailing Club Safeguarding Referral Form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	

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

Appendix 3

Handout 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 a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

You should never:

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

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.