



Teifi Boating Club

Safeguarding and Child Protection Policy

Teifi Boating Club,
The Patch
Coronation Drive
Cardigan
SA43 1PP
Tel No: 01239 920175
<https://www.teifiboatingclub.co.uk>

Introduction

Teifi Boating Club is a Recognised Teaching Establishment, affiliated to the Royal Yachting Association (RYA). The Club offers Dinghy, Powerboat, Navigation and First Aid courses run to RYA Standards and organizes water-based activities including sailing and powerboating for members.

Teifi Boating Club Safeguarding & Child Protection Policy Statement

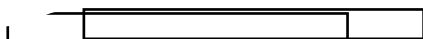
Teifi Boating Club is committed to safeguarding children taking part in its activities from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of the child are paramount and that any child, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

Teifi Boating Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children taking part in its events and activities.

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.

This policy refers to anyone under the age of 18, defined as a child by the Children Act 1989¹. The policy applies to all TBC employees, contractors and volunteers

The Club Safeguarding Officer is: DELLA SYKES
Mobile No: 07923 607991
Email: dellasykes47@gmail.com



Staff and Volunteers

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

Good Practice

All members of the Club should follow the good practice guidelines attached (Appendix 1) and agree to abide by the Club Code of Conduct (Appendix 2) and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse (Appendix 3).

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

The Club will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached flowchart procedures (Appendix 4).

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

Teifi Boating Club *actively seeks to:*

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Assure parents that their children are as safe sailing at TBC as they are when taking part in any other outdoor activities.
- Protect instructors, officials or volunteers through provision of practical, common-sense guidelines to avoid placing themselves in situations where they are open to potentially damaging allegations.
- Protect the Club, by demonstrating that *all reasonable steps* have been taken to provide a safe environment.

Teifi Boating Club *will:*

- Respect the rights, wishes and feelings of all children and young people and celebrate their achievements.
- Ensure that TBC organised training and events are run to RYA guidelines and standards.
- Carefully recruit and select all employees and volunteers in roles involving close contact with children and provide them with appropriate information or training.
- Respond swiftly and appropriately to all suspicion and allegations of poor practice or abuse.
- Keep the Safeguarding and Child Protection Policy under periodic review, incorporating examples of best practice where appropriate.

Teifi Boating Club Safeguarding & Child Protection Procedures

TBC Safeguarding Officer

Teifi Boating Club has both a nominated Welfare Officer and a Principle who are responsible for the following:

- Maintaining up-to-date policy and procedures, compatible with those of the RYA.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementation of safe recruitment procedures.
- Co-ordinating and confidentially holding information pertaining to safe recruitment procedures, including but not limited to self-disclosure forms, Enhanced Data Barring Searches with Barred List check etc.
- Maintaining contact details for Social Services Department(s) and Police.

In the event of a concern the Safeguarding and/or Deputy would:

- Be the first point of contact for any concerns and/or allegations from children or adults, about poor practice or suspected or actual abuse, documenting all information provided and ensuring that confidentiality is maintained in all cases.
- Decide on appropriate action to be taken (in line with TBC procedures) liaising with both the Commodore and/or Principal and appropriate professional agencies
- Keep the RYA informed as necessary.

TBC Contacts

Safe Selection and Recruitment

Teifi Boating Club's Safe Selection and Recruitment Procedures form part of our commitment to ensuring that all appropriate steps are taken to ensure the safety and welfare of the children and young people who take part in activities at our club and have been developed in accordance with RYA guidance. It is intended that the selection policy will prevent unsuitable persons from working with children and deter the ill-intentioned from applying for a position with the club. All TBC Instructors and volunteers who have close or regular contact with children, in a training or supervisory capacity, or hold a position of trust or authority regarding children's' welfare must:

- Complete an application form for the post, providing contact details for two referees. (Appendix 5)
- Complete a *Self-Declaration* form (Appendix 6). This form will be used to initiate a DBS Disclosure Application, through the RYA, by the Welfare Officer or Principle who will also check all identification documents provided.
- Neither the RYA/Welfare Officer or the Principle receive a copy of the DBS Certificate it is the **responsibility of the applicant**, to ensure that the latter has seen the Certificate, or provide a means for it to be checked via the DBS Update Service. Enhanced Criminal Records

Disclosure with a Barred List Check must be made for the following roles:

- Senior Sail Training Instructors (aged 18+)
- Safeguarding Officer(s)
- Powerboat Instructors (aged 18+)
- First Aid Instructors (aged 18+)
- Navigation Instructors (aged 18+)
- Sail Training Instructors (aged 18+)
- Assistant Sail Training Instructors (aged 18+)

- Regular Safety Boat Drivers/Crew (weekly) TBC will not permit unsupervised access to children and young people until this process has been completed.

The Welfare Officer or Principle will take advice from the RYA Safeguarding Manager in respect of any persons with a criminal record (as per their policy on the recruitment of ex-offenders).

Further guidance and information regarding the DBS Checks and the DBS update service can be obtained from <http://www.gov.uk/government/organisations/disclosure-and-barring-service>

Subscription to the DBS update service is highly recommended to all volunteers, it is free, allows you to keep your DBS certificate up-to-date (particularly if set to update automatically) and is transferable between organizations.

Safeguarding Training

Teifi Boating Club supports the RYA's mandatory requirement to ensure that all TBC Instructors and Safeguarding Officer(s) staff or volunteers working with children have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

Places at open multi-sport 'Safeguarding and Protecting Children' workshops in England and Wales can be booked directly via UK Coaching – click on this link:

<http://www.ukcoaching.org/workshops/workshop-search>

of completion of the online safeguarding awareness course Safe + Fun, for - financial support is available to this end.

Good Practice

All Teifi Boating Club members should follow the *Good Practice Guidelines* (Appendix 1) and agree to abide by the Club Rules and the RYA Racing Charter.

All Instructors and volunteers working with children and young people should be aware of the guidance on *Recognising Abuse and Responding to Suspicions & Allegations* (Appendix 3) and will be required to provide confirmation of having read the Safeguarding and Child Protection Policy as deemed appropriate by the committee Teifi Boating Club expects all Instructors to adhere to the RYA Code of Ethics and Conduct (Appendices 9 and 10)

Teifi Boating Club has adopted a Code of Conduct for participants and parents to ensure that all are aware of their responsibilities and that appropriate action may be taken where behaviour(s) fail to meet the expectations set out in the code (Appendix 2).

Duty of Care (Parental Responsibility and TBC liability)

Whilst TBC recognises and accepts that it has a duty of care to its members, particularly to children and young people who cannot take full responsibility for their own safety, parents of children **under the age of 14** are respectfully requested to remain on site and assume full responsibility for their child's welfare and behaviour whilst onshore (with the exception of the rigging area and the slip), or designate those responsibilities *in loco parentis* to

another adult who is known to and trusted by the child, where this applies the instructor should be informed.

For certain training courses and/or events (typically those of full day duration) parents may not be required to remain on site, in such cases this will be made clear and the course or event organizers will assume responsibility for the child.

Whilst parents of young persons aged 14 or over are not required to remain on site for the duration of training sessions and/or courses, TBC expects parents to be immediately contactable by mobile telephone and able to collect their child should the need arise.

TBC is also committed to appropriate safeguarding of young people undertaking the role of Assistant Instructor at the club and to this end will ensure that:

- All AIs under the age of 16 will usually assist with the training of adults of the same gender or children under the age of 11.

Parental Responsibility

TBC recognises that parents play a pivotal role in encouraging and facilitating their child's participation in sailing and is appreciative of all parental input and support to the club.

Parents are reminded of their responsibility to ensure that their child's level of experience, clothing, food & drink, fitness and temperament are suitable for the course and/or event that they are attending and that where a family boat is used, that the boat and equipment are suitable for and appropriately maintained and/or documented for the session/event (i.e. Buoyancy checks, measurement certificates, insurance etc.)

Where a club boat is used, parents are expected to support their child in ensuring that all equipment is properly cared-for i.e. washed down and correctly stored at the end of every session and/or event.

It is the responsibility of parents to notify any medical and/or other conditions to the organisers of training and/or other events.

Safety on the water

All children taking part in water-based activities organised by TBC, will be *appropriately supervised* by suitably qualified and vetted instructors when in the rigging/boat park area and the equipment storage container. The top of the slip marks the point of the *transferral of responsibility* from parent to instructor, parents of children **under the age of 14** are respectfully requested to assist their child in moving their boat to the top of the slip, young sailors over the age of 14 are expected to manage this independently.

The parent will resume responsibility for the child at the point of return to the shore either at the scheduled end of the session, or earlier should exceptional circumstance (i.e. sickness or a child's refusal to participate) warrant it.

All TBC members/sailors are expected to wear a buoyancy aid [50N for swimmers and 100N for non-swimmers] and instructors must ensure that this is an appropriate size and fit.

Clothing must be suitable for the conditions (i.e. wetsuit, spray jacket, boots, gloves, hat, dry suit etc.), instructors should remember that children can become cold very quickly and that if conditions change, it may be necessary to rapidly return the children to shore.

Before any child enters the water, a check should be made to ensure that the child is confident regarding full immersion in the water and is able to swim a distance of at least 50 metres.

Before any child goes out onto the water the instructor must ensure that the equipment (boat, spars, foils, sail) is suitable for the age and ability of that particular child, taking the weather conditions into account. Moreover, where the child has rigged the dinghy him/herself and/or with the assistance of a parent, the instructor should check that it has been correctly rigged.

TBC instructors assume full responsibility for children once on the water, supported by Safety boats and documented risk and health & safety assessments (based on RYA recommended training ratios) which are located in TBC Operating Procedures and Risk copies are available on request].

Changing Rooms and Showers

The changing facilities at Teifi Boating Club are limited, whilst efforts will be taken to stagger the completion of adults and junior training sessions, parents should be aware of the possibility not only that an adult may be changing at the same time as juniors, but also that other (adult) members of the Club may be using the toilets. For this reason, a parent (of the same gender as the child) is permitted to accompany their child whilst changing.

Adult members using toilets and/or changing area should be aware of the possibility that children may be using the changing rooms and exercise discretion.

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 preferably of the opposite gender.

Bullying can be an issue in changing rooms and showers. Bullying is a form of abuse and therefore if a child alleges bullying or shows signs of being bullied, it will be formally investigated.

Bullying/Cyber-Bullying

Teifi Boating Club aims to provide a safe and fun environment, in which no one feels threatened or intimidated and everyone is treated with respect and dignity, as such it operates a *zero-tolerance* approach to bullying and will always investigate any situation where a child alleges bullying or shows signs of having been bullied.

Managing Challenging Behaviour

Guidance for instructors regarding the handling of children and young people demonstrating challenging behaviour(s) is available on the RYA website:

<http://www.rya.org.uk/about-us/ryapolicies/safeguarding/Pages/CP-policy-guidelines.aspx>

First Aid and Medical Treatment

First aid, provided by an appropriately trained and qualified person is considered part of TBC's duty of care and all instructors hold First Aid Certification.

At the point of registration all prospective sailors are required to complete the section pertaining to Medical Information which also includes provision for signed Medical Consent to any treatment required in the event of an emergency. (Appendix 9)

Organising and Hosting Events

For all open junior and/or youth events hosted by Teifi Boating Club, a Safeguarding Officer will be nominated for the event and their details made available to all young competitors and their parents should a concern arise.

Away Events

Whilst TBC instructors may provide *general support* to attend Away Events, specifically the loaning and/or transporting of equipment to events at other venues, parents are advised that they must make proper arrangements to ensure the supervision of their child for the duration of the event. Other than in exceptional pre-arranged circumstances TBC instructors will not provide this.

Photography, Images and Video Recording

Publishing articles and photos in club newsletters, websites, local newspapers etc. is an excellent way of recognising young people's achievements and of promoting Teifi Boating 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.

Teifi Boating Club will seek written consent from the child and their parents or carers to take photographs or video at training sessions and events and to publish those images. To this end a Photography & Video Consent form will be included with the application Form for all types of Training and/or Race Coaching at TBC. (See Appendix 9)

If TBC publishes images of children, no identifying information other than the child's first name will be included.

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 Safeguarding Officer and treated in the same way as any other child safety 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 is a form of bullying and will be formally investigated.

Club Websites, social media & electronic communications

Teifi Boating Club has a Facebook group to promote and document club activities and posts to this group are subject to moderation. Offensive or inappropriate comments referencing TBC, its officers and/or individual members will be removed. Members using TBC social media to harass, bully or intimidate other members may have their club membership revoked. Opinions expressed in these social media forums are not necessarily those of Teifi Boating Club. Complaints and/or requests for moderation or removal of posted comment should be made in writing to the *Commodore/Principal*, who will act promptly to respond to reports or requests about the content of the site. In addition, the Teifi Boating Club policy regarding usage of images of children and young people will apply (see Photography and Video Recording section above).

Instructors, Assistant Instructors and volunteers are advised not to become *Facebook Friends* with any club member younger than 18 years whom they know first as a member of Teifi Boating Club.

Instructors, Assistant Instructors and volunteers are advised to be cautious when communicating by email or text.

Parents of junior club members must accept responsibility for their children's access to and usage of computers, tablets, smart phones and other such technologies – they are respectfully requested to caution their child against posting images of other Junior members on social media platforms without prior consent and make them aware that any resulting complaints will be dealt with under the terms of the Anti-Bullying Policy. Useful sources of information for anyone are:

<http://www.wisekids.org.uk>

<http://www.net-aware.org.uk>

<https://www.nspcc.org.uk/share-aware/>

<http://www.getsafeonline.org>

Unfortunately, online communication and texting can often be used as a means of bullying. 'Cyber bullying' will be treated in the same way as any other form of bullying (see above).

Causes for Concern – Handling suspicions, reports or allegations

General concerns about a child and recognising abuse

Abuse is a broad term in the context of safeguarding children and young people and can take many forms ranging from name-calling and ridiculing of a sailor, to serious neglect or physical attacks - the *All-Wales Child Protection Procedures 2008* identify four categories of abuse:

Neglect

physical abuse

emotional abuse

sexual abuse

A concern about a child may come from a number of sources: the child, their parents or a club member. It may involve the behaviour of a club member or visitor, or something that has happened to the child away from the sport, perhaps at home or at school – children often confide in adults that they trust, in a place where they feel at ease.

There are a number of ways in which you might become concerned:

- you may notice bruises or other marks, or injuries that do not appear to have been treated.
- you may become aware that a child is not being fed or clothed properly.
- a child may tell you that they are often left alone at home, or that violence is a frequent occurrence.
- a child may tell you that they have been touched or assaulted (sexually or otherwise) by an adult or another child.

In the event of any concern(s) arising regarding the safety of a child or young person it is NOT the responsibility of any individual involved with TBC to investigate further, however, members are expected to be able recognise and identify poor practice and potential abuse and act on their concerns, reporting them to the Safeguarding Officer, the Commodore and/or Principal or the appropriate statutory authorities.

For guidance on recognising abuse please see the document *Recognising Abuse and Responding to Suspicions & Allegations* (Appendix 3).

Always advise the Safeguarding Officer of any action taken.

Responding to Suspicions and Allegations of Abuse

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.

Listen to and keep a record of anything that the child and/or concerned individual tells you or that you have observed and pass the information on to the statutory authorities, do not ask closed and/or leading questions which may jeopardize any formal investigation:

For guidance on good practice in responding to an allegation please see the document *Recognising Abuse and Responding to Suspicions & Allegations* (Appendix 3).

See Appendix 4 for a copy of the *Reporting Procedures* including the *Record of Concerns and Actions* form.

All information will be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns a member of TBC those informed will be restricted to:

- the child's parents and/or carers (*identities will not be disclosed*)
- the Safeguarding Officer and the Commodore and/or Principal (unless any of these are the subject of the allegation)
- the RYA Safeguarding Manager
- Social Services and/or the Police

If the alleged abuse took place outside the sport, the Police or Social Services will decide who else needs to be informed, which may or may not include the child's parents/carers.

Allegations should not be discussed with anyone within the organisation other than the person who received or initiated the allegation, the Safeguarding Officer and the Commodore.

Any record(s) regarding an allegation will be held securely by the Safeguarding Officer for a period of 1 year, after which they will be confidentially destroyed. Access within TBC will be limited to: the referrer, the nominated Safeguarding Officer and the Commodore and/or Principal.

Historical Allegations

If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

Insurance

If there is a serious allegation involving harm caused to a child either at Teifi Boating Club or as a result of taking part in TBC-organised activities, the Commodore/Principal will notify the insurers, anticipating any possibility of a subsequent claim against the organisation.

Statutory Authorities

If Teifi Boating Club is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member or volunteer, the Safeguarding Officer or the Commodore will contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. We will co-operate fully with official requests for factual information, always working with the guidance from the RYA. See also 'Handling the media' below.

Handling the media

If there is an incident at Teifi Boating Club which attracts media interest, or if we are contacted by the media with an allegation concerning one of our members or volunteers, no response will be given until there has been an opportunity to check the facts and seek professional advice on handling the media from the RYA Communications department on 023 8060 4215.

Useful contacts

Advice	
If a member of Teifi Boating Club wishes to talk things through or seeks advice, they can contact:	
Ceredigion County Council Child Care Team	Dyfed-Powys Police

<p>Tel No: 01545 574000 (office hours) 0300 456 3554 (out of hours) Email: contact-socservs@ceredigion.gov.uk</p>	<p>Call to report an incident that has happened (ask for the Public Protection Unit), call 999 if the incident is an emergency and has happened at the time.</p>
<p>RYA Safeguarding & Equality Manager RYA House, Ensign Way Hamble Southampton SO31 4YA Tel No: 023 8060 4104 E-mail: safeguarding@rya.org.uk Website: www.rya.org.uk/go/safeguarding</p>	<p>Child Protection in Sport Unit (CPSU) Wales Tel: 0116 366 5590 E-mail: cpsuwales@nspcc.org.uk</p>
<p>NSPCC 24 hour free helpline For advice on any aspect of children's welfare 0808 800 5000 E-mail: help@nspcc.org.uk Website: www.nspcc.org.uk</p>	<p>Childline 24 hour free helpline 0800 1111 Website: www.childline.org.uk</p>
<p>RYA Cymru Wales Pete Muskett Tel: 01248 670814 Mob: 07824 990694 E-mail: pete.muskett@ryacymruwales.org.uk Website: www.ryacymruwales.org.uk</p>	<p>MIND – Mental Health Charity Tel: 0300 123 3393 Text: 86463 E-mail: info@mind.org.uk Website: www.mind.org.uk</p>

<p>Allegations</p>	
<p>If you are an instructor, race official or volunteer and have had an allegation made against you, advice and support can be obtained from:</p>	
<p>RYA Legal</p>	
<p>Tel No: 023 8060 4223 E-mail: legal@rya.org.uk</p>	<p>Citizens Advice Bureau Napier Street Cardigan SA43 1ED Tel No: 01239 621974 Website: enquiries@cabceredigion.org</p>

Appendix 1 – Teifi Boating Club Good Practice Guidelines

This guide only covers the essential points of good practice when working with children and young people. You should also read Teifi Boating Club's Safeguarding & Child Protection Policy and Procedures which are available for reference at all times.

You should:

- avoid fitting buoyancy aids and/or other clothing/equipment – try to explain to the child how to fit it themselves or ask them to ask a friend to help if possible. If it becomes necessary to assist the child, ensure that they agree that you will fit it and explain what you are doing whilst you are assisting him/her making sure that you do so openly and in sight of other participants (preferably another adult)
- if you are required to lift, carry or support a child, for example, lifting into a safety boat after a capsize, avoid making contact with sensitive parts of the body, explain what you are doing and why, and where practicable, gain their consent
- restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.
- avoid spending any significant time working with children in isolation.
- not take children alone in a car, however short the journey.
- not take children to your home *Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of the Commodore or Principal or the child's parents.*

You should never:

- leave a child or group of children unsupervised
- 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, such 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 – Teifi Boating Club Code of Conduct

It is the policy of Teifi Boating 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 the club/class. 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 - young sailors, windsurfers and powerboaters

- 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, by text or online
- Take care of all property belonging to other participants, the club/class or its members

Parents

- Support your child's involvement and help them 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 club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of 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 the Club Welfare Officer or the person in charge of the activity.

Appendix 3 – What is Child Abuse, Recognising Abuse and Responding to Suspicions

Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

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 others (including via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children inflicting physical harm:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- 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.

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 a child 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, or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), 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.

Sexual abuse. Sexual abuse involves an individual (male or female, or another child) 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 gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- 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 and position of trust over young people.

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 sport 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.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Bullying (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) 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 is often 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 or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

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 Club 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.

TBC Safeguarding and Child Protection Referral Form

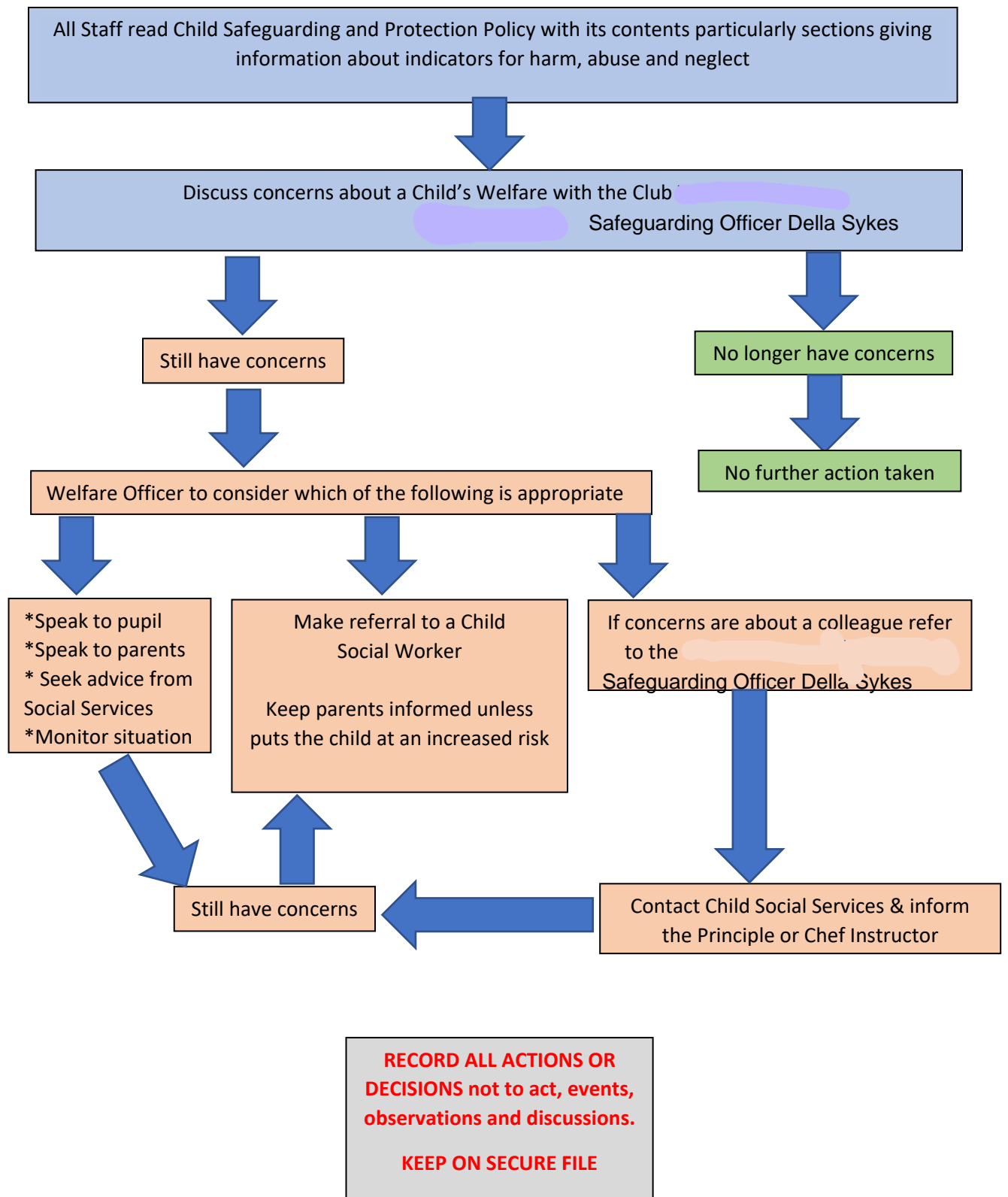
Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary).	

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

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Appendix 4 – Teifi Boating Club Safeguarding & Child Protection Reporting Procedures

TEIFI BOATING CLUB CHILD PROTECTION



Appendix 6 – Instructor/Volunteer Application Form

To be adapted for voluntary role or paid employment

Application for the post/role of:

When completed this form should be returned, marked 'Private and Confidential', to:

Teifi Boating Club
The Patch
Coronation Drive
Cardigan
SA43 1PP

The closing date for applications is:

Personal details

Title: Surname:
Other names in full:

Contact details

Address:

Home phone:

Work phone:

(state if you do not wish to be contacted at work)

Mobile:

E-mail:

Training and Qualifications

Academic and/or vocational qualifications

RYA or other qualifications relevant to the role

Do you hold a valid UK driving licence? YES / NO

Summary of past experience

Please state the name of organisation, position held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)

Please state how you think your skills and experience match the requirements of this role and give your reasons for applying.

Other relevant information

eg. recreational interests, hobbies, voluntary or community work

Criminal record

Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant.

References

Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted. Please indicate if you do not want us to contact any of your referees before interview or before an offer of employment.

Referee 1

Name

Address

E-mail address

Phone number

Capacity in which known to you

Referee 2

Name

Address

E-mail address

Phone number

Capacity in which known to you

Data Protection

In order to recruit to this role Teifi Boating Club will process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. All personal data will be handled in accordance with Teifi Boating Club Data Privacy Policy which can be seen on request and on the TBC Website.

Applicant's 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.

Signature

Date

Appendix 7 – TBC Self-declaration form

Private and Confidential

Self-declaration form for roles involving contact with children and vulnerable adults

Teifi Boating Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving contact with children to complete this self-declaration form.

If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant (*Scotland: to be a member of the Protecting Vulnerable Groups Scheme*). 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.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name

1. **Have you ever been known to any Children's Services Department as being an actual or potential risk to children?**

YES / NO

If yes, please supply details.

2. **Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?**

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 disciplinary action and/or the withdrawal of my appointment.

If required I agree to provide a valid Criminal Records Disclosure (*Scotland: PVG Scheme Membership certificate*).

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: Date:

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

Appendix 8 – Teifi Boating Club Reference Request

CONFIDENTIAL

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

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

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

.....

.....

.....

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

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

Reliability					
-------------	--	--	--	--	--

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

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

Name: (please print): Tel. No:.....

Signed: Date:

Please return this form, marked 'Confidential' to: Teifi Boating Club, The Patch, Coronation Drive, Cardigan, SA43 1PP

Note: A reference is personal data and the subject is entitled to request a copy from the recipient.

Appendix 9 – Booking and Parental Consent Form

EVENT DETAILS

Event name	
Venue	
Date	
Event Co-ordinator	
Event details	

PARTICIPANT CONTACT DETAILS

Name	
Address	
Contact no.	
Email address:	
If you are under 18, your parent or guardian must complete and sign the Parental/Guardian Agreement Form at page []	

ABOUT YOU

Do you have any previous boating experience or qualifications? If yes, please give brief details.	
Can you swim 25 metres?	
In the interests of your safety do you have any medical conditions or physical or mental impairments that the organiser needs to be aware of that may affect your ability to take part in the Event?	Yes/ No If you answer yes please provide further details in the Medical Information and Impairments section of this form at page [].
Telephone number of emergency contact.	

BOOKING TERMS

1. RISK STATEMENT

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the Event, you agree and acknowledge that:

- (i) You are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the Event;
- (ii) You will comply at all times with the instructions of the Event Co-ordinator particularly with regard to handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions;
- (iii) You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- (iv) You will not participate in the Event if your ability to participate is impaired by alcohol, drugs or if you are otherwise unfit to participate;
- (v) You will inform the Event Co-ordinator if there have been any changes to the information provided on this form at the time of the Event.
- (vi) The provision of patrol boat cover is limited to such assistance as can be practically provided in the circumstances;
- (vii) You are aware of any specific risks drawn to your attention by the Event Co-ordinator.

2. CANCELLATION

You understand that the Event Co-ordinator may cancel or postpone the Event at any stage in the event of bad weather, equipment failure or otherwise.

3. MISCONDUCT

You understand that the Event Co-ordinator may exclude anyone from a particular session and evict anyone from the premises who refuses to comply with these Booking Terms or who misconducts themselves in any way or who causes damage or annoyance to other persons.

4. DATA PROTECTION

The Organiser has a Data Privacy Policy which can be seen on request and on the TBC Website. Your data will be stored and used in accordance with that policy. The information you provide in this form will be used to facilitate your participation in the Event and to contact you. The Organiser would also like to include your contact details on a mailing list in order to make you aware of membership opportunities and future events.

If you would like to be included on this mailing list please tick here

If you wish to withdraw your agreement at any time, please contact TBC Chief Instructor or Training Wing Principle

5. USE OF YOUR IMAGE

The Organiser may arrange for images or videos to be taken at the Event and published on the Event or Organiser’s website or social media channels to promote the Event or Organiser.

If you agree to images of you being used for this purpose, please tick here.

If you are taking part in the Event as a family, your family members, aged 18 and over, should indicate their agreement to the use of their image separately below.

Parental agreement for images of participants aged under 18 is included in the Parental/Guardian Agreement Form.

Family member

Family member

Family member

If you later wish to withdraw your agreement, please contact the TBC Chief Instructor or Training Wing Principle. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to your images being used, you agree to assign any copyright or any other right of ownership of these images to the Organiser.

AGREEMENT

I confirm that I have read and fully understand the above Booking Terms and agree to comply with them.

Signed: (The Participant). Date:

TBC PARENTAL or GUARDIAN AGREEMENT

(To be completed if the participant is aged under 18)

Name of participant	
Name of parent/guardian completing this form	
Relationship to participant	
Contact number during Event	

Optional clause to be used where Event organisers require a responsible adult to remain on site during the Event

Supervision

I will be responsible for my child throughout the Event. I will be available at the Event venue

or

I appoint the person named below, who has agreed to act in loco parentis. He/she will be responsible for my dependant throughout the event. He/she will be available at the Event venue.

Name of person appointed in loco parentis.....

Mobile number.....

Optional Medical consent if parent/guardian is not on site

Medical treatment

I give permission to the organisers 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 child 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.

Use of your child's image

The Organiser may arrange for images or videos to be taken at the Event and published on the Event or Organiser's website or social media channels to promote the Event or Organiser.

If you agree to the use of images of your child being used for this purpose, please tick here.

If you later wish to withdraw your agreement, please contact the TBC Chief Instructor or Training Wing Principle. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to images being used, you agree to assign any copyright or any other right of ownership of these images to the Organiser

PARENTAL/GUARDIAN AGREEMENT (if under 18)

I agree that _____ may take part in the Event. I confirm that I have read through the above conditions with him/her and that she/he understands and agrees with them. I also confirm that he/she takes part in the Event with my full agreement that that the particulars given above are correct and complete in all respects.

Signed.....Parent/Guardian.....

Date.....

Appendix 10 – RYA Instructor Code of Conduct

RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be 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 governing body qualifications as approved by the RYA.
- 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 the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

Appendix 11 – 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 progressive 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 RYA Child Protection Policy as detailed on the RYA website at www.rya.org.uk/go/safeguarding . If you are unable to access the website, please contact coachingdevelopment@rya.org.uk
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 sailor above the development of performance. They should follow all guidelines laid down by the RYA, follow Operating Procedures and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with sailors based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide sailors to accept responsibility for their own behaviour and performance.
6. Coaches must 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 must, at the outset, clarify with sailors (and where appropriate their parents) exactly what is expected of them and what sailors are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the sailor.
10. Coaches must always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must notify the RYA immediately of any court-imposed sanction that precludes the coach from contact with a specific user group (e.g. children and vulnerable adults).
13. Coaches must not carry out coaching activities whilst under the influence of alcohol or drugs, or when they have received medical advice not to continue activities that are connected with their coaching (e.g. driving).
14. Coaches must not behave in a way which brings the sport into disrepute.

Failure to adhere to the RYA Coach Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments and will be dealt with in line with the RYA Coaches' Performance Guidelines. To access these Guidelines please contact coachingdevelopment@rya.org.uk