Safeguarding Children and Protected Adults - Policy and Guidelines

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General Information

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of Castle Semple Sailing Club will be made aware of this Policy.

This Policy also applies to any adult aged 16 or over who has a physical or learning disability or mental illness which causes them to be dependent on others for physical care and assistance and/or who may have difficulty communicating their needs and wishes (defined as Protected Adults)

Castle Semple Sailing Club Safeguarding Officer and other contact details:

The Castle Semple Sailing Club Safeguarding Officer is Jules Whitestone and can be contacted at julietjl8@aol.com or on 07969 200503. The club committee can be reached at info@castlesemplesc.co.uk.

Renfrewshire Child Proection Services can be contacted at 0300 300 1199, or email childrenandfamilies@renfrewshire.gov.uk

If the child or protected adult is at IMMEDIATE RISK call Police Scotland on 999 (emergency) or 101 (non – emergency)

As Castle Semple Club Sailing Club is an RYA affiliated club, members can also contact the RYA's Safeguarding team (safeguarding@rya.org.uk) at 02380604297, or Safeguarding in Sport (the sport unit of Children 1st) (cwps@children1st.org.uk) at 0141 419 1156, for advice, guidance and help.

Parentline Scotland is Scotland's free helpline, email and web-based service, for anyone caring for or concerned about a child contact on 0800 0282233, email parentlinescotland@children1st.org.uk. Opening times are Monday to Friday 9am to 9pm, Sat-Sun 9am-noon.

All Club Volunteers whose role brings them into regular contact with children and/or protected adults will be carefully recruited and required to apply for membership of the **PVG (Protecting Vulnerable Groups) Scheme or, if they are already a member of the scheme, a PVG Scheme Update.**

References may be requested for all of the above positions.

All those involved with the club will follow the good practice guidelines and be aware of the guidance on recognising abuse.

This Policy relates to all members, volunteers, instructors, coaches and contractors at Name of Club Sailing Club. It is reviewed and updated annually. All relevant concerns, allegations, complaints and their outcome will be notified to the RYA Scotland. Sensitive data will be stored in accordance with the Clubs' Data Protection Policy.

Castle Semple Sailing Club Safeguarding Children Policy Statement

As defined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007, for the purposes of this Policy anyone under the age of 18 should be considered as a child.

It is the policy of Castle Semple Club Sailing Club to safeguard children and young people taking part in Club activities from physical, sexual or emotional harm and bullying. Castle Semple Club Sailing 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.

Castle Semple Club Sailing Club actively seeks to:

- Treat all children with respect and celebrate their achievements.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that organised training and events are run to the highest possible safety standards
- Review its ways of working to incorporate best practice.

Castle Semple Club Sailing Club Safeguarding Vulnerable Adults Policy Statement

This Policy applies to any adult aged 16 or over who has a physical or learning disability or mental illness which causes them to be dependent on others for physical care and assistance and/or who may have difficulty communicating their needs and wishes.

It is the policy of Castle Semple Club Sailing Club to safeguard vulnerable adults taking part in boating from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, vulnerable adults participating in Club activities do so in a safe environment. Everyone, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, has a right to protection from abuse.

Castle Semple Sailing Club will:

- Treat all participants with respect and celebrate their achievements
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.
- Create a safe and welcoming environment, both on and off the water, where participants can have fun and develop their skills and confidence.
- Recognise that safeguarding vulnerable adults is the responsibility of everyone, not just those who work directly with them.
- Ensure that organised training and events are run to the highest possible safety standards.
- Review its ways of working to incorporate best practice

Castle Semple Sailing Club - Good Practice Guide for Instructors, Coaches and Volunteers working with children, young people and protected adults

This guide covers the essential points of good practice when working with children, young people and protected adults.

All Coaches, Instructors and other volunteers must -

- avoid spending any significant time working in isolation with trainees
- not take children or protected adults alone in a car, however short the journey
- never take children to their home as part of the Club's activity
- design training programmes that are within the ability of the individual participants

Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of the person in charge of the activity and/or the parents/carers of the participant

All Coaches, Instructors and other volunteers must never -

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

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

All members must exercise discretion at all times, particularly in the shower and changing areas, and be considerate of the privacy of others. 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.

Photography Guidelines

Publishing articles and photos in the Club newsletters, websites, local newspapers etc. is an excellent way of recognising young people's achievements, promoting the Club and the sport of sailing as a whole. All measures will be taken to minimise the risk of anyone using images of children in an inappropriate way.

Before any photographs or videos are taken, written consent will be obtained from the child or protected adult, and their parents/carers.

- Any photographer or member of the press or media attending an event shall wear identification and will be fully briefed in advance on their behaviour and the issues covered by these guidelines.

- No photographer will have unsupervised access to children, young people or protected adults.
- Consent will also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of this Policy.
- All photographic and video material will be securely stored and protected.

Any published images will be appropriate and will not include any information that might enable someone to contact the child, young person or protected adult.

- **Note:** It is preferable to use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name.
- The achievements of individual sailors to be published will only include their name with their photo, unless specific permission has been granted. NO OTHER information (e.g. where they live, name of school, other hobbies and interests) will be included which may allow grooming to take place.
- Children and protected adults pictured will be suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the Club Safeguarding Officer or Committee Member, and treated in the same way as any other safeguarding concern. Parents and spectators may be asked 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 children, young people or protected adults should be regarded as a form of bullying.

Social Media

Castle Semple Club Sailing Club occasionally uses Social Media to promote the Club and communicate with members. However, the following guidelines are applied.

- The Photography Guidelines (above) will be adhered to.
- The content and language will be suitable for all ages and will not link directly to unsuitable material on other sites
- Ensure that parents/carers and others can report inappropriate content or online bullying and request that content is removed
- Ensure that handling and assessing such requests are acted upon promptly

Castle Semple Sailing Club does not use Social Media as a means of communicating directly with individual children, young people or protected adults.

Castle Semple Sailing Club Incident report form

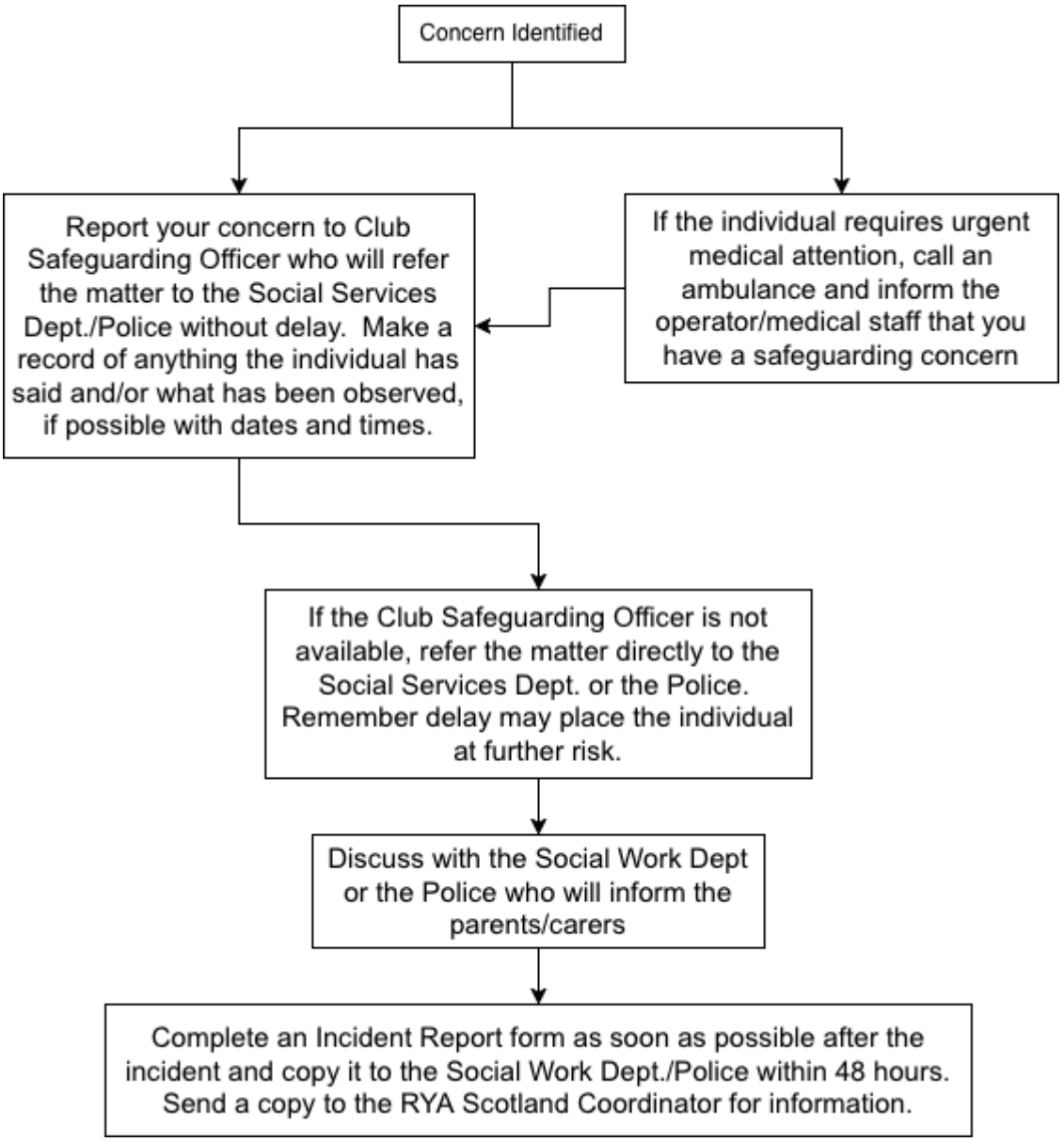
Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child/protected adult involved	
Nature of incident, complaint or allegation (continue on other side of page if necessary)	
Action taken (continue on other side of page if necessary)	

If Police or Children's Social 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 of PSC Safeguarding Officer or person in charge (if different from above)	
Contact telephone number	

This form should be copied, marked 'Private and Confidential', to Jules Whitestone (julietjl8@aol.com), Castle Semple Sailing Club Welfare Officer. A copy should also be passed to RYA Scotland and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

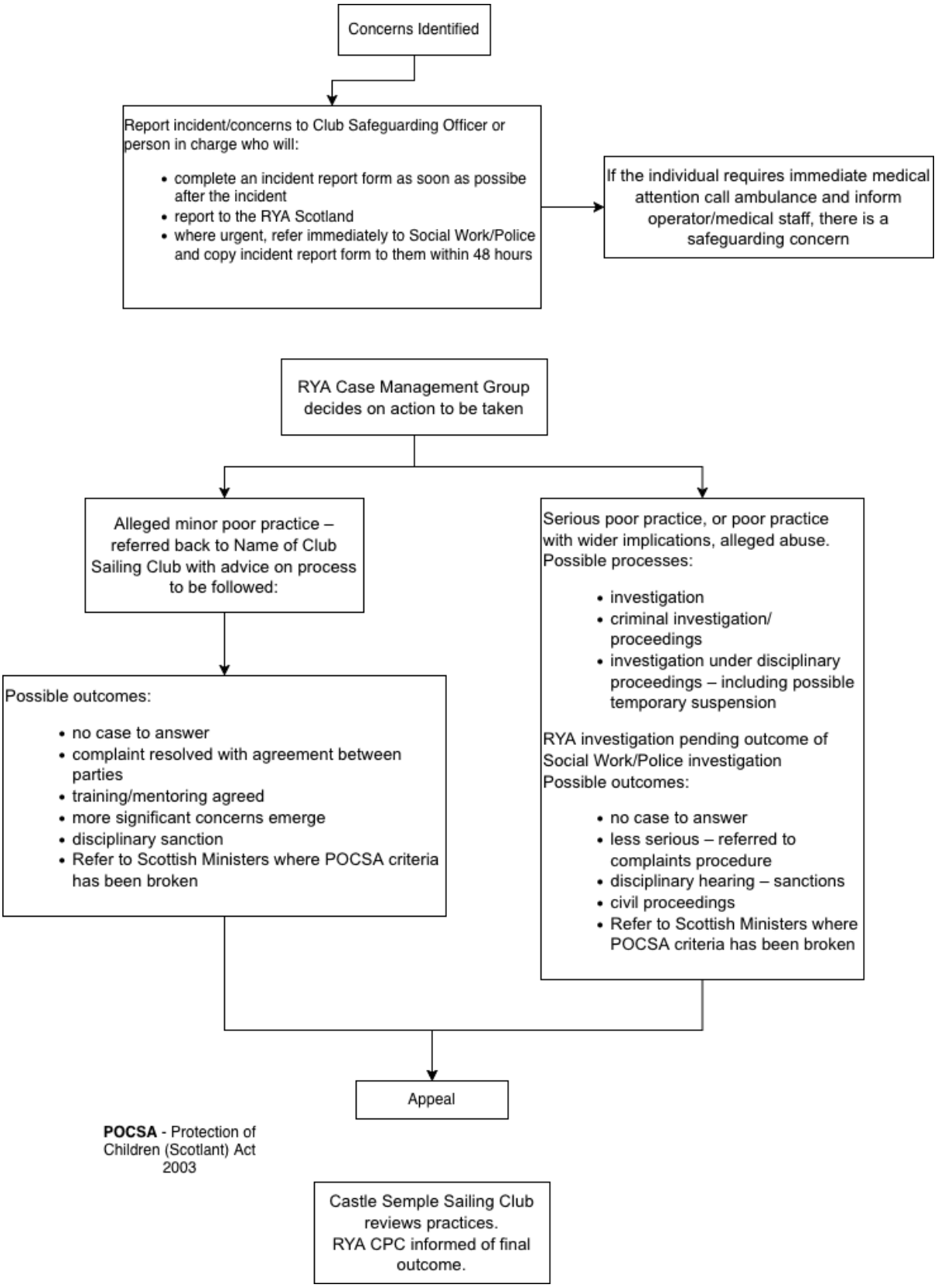
Flowchart 1

What to do if you are worried that a child, young person or protected adult is being abused **outside the environment of Castle Semple Club Sailing** Club (but the concern is identified through the individual's involvement in the Club)



Flowchart 2

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



Recognising child abuse

Child Abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to damage done to a child's physical or mental health. Child abuse can take many forms:

Physical abuse where adults or other children:

- physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning)
- give children alcohol, inappropriate drugs or poison
- attempt to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Neglect includes situations in which adults:

- fail to meet a child's basic physical needs (e.g. for food, water, warm clothing, essential medication)
- consistently leave children alone and unsupervised
- fail or refuse to give children love, affection or attention
- neglect in a sailing situation might also occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse. Boys and girls are sexually abused when adults (of the same or opposite sex) or other young people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Emotional abuse can occur in several ways. For example, where:

- there is persistent lack of love or affection
- there is constant overprotection which prevents children from socialising
- children are frequently shouted at or taunted
- there is neglect, physical or sexual abuse
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Bullying may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled

out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Recognising Abuse

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially 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. Consult with your Castle Semple Sailing Club Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact the Social Work Dept. 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.

Castle Semple Sailing Club Coaching Code of Ethics and Conduct

Coaching helps the development of individuals in sport by improving their technique, competence and 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 maintain participation and are encouraged to improve performance.

Coaches should comply with the principles of good ethical practice listed below.

1 Any Coach working with sailors at Castle Semple Sailing Club under the age of 18 must have read and understood the Safeguarding Children and Protected Adult Policy as detailed on the Club Website castlesemplesc.co.uk and available on the Club noticeboard.

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 participant above the development of performance. They should follow all guidelines laid down by the sport's governing body and hold appropriate insurance cover.

4 Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.

5 Coaches must encourage and guide participants to accept responsibility for their own behaviour and performance.

6 Coaches should hold up to date and nationally recognised governing body (RYA) coaching qualifications.

7 Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.

8 Coaches should, at the outset, clarify with participants (and where appropriate their parents/carers) exactly what is expected of them and what participants are entitled to expect from their coach. A contract may sometimes be appropriate.

9 Coaches should co-operate fully with other specialists (such as other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.

10 Coaches should always promote the positive aspects of their sport (fair play) and never condone rule violations or the use of prohibited substances.

11 Coaches must consistently display high standards of behaviour and appearance.