

# Royal Torbay Yacht Club



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### Club Welfare Officer

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# Royal Torbay Yacht Club (RTYC)



## Safeguarding - Good practice guidelines

### Culture

At the RTYC we have aimed to develop a culture where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

### Minimising risk

Please refer to: Royal Torbay Yacht Club Good Practice Guide for Instructors, Coaches and Volunteers.

The work of the RTYC is planned to promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers, and staff.

These guidelines cover the essential points of good practice when working with children and young people. ***Please refer to Document One: Royal Torbay Yacht Club Good Practice Guide for Instructors, Coaches and Volunteers.***

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, and at least one other adult
- Restrict communications with young people via mobile phone, e-mail, or social media to group communications about organisational matters. If it is essential to send an individual message, copy it to the child's parent or carer.

**You should never:**

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

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

**Additional vulnerability**

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:

- a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer
- a deaf child may not be able to express themselves or speak confidentially if they need an interpreter
- a child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.

**Grooming**

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy teachers and others working with young people receive training on recognising the warning signs

### **Bullying**

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix A. The RTYC has adopted the RYA's Anti-bullying policy. <https://www.rya.org.uk/SiteCollectionDocuments/Racing/YouthJunior/Web%20Documents/Policies/RYA%20Anti-Bullying%20Policy%20-%20version%202.3%20Au>

### **Managing challenging behaviour**

<https://www.rya.org.uk/SiteCollectionDocuments/hr-administration/administration/child-protection-guidelines/Managing%20Challenging%20Behaviour.pdf>

### **Responsibilities of staff and volunteers**

Staff or volunteers should be given clear roles and responsibilities and aware of the RTYC Policy statement, procedures and guidelines:

- Good practice guidelines and document one: '**RTYC Guidelines for Instructors, Coaches and Volunteers**'
- recognising signs of abuse (**see RTYC Appendix B**).

RYA Coaches and Instructors are expected to comply with the RYA Codes and Conduct (**see RTYC Appendices C and D**).

### **Parental responsibility and club liability**

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching.

Please refer to Squadron 13 joining pack, that can be signed up to by everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Although the Royal Torbay Yacht Club recognises that it has a duty of care to its members, and particularly to young people it cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.

When children are attending an organised training or coaching session or activity, the organisers/club does have a duty of care for their safety and welfare at all times. If we require a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent. **For any training event at the club involving under 18's please ensure document three is read and signed by all parents/carers: 'Royal Torbay Yacht Club/Squadron 13 Joining Pack'**

## Changing rooms and showers

Our shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. Adults often feel uncomfortable either showering and changing in front of children or being in a situation where they might be accused of watching children in the shower. We have separate male and female changing rooms.

It is preferable for adults to stay away from the changing rooms while there are children there. Where/when this is unavoidable, we recommend as a club that adults avoid being alone in a changing room with children. **Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.**

Bullying can be an issue in changing rooms and showers (please refer to RTYC/RYA anti-bullying policy and Appendix A 'Signs of Bullying').

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is essential that they are accompanied by another adult of the opposite sex.

## First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer. Parental declarations are required for all club organised activities.

## Organising and hosting events

It is policy of the RTYC that when we host an open junior or youth event at our club, we liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

Parental declarations are required for all club organised racing and hosted events.

The Welfare posters and who to contact are always displayed throughout the club.

## Away events

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

## Communication and Images

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are:

[www.nspcc.org.uk/shareaware](http://www.nspcc.org.uk/shareaware)

[www.internetmatters.org](http://www.internetmatters.org)

[www.net-aware.org.uk](http://www.net-aware.org.uk)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

## **Photography, images and video**

At RTYC we recognise that publishing articles, photos and videos in our club newsletters, on our website or in the local newspaper etc is an excellent way of recognising young persons achievement and of promoting our organisation and the sport as a whole. However, it is important to minimise the risk of using images of children in an inappropriate way. Digital technology makes it easy to take, store, manipulate and publish images.

At RTYC we bear in mind two key principles:

**Before taking photos or video, we must always obtain written consent from the child's parents/carers for the images to be taken and used**

- A consent form is included in document three: **'Club joining pack for under 18 events/training'**
- Any photographer or member of the press or media attending one of our events should be expected to wear identification at all times and should be fully briefed in advance on our expectations regarding his/her behaviour and the issues covered by these guidelines.
- Photographers will not be allowed unsupervised access to young people at the event or to arrange photo sessions outside of the event.
- Consent should be obtained for use of video as a teaching aid. Any other use by a coach will be regarded as a breach of the RYA/RTYC Code of Conduct.
- Care must be taken in the storage of the access to images. An image is personal data and should be treated in accordance with our **Data Privacy Policy**
- 

**When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child.**

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize winners, without identifying them by name.
- If we are recognizing the achievement of an individual sailor and wish to publish their name with the photo only use their first name, unless permission has been sought and DO NOT publish any other information (e.g. where they live, the name of their school, other hobbies or interests) that could enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people are suitably dressed, to reduce the risk of inappropriate use.

At the RTYC sailing activities take place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the Club's welfare officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The recording of images or video using any type of camera or photographic equipment, including cameras and smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing rooms **under any circumstances**.

## **Parents**

The Royal Torbay Yacht Club is responsible for the content published on its sites or pages, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links above for guidance.

## **Club websites and social media**

When promoting our club and encouraging our members to interact online, there are a few issues to bear in mind in relation to children and young people:

- See photography section above regarding the use of images of children.
- ensure that the content and language on our site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed.
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

## **Children and young people**

Children and young people use modern technology as a matter of course, but they don't always understand the risks involved and their parents are not always fully aware of their children's risky behaviour. Online communication and texting can often be used as a means of bullying. 'Cyberbullying' should be treated in the same way as any other form of bullying. [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) provide guidance and support for children and young people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and 'sexting'.

## **Coaches and Instructors**

When working with children and young people you are advised to:

- where possible have a business phone and a personal phone
- only contact sailors on your business phone (or using your organisation's text system)
- avoid using over-familiar language and try to copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

- have a personal and a professional page for your social media
- do not allow young sailors to follow or be friends with your personal account
- set your privacy settings as high as possible on your personal account
- challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- educate young sailors about the boundaries between them and their Coach or Instructor.

Coaches working with the RYA's Youth and Junior squads are expected to comply with the [RYA British Youth Sailing Communication Policy](#).

# Royal Torbay Yacht Club



## Junior Code of Conduct

It is the policy of Royal Torbay Yacht Club (RTYC) that all participants, coaches, instructors, officials, members, 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. 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 - Junior sailors

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, parents, instructors, members, 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 or its members

### Parents / Carers

- 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, members, 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, smoke or use electronic tobacco products when working directly with young people**
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow club /class/ RYA guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your Officer or the person in charge of the activity.



# Royal Torbay Yacht Club



## Safeguarding and Child Protection referral form Document Four

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 Email 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, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**

# Royal Torbay Yacht Club



## Self-declaration form

### Private and Confidential

#### Self-declaration form for roles involving contact with children

The Royal Torbay Yacht 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. 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

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*



# RYA British Youth Sailing Anti-Bullying Policy

Version Details:	
Programme:	RYA British Youth Sailing.
Version:	2.3 August 2016
Element Name:	RYA British Youth Sailing Anti-Bullying Policy
Author:	Roger Wilson revisions Duncan Truswell
Authorisation:	John Derbyshire
Authorisation Date:	3 August 2016

## INTRODUCTION

- 1.1. It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA considers bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.
- 1.2. This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

## 2. OBJECTIVES

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

## 3. WHAT IS BULLYING

- 3.1. **Bullying is the use of aggression with the intention of hurting another person,** whether **on social media** by text, in person, by phone or on-line or by any other means.  
The three key bullying behaviours are:
  - 3.1.1. It does not just happen once; it is ongoing over time.
  - 3.1.2. It is deliberate and intentional - it is not accidentally hurting someone.
  - 3.1.3. It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).
- 3.2. **Bullying can be:**
  - Emotional being unfriendly, excluding, tormenting (e.g. hiding possessions gear or equipment, threatening gestures.)
  - Physical pushing, kicking, hitting, punching or any use of violence.
  - Racist racial taunts, graffiti, gestures.
  - Sexual unwanted physical contact or sexually abusive comments.
  - Homophobic because of, or focussing on the issue of sexuality.
  - Verbal name-calling, sarcasm, spreading rumours, teasing.
- 3.3. **Why is it important to respond to Bullying?**
  - 3.3.1. Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.
  - 3.3.2. Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

## 4. SIGNS AND SYMPTOMS OF BULLYING

- 4.1. A child's behaviour may offer indications or signs that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:
  - Is frightened of being left alone with other children.
  - Changes their usual routine.
  - Suddenly doesn't wish to attend training or events.
  - Becomes withdrawn, anxious or lacking in confidence.
  - Starts stammering.
  - Has a cut or bruises that can not adequately be explained.
  - Attempts or threatens suicide.
  - Attempts or threatens to run away.

- Cries themselves to sleep or has nightmares.
  - Feels ill in the mornings.
  - Begins to perform poorly without good reason.
  - Comes home with clothes torn or belongings damaged.
  - Has possessions suddenly start go missing.
  - Asks for money or starts stealing money (e.g. to give to the bully)
  - Continually 'loses' money.
  - Become aggressive, disruptive or unreasonable.
  - Is bullying other children or siblings.
  - Stops eating.
  - Is frightened to say what is wrong.
  - Gives improbable excuses or reasons for any of the above.
- 4.2 These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## **5. PROCEDURES**

- 5.1. If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Manager, the relevant class Child Safeguarding Officer or the RYA Child Safeguarding & Equality Manager.
- 5.2. This person will then follow the procedure laid down in the RYA Child Safeguarding Policy and Guidelines.
- 5.3. Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.
- 5.4. Being found to have been aware of bullying without reporting it is a disciplinary offence.

## **6. OUTCOMES**

- 6.1. All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.
- 6.2. The child who is alleged to be bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.
- 6.3. If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.
- 6.4. Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary – the procedure followed will be as per the RYA Racing Disciplinary Policy.
- 6.5. After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- 6.6. All incidents will be reported to the RYA Safeguarding & Equality Manager and kept on record to monitor any future reports.

## **7. PREVENTION**

- 7.1. This Policy has been adopted and ratified by RYA Youth Racing Committee and is available to all as a reference via the website, and RYA recognised, supported and pathway classes are encouraged to endorse the policy and publish on their web-sites.
- 7.2. The RYA will encourage coaches and participants to familiarise themselves with the policy, and refer to it within the relevant contracts and guidelines.

## **8. MONITORING AND REVIEW**

- 8.1. The Policy will be monitored by the RYA Youth Racing Manager, the RYA Safeguarding Steering Group and the RYA Safeguarding & Equality Manager.

8.2. The Policy will be reviewed regularly by the RYA with the support of the YRC and in consultation with the RYA Safeguarding & Equality Manager and appropriate RYA Youth Managers.



# Royal Torbay Yacht Club



## SAFEGUARDING

### Appendix B – What is child abuse?

(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 (e.g. 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 e.g. 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 your organisation's designated Welfare/Safeguarding 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.

# Royal Torbay Yacht Club



## **Appendix C – 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](http://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.

# Royal Torbay Yacht Club



## Appendix D – 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](http://www.rya.org.uk/go/safeguarding) . If you are unable to access the website, please contact [coachingdevelopment@rya.org.uk](mailto: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 (eg. 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 (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.

12. Coaches must notify the RYA immediately of any court imposed sanction that precludes the coach from contact with a specific user group (eg. 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 (eg. 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](mailto:coachingdevelopment@rya.org.uk)

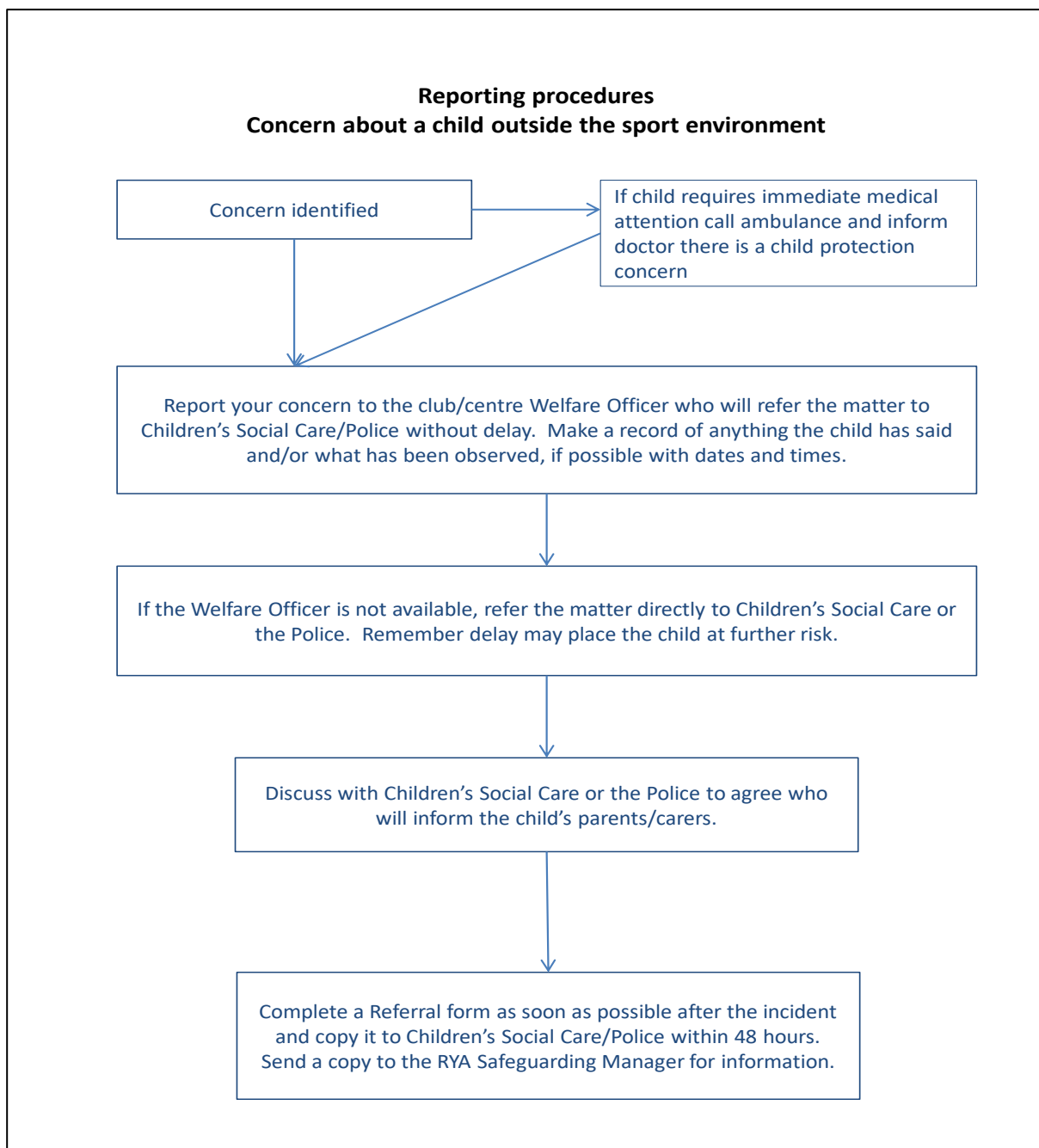
# Royal Torbay Yacht Club

## Safeguarding Reporting Procedures – Appendix E

*Please use in conjunction with Royal Torbay Yacht Club document four*

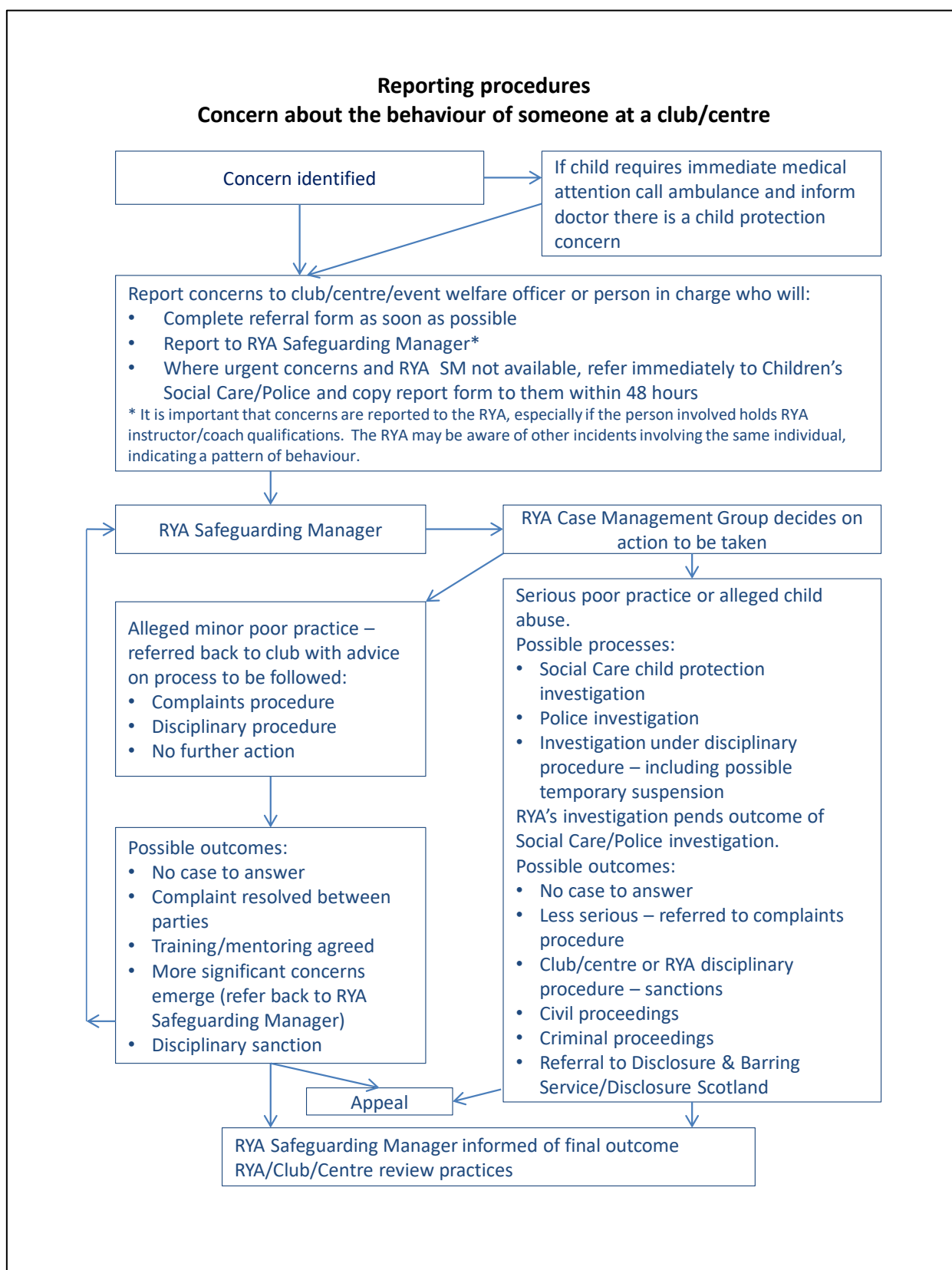
If we are uncertain what to do at any stage, we must contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000 immediately. Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA's Safeguarding and Equality Manager or, if a child is at immediate risk, the Police.

**Flowchart 1**





**Flowchart 2**



# Royal Torbay Yacht Club



## Handling concerns, reports or allegations

*This section is primarily for the Royal Torbay Yacht 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 or carers, someone else within our organisation, a member of the public, or the statutory authorities (Police or Children's Social Care). 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. ***For guidance on recognising abuse, see Royal Torbay Yacht Club Appendix B.***

### When 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 the 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, using the child's own words
- follow your organisation's child protection procedures.

#### Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- 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 leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. 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 (***see document four: Royal Torbay Yacht Club Referral Form***).

**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 or centre, only the child's parents/carers, the organisation's Welfare Officer, the person in charge of the organisation (unless any of them are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager 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 organisation other than the person who received or initiated the allegation and, if different, the person in charge.

### **Procedures**

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organisation (***see Royal Torbay Yacht Club Appendix E***).
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee.
- a procedure for handling a complaint about a member.

### **Statutory Authorities**

If our club or centre 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 Welfare Officer will contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. The Welfare Officer will co-operate fully with official requests for factual information, but will not express any personal opinions on the person's conduct.

### **Handling the media**

If there is an incident at our premises which attracts media interest, or if we are contacted by the media with an allegation concerning one of your members or employees, we will not give any response until you have had an opportunity to check the facts and seek advice. In the first instance we will contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

### **Insurance**

If there is a serious allegation involving harm caused to a child either at our premises or as a result of taking part in our activities, the person in charge should consider notifying our insurers in case there is a subsequent claim against the organisation.

### **Data retention**

Confidential information must be processed, stored and destroyed in accordance with our organisation's Data Privacy Policy and Data Protection legislation. Records containing personal information should be: adequate, relevant and not excessive for the purpose(s) for which they are held; accurate and up to date; and only kept for as long as is necessary. They should be reviewed on a regular basis. If a person is removed from your organisation for a safeguarding reason, you need to consider whether you should retain essential details of the reasons for the action taken, and who will have access to that file in the future, in case the former member tries to re-join at a later date or a further allegation is made about them.

### **Historical allegations**

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

### **Reference to the Disclosure and Barring Service or Disclosure Scotland**

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If our organisation permanently dismisses or removes someone from a role involving Regulated Activity/Work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, we have a duty to refer them to the DBS. ***It is a criminal offence not to make such a referral.*** For guidance in the first instance, we will contact the RYA Safeguarding and Equality Manager.