

South Caernarvonshire Yacht Club

Safeguarding and Child Protection Policy and Guidelines

Updated July 2014 v5

**South Caernarvonshire Yacht Club
The Headland
Abersoch
Gwynedd
LL53 7DP**

www.scyc.co.uk

Tel: 01758 712338

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Introduction

This document is based upon the RYA guidelines produced to help Recognised Teaching Centres and other organisations to take appropriate action to enable children and vulnerable adults to enjoy the sports of sailing and power boating in all their forms in a safe environment.

1. Policy Statement

This is a statement defining SCYC's stance on child protection issues. It defines what SCYC is committed to in providing a safe environment for children. For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of SCYC should be aware of the policy.

SCYC's policy statement on Child Protection is as follows:

- the child's welfare is paramount;
- children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right for protection from abuse; and
- suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.

2. Club Safeguarding Officer

The Club Safeguarding Officer for SCYC is Christopher Hoppins and can be contacted c/o SCYC, The Headland, Abersoch, Gwynedd, LL53 7DP or via email info@scyc.co.uk

3. Volunteers and Paid Staff

Recruitment

All applications for employment, whether on a paid staff or volunteer basis, will be subject to scrutiny. Application forms elicit information about the applicant's past career or experience (requiring explanations for any gaps) and to establish any criminal record.

Where staff will be working unsupervised or where parents are not in attendance, references will be taken up. Normally these will include at least one regarding previous work with children. Referees will be informed about what the job entails and what information is required.

SCYC will treat all people either paid staff or volunteers as above in terms of applications for any position involving contact with children. SCYC will only

select people who have relevant experience for the role and we will explore the applicant's previous experience of working with children.

SCYC will endeavour to find out if the applicant has any conviction for criminal offences against children. SCYC volunteers whose role brings them into contact with young people will be asked to provide references or to complete a self-disclosure form (see Template C). The Club Safeguarding Officer and those instructing, coaching or supervising young people will also apply for an Enhanced Criminal Records Disclosure.

Instructors and volunteers will complete an "Application for Disclosure" (obtainable from the SCYC Club Secretary) which will be forwarded to the RYA for countersigning. The application will be sent by the RYA to the DBS and the instructor/volunteer will be sent a certificate. This must be shown to SCYC or sent to the RYA Safeguarding Co-ordinator who will only disclose information which the RYA considers relevant to the role concerned. Good recruitment practice will be adopted to minimise the chances of any incident occurring within the club environment. Whilst being able to access criminal records can be seen as a positive move for organisations in the private and voluntary sectors, we will not view it in isolation.

See Appendix A for SCYC's Policy on the Recruitment of Ex- Offenders. This will be made available to all applicants who are asked to apply for a Disclosure.

See Appendix B for SCYC's Policy on the secure storage, handling, use, retention and disposal of DBS Disclosures and Disclosure Information.

Disclosure and Barring Service
PO Box 91
Liverpool
L69 2UH

Information Line: 0870 9090811
Website: www.disclosuresdbs.co.uk

Good recruitment practice will be adopted to minimise the chances of any incident occurring within the club environment. Whilst being able to access criminal records can be seen as a positive move for organisations in the private and voluntary sectors, we will not view it in isolation.

4. SCYC Good Practice – Policy and Procedures

4.1 - Culture

SCYC places importance on the development of a culture within SCYC 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.

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 will not be able to sail any more if they report the carer. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

4.2 - Minimising risk (see *Good Practice Guide, Template F*)

All activities will promote good practice and will 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 common sense guidelines will be made available to everyone within SCYC:

You should:

- 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 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; and
- design training programmes that are within the ability of the individual child.

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; and
- 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.

Responsibilities of staff and volunteers

All staff or volunteers are given clear roles and responsibilities, are aware of the organisation's child protection policy and procedures and are issued with guidelines on:

- following good practice (*see above and Template E;*) and
- recognising signs of abuse (*see Appendix C*).

RYA Coaches and Instructors are expected to comply with the RYA Code of Ethics and Conduct (*see appendix D*).

4.3 - Child Protection Training

We will train staff and volunteers, and club officers in the prevention of child abuse.

Parental responsibility and club liability

Although clubs have a duty of care to their members and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.

For further information on club liability and duty of care, see the RYA's website www.rya.org.uk, Working with Us, Clubs and Class Associations.

4.4 - Changing rooms and showers

It is preferable for adults to stay away from the changing rooms while there are children there. However bullying etc. can be an issue here and a balance should be struck depending on the situation. In general it is better if one adult is not alone. Extra vigilance is required if there is public access to the venue. 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 of the opposite gender.

4.5 - First aid and medical treatment

First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer (*see Template D*).

4.6 - Organising and hosting events

When hosting an open junior or youth event at SCYC, instructors/volunteers should 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.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed best practice guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these

guidelines. The Child Protection in Sport Unit also publishes a comprehensive guide 'Safe Sports Events' (see Section 7 for contact details).

4.7 - 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. The RYA Racing Department has Sailor Supervision Guidelines for those involved with the national junior and youth squads.

4.8 - Bullying

The RYA's anti-bullying policy is available on the website under Youth, About Youth Sail Racing Programmes.

4.9 - Photography

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

There are two key principles to bear in mind:

Before taking photos or video, you must obtain written consent from the child and their parents/carers for their images to be taken and used:

- consent will be sought in event entry form which must be countersigned by a parent or guardian;
- any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on SCYC's expectations regarding his/her behaviour and the issues covered by these guidelines;
- SCYC will not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event;
- consent should 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 the RYA's Code of Ethics and Conduct; and
- care must be taken in the storage of and access to images.

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 you are recognising the achievement of an individual sailor and wish to publish their name with their photo, do not publish any other information (e.g. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child; and

- ensure that the young people pictured are 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 SCYC's Safeguarding 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 use of cameras or camera phones in changing areas is not permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

5. Handling concerns, reports or allegations

When handling an allegation from a child:

You should always:

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

You should never:

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

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being

removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain, you cannot ignore it.

Recording and handling information

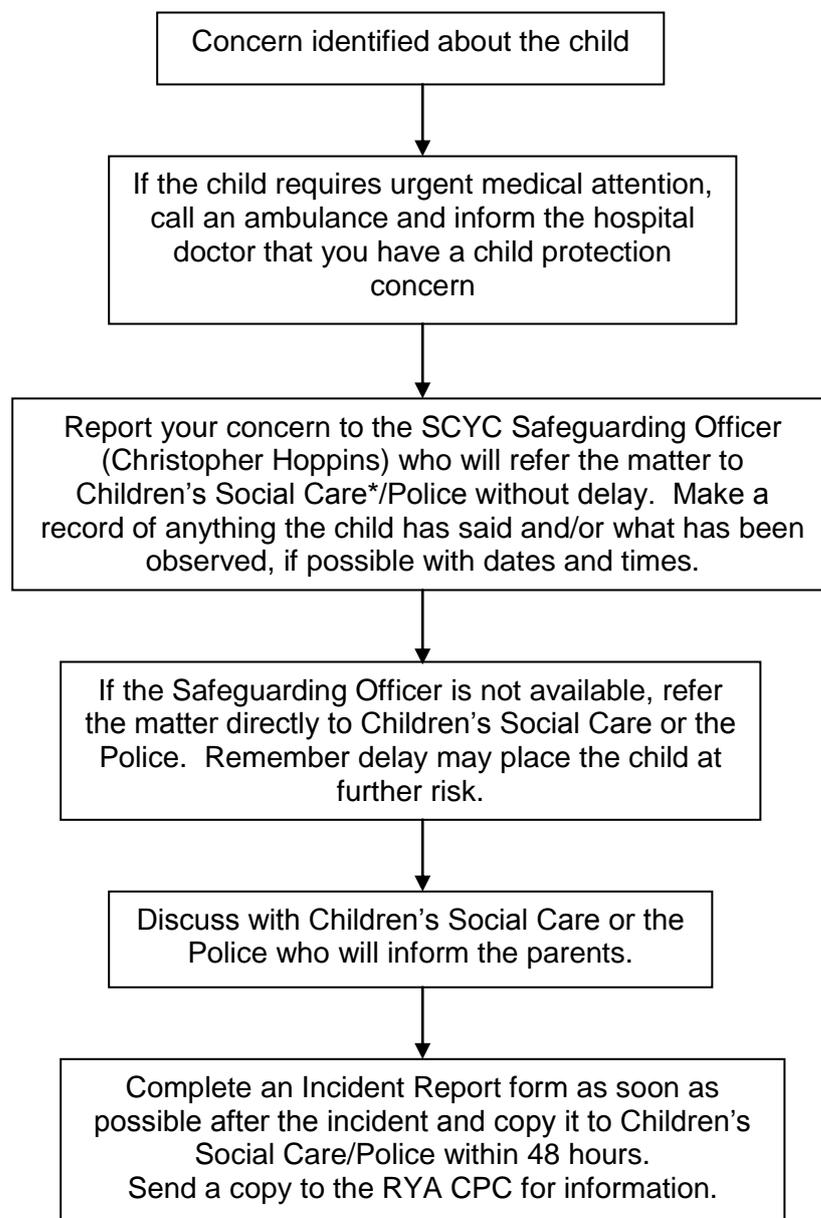
If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise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

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

Procedures

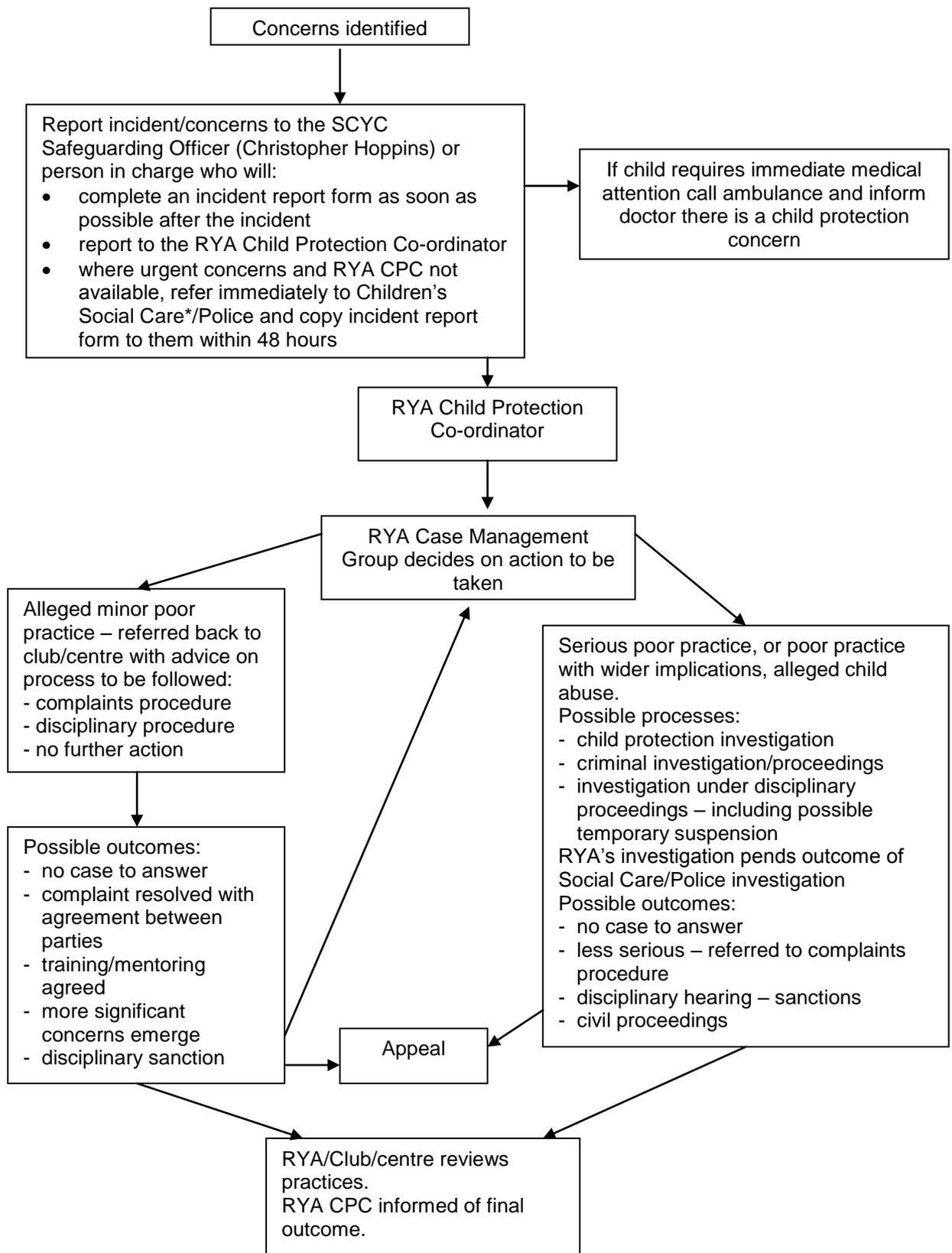
SCYC's disciplinary procedures (which are included in SCYC's staff handbook) set out how an allegation of misconduct will be investigated and, if substantiated, acted upon. These procedures must be followed by anyone concerned about a child's welfare, either outside the sport or within SCYC (*see flowcharts below*)

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



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

Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for SCYC or another RYA or an RYA affiliated/recognised organisation



6. Handling the media

If there is an incident at SCYC which attracts media interest, or if you are contacted by the media with an allegation concerning an SCYC member or employee, do not give any response. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

See Appendix E for guidance on handling major incidents.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Safeguarding Officer (Christopher Hoppins) immediately, in strict confidence. The Club Safeguarding Officer will follow the procedures in RYA Flowcharts 1 and 2 above.

Any member of the Club failing to comply with SCYC's Child Protection Policy may be subject to disciplinary action under Club Rule 24.

7. Useful Contacts

Royal Yachting Association Child Protection Co-ordinator

Jackie Reid, Safeguarding Co-ordinator
RYA House, Ensign Way, Hamble, Southampton, SO31 4YA
Tel: 023 8060 4104
Fax: 023 8060 4298
E-mail: jackie.reid@rya.org.uk
Website: www.rya.org.uk

Welsh Yachting Association

Tel: 01248 670738
Cerys Young, Safeguarding Lead Officer
E-mail: cerys.young@welshsailing.org
or contact Jackie Reid (see above)

RYA Scotland

Jane Campbell Morrison, Development Manager
Tel: 0131 317 7388
E-mail: jane.campbellmorrison@ryascotland.org.uk

RYA Northern Ireland

Eamon Masterson, Training and Development Manager
Tel: 028 9038 3812
E-mail: eamon.masterson@ntlworld.com

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Scotland

Children 1st

Tel: 0141 418 5670

Fax: 0141 418 5671

Website: www.children1st.org.uk

Wales

NSPCC

Tel: 029 20 267000

Fax: 029 20 223628

E-mail: cpsuwales@nspcc.org.uk

Northern Ireland

NSPCC

Tel: 028 9035 1135

Fax: 028 9035 1100

E-mail: pstephenson@nspcc.org.uk

Disclosure and Barring Service (formerly Criminal Records Bureau)

PO Box 91

Liverpool

L69 2UH

Information Line: 0870 9090811

Website: www.disclosuresdbs.co.uk

www.homeoffice.gov.uk/agencies-public-bodies/dbs

Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

NSPCC Helpline

0808 800 5000

Childline

0800 1111

Website: www.childline.org.uk

Sports coach UK – provide child protection training

Tel: 0113 274 4802

Website: www.sportscoachuk.org

Templates

The following pages contain examples of the paperwork that is to be completed. All of these documents are held electronically and are available on the SCYC Computer Network.

Template A - *Instructor Application Form*

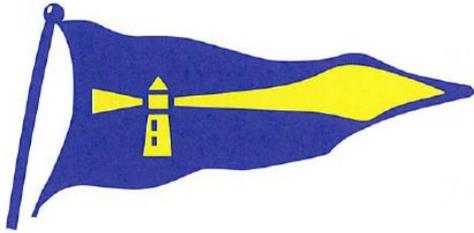
Template B - *Reference Request*

Template C - *Self Disclosure Form*

Template D - *Example Medical Consent and Emergency Contact Form*

Template E - *Good Practice Guide Hand-out*

Template F - *Incident Report Form*



Clwb Hwyllo De Sir Caernarfon South Caernarvonshire Yacht Club

TEMPLATE A

APPLICATION FOR THE POST/ROLE OF [JOB/ROLE TITLE]

When completed this form should be returned,
marked 'Private and Confidential',
to: Mr Christopher Hoppins, Safeguarding Officer – South Caernarvonshire
Yacht Club, The Headland, Abersoch, Gwynedd, LL53 7DP

<i>PERSONAL DETAILS</i>		
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Title:	Surname:	Other names in full:
---------------	-----------------	-----------------------------

<i>ADDRESS</i>

--

<i>TELEPHONE, FAX AND E-MAIL</i>	
----------------------------------	--

Home Tel: Fax: E-mail: Mobile:	Work Tel: Fax: E-mail: (please state if you do not wish to be contacted at work)
--	--

Do you hold a valid UK driving licence?	YES / NO
Do you have any unspent convictions (including motoring offences)? If yes, give brief details	YES / NO

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

MEDICAL HISTORY	
In the last 12 months, how many days' absence have you had from work through illness or injury?	

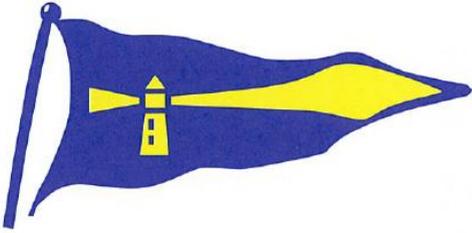
EDUCATION AND TRAINING		
Secondary School, College/ University and/or Training Centres attended	<i>Dates</i>	Academic and/or Vocational Qualifications

SUMMARY OF PAST EXPERIENCE (start with most recent)	
Name of organisation, position held, dates	Brief description of responsibilities and duties

<i>OTHER RELEVANT INFORMATION</i>
Recreational interests, hobbies, voluntary or community work

<i>REFERENCES</i>	
Please give names and addresses of two persons to whom application for a reference may be made. 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 seek a reference from any of your referees before interview or before an offer of employment.	
NAME AND ADDRESS	<i>CAPACITY IN WHICH KNOWN TO YOU</i>

<i>DECLARATION</i>	
<u>Data Protection Act</u> In order to recruit to this post South Caernarvonshire Yacht Club will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.	
<u>Consent</u> I consent to the processing of personal information in the way described. <u>Declaration</u> 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:



TEMPLATE B

Reference Request

CONFIDENTIAL

Name:..... has expressed an interest in working with South Caernarvonshire Yacht Club in the role of [insert title] and has given your 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 contact with children or young people.

If you are happy 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 contact with children or young people?

YES NO Please tick

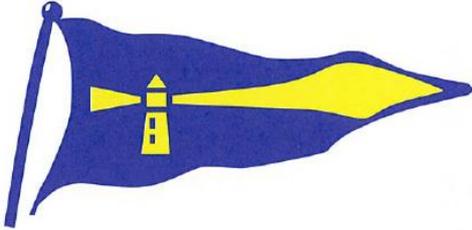
If you answer 'Yes' we will contact you in confidence.

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked 'Confidential' to:

Safeguarding Officer
 South Caernarvonshire Yacht Club
 The Headland
 Abersoch
 Gwynedd
 LL53 7DP



TEMPLATE C

Self-disclosure form

**Self-disclosure form for instructors/volunteers involving
contact with children and/or vulnerable adults**

South Caernarvonshire Yacht Club is committed to safeguarding children and vulnerable adults from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. 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.

Name

.....

1. **Have you ever been convicted of any criminal offences?** YES NO

If yes, please supply details of any criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. **Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?** YES NO

If yes, please supply details.

3. Have you ever had any disciplinary sanction relating to child abuse?

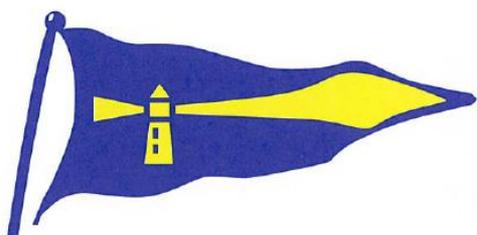
YES NO

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 cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Enhanced Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: Date:

If the applicant is under the age of 18 this form should be countersigned by a parent or guardian



Template D – Example Medical Consent and Emergency Contact form

THIS FORM IS DOUBLE SIDED – PLEASE ENSURE YOU TURN OVER
Please complete all sections in Block Capitals

SAILOR DETAILS:

Sailor Name:	
Home Address:	
Date of birth:	
Age:	

EMERGENCY CONTACTS:

Emergency Contact

Name:	
Relationship:	
Home Number	
Work Number	
Mobile Number:	

Alternative Emergency Contact:

Name:	
Relationship:	
Home Number	
Work Number	
Mobile Number:	

Are you vegetarian? Yes No

Do you have any food allergies? If so, please specify:

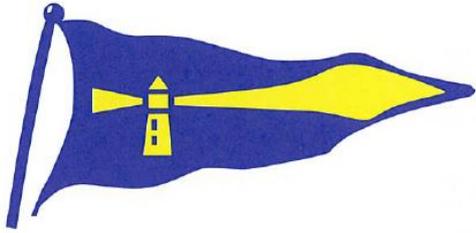
Consent

I the parent/guardian of give permission to the organisers of activities during the period.....(Dates of event) 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 son/daughter 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.

Signed:..... (Parent/guardian) Name: (please print)

Date:.....



Template E – Hand-out for Instructors, Coaches and Volunteers

Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the SCYC's Child Protection Policy and Procedures which are available for reference at all times and are available on www.scyc.co.uk

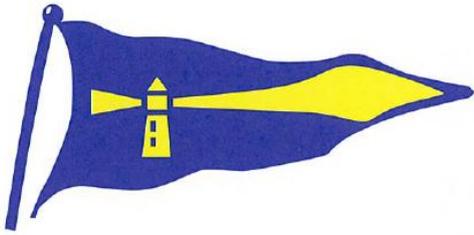
You should:

- 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; and.
- design training programmes that are within the ability of the individual child.

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; and
- do things of a personal nature that children can do for themselves.

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



Clwb Hwyllo De Sir Caernarfon South Caernarvonshire Yacht Club

Template F - Incident Report Form

Try and keep the process friendly rather than a formal interview, you want the child to feel as comfortable as possible during this stressful process.

Interviewer's Details

Name Position

Child's Details

Name Date of Birth

Address

Parent / Carer's Name

Address

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

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

Signed by interviewer, as above.....Date.....

Appendix A - Policy Statement on the Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) to help assess applicants' suitability for positions of trust, SCYC undertakes to comply with the DBS's (formerly CRB) Code of Practice and to treat all applicants fairly. SCYC undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

SCYC is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of their gender, age, disability, ethnic origin, colour, religion, belief, social status, sexual orientation or offending background.

SCYC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. SCYC makes all appointment decisions based on candidates' skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a Disclosure may be required, all applicants will be informed at the earliest opportunity that a Disclosure may be requested in the event of the individual being offered the position. Applicants will also be encouraged to complete a self-declaration form giving details of their criminal record, which will only be seen by those involved in the recruitment process. If the nature of the position does not allow SCYC to ask questions about an entire criminal record, SCYC will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

SCYC will ensure that those who are involved in the recruitment process have access, prior to discussing the position with you, to appropriate guidance on the relevance of offences and on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

SCYC undertakes to discuss any offence or other matter revealed in a Disclosure that might be relevant to the position, with the person seeking the position, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This written policy on the recruitment of ex-offenders is made available to all applicants who are asked to apply for a Disclosure. SCYC makes every subject of a Disclosure aware of the existence of the DBS's Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar anyone from working with SCYC. This will depend on the nature of the position and the circumstances and background of any offences.

Appendix B - Policy Statement on the secure storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) Disclosures information

General Principles

As an organisation using the DBS to help assess applicants' suitability for positions of trust, SCYC undertakes to comply with the DBS's Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. SCYC also complies with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. SCYC maintains a record of all those to whom Disclosures or Disclosure information have been revealed and SCYC recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, SCYC does not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, SCYC will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. SCYC will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, SCYC may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Appendix C – What is 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; and
- 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; and
- 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; and
- 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 a number of 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; and
- 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; and
- 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 SCYC's designated 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.

Appendix D – RYA Coach Code of Ethics and Conduct

Sports coaching help 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 progressing 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 Child Protection Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy.
- 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 performer 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 performers to accept responsibility for their own behaviour and performance.
- 6 Coaches should 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 should, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
- 9 Coaches should co-operate fully with other specialists (e.g. 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 (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.

Appendix E - Major Incident Procedure

The first priority is, of course, the safety of participants and instructors. Call the relevant emergency services to the site. Once ashore you are going to have to deal with the authorities and the press. **A phone is located on the middle deck in the office block of SCYC.** The Club Secretary will contact a SCYC Flag Officer.

All witnesses should be removed to a place where they can be spoken to privately.

Keep any relevant equipment e.g. lifejackets, buoyancy aids, log books etc.

If there has been a fatality the police will make all the necessary arrangements to inform the next of kin.

Do not allow any members to make well-meaning but ill-informed public comments.

Do not publicise the name of the casualty until you know that the next of kin have been informed, even if the press appear to know who it is.

The SCYC Commodore or his/her appointed Flag Officer will produce a written statement that can be given to the media. They can contact RYA training on 023 8060 4181 who will assist with compiling the statement.