

Training Code of Conduct, Instructors and Assistants, Officials, Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct

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

What is child abuse (Based on the statutory guidance “[National Guidance for Child Protection in Scotland](#)” published by the Scottish Government in 2010)

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 a stranger. They may be abused by an adult or adults, or another child or children.

This can be physical abuse, neglect, sexual abuse, emotional abuse or bullying

Recognising abuse is not always easy

but some indicators may be

Noticeable changes in behaviour

Bruises or other cuts, burns

Sexually explicit language

Mistrust of adults

All instructors and volunteers must read and sign the [DBSCL Child Protection/Safeguarding Policy & Procedures](#). If you are concerned about any aspect of keeping children safe contact: **DBSCL Child Protection Officer** Lesley Henderson tel 01383 822778 / email childprotection@dalgetybaysc.org or Commodore / committee member



Dalgety Bay Sailing Club Ltd

**Keeping children and
protected adults safe
on the water and off**

Minimising risk

- Only adults who have been PVG checked should have responsibility for children or protected adults
- Avoid spending any significant time working with children or protected adults 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 or protected adult
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

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 or protected adults
- make sexually suggestive comments to a child, or protected adult even in fun
- fail to respond to an allegation made by a child or protected adult; always act
- do things of a personal nature that children or protected adults can do for themselves.
- be in the changing rooms where children are present without another adult except in emergency
- ask an adult who has not been PVG checked to be on their own with children or P/A except in emergency

Handling an allegation from a child or protected adult

Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child/protected adult 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 individual has said as soon as possible after the event
- follow your DBSCL's safeguarding procedures.

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
- take sole responsibility – consult someone else (ideally the designated Child Protection/Safeguarding Officer or the person in charge or someone you can trust) so that you can begin to protect the child/protected adult and gain support for yourself.

You may be upset about what the child/protected adult 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.