



Dalgety Bay Sailing Club Limited

The Wynd
Dalgety Bay
Fife
KY11 9SJ

Safeguarding Children and Protected Adults Policy and Guidelines

Updated March 2017

Child Protection Policy and Guidelines

Contents		Page
	Notes	3
PART 1 – POLICY		
1	Introduction	4
2	DBSCL Policy Statement on the Protection of children	5
3	DBSCL Policy Statement on the Protection of Vulnerable Adults/ Adults at Risk	6
PART 2 – PROCEDURES		
4	Designated person	7
5	Safe recruitment	8
6	Good practice guidelines	9
		14
7	Handling concerns, reports or allegations	
PART 3 - INFORMATION AND SAMPLE DOCUMENTS		
8	Useful contacts	18
9	Sample Templates/Documents	
1	Application form	19
2	Reference request	22
3	Self-disclosure form	23
5	DBSCL Training Code of Conduct	24
6	Parental consent form	26
7	Booking conditions	28
8	Photography consent form young people	29
9	Safeguarding and Child Protection referral form	30
Appendices		
A	What is child abuse?	
B	RYA Code of Ethics and Conduct – Instructors and Trainers	
C	RYA Code of Ethics and Conduct – Racing Coaches	
D	RYA Youth Racing Anti-bullying Policy	
E	DBSCL leaflet – keeping children safe	

Notes

1. Dalgety Bay Sailing Club Limited is also referred to as DBSCL
2. This document has been approved by RYA Scotland and adopted by DBSCL for use in all its activities involving children under the age of 18 years and protected adults over the age of 16 years
3. Acknowledgement is given to the RYA, RYA Scotland, Sportscotland and Children 1st and incorporating resources from Safeguarding in Sport, in completing this document.
4. This document has been updated to take account of the new Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Scheme) which came into force in Scotland in February 2011.
5. This document also includes a policy statement on page 6 relating to the Protection of Vulnerable Adults/ Adults at Risk as this new category was introduced under the new PVG Scheme.
6. This document will be reviewed annually by DBSCL's designated person and reviewed by the board every four years

PART 1 – POLICY

1 Introduction

As a Registered Teaching Centre (RTC), Dalgety Bay Sailing Club Limited is required to have a formal Child Protection/ Safeguarding Policy in place which is checked as part of their annual inspection. This document sets out the policies and procedures that we follow. These policies and procedures will apply to all training activity within the club. At Dalgety Bay this will be Tuesday night training, Youth Week, Special Saturdays and other organised training activities for under 18's and protected adults. This policy and procedures do not apply to club racing or social events unless specifically stated. Parents and carers need to take responsibility for young people and protected adults at these times.

These guidelines have been produced by DBSCL by adapting material produced by RYA and RYA Scotland. They are designed to enable children and protected adults (also known as vulnerable adults or adults at risk) to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment.

Definition of a child

In the context of this document, 'child' refers to any young person under the age of 18. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as children although they are still children in the eyes of the law.

Safeguarding adults

The policy also covers 'protected adults' over the age of 16, such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care. Although many of the safeguarding principles in this document also apply to protected adults/vulnerable adults/adults at risk the statutory procedures to be followed in the case of a concern are different.

Our Policy has two components;

A policy statement. This sets out our commitment to providing a safe environment for children and protected adults-

- to protect children and/or protected adults, both on and off the water
- to assure parents that their children are as safe at our organisation as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of our members, volunteers or employees so that they know what to do if they are concerned about a child or protected adult, whether the concern relates to the individual's welfare at DBSCL or outside the sport
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect our organisation, by showing that we have taken 'all reasonable steps' to provide a safe environment

A code of practice and procedures governing how our organisation runs. This covers:

- the safe recruitment of staff or volunteers who will be in contact with children or protected adults (*see Section 5*)
- good practice guidelines to ensure the safety and welfare of all individuals at all times whilst at DBSCL, both on and off the water (*see Section 6*)
- handling concerns, reports or allegations (*see Section 7*).

2 Safeguarding Policy Statement - Children

As defined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to protected adults over the age of 16.

It is the policy of RYA Scotland and adopted by Dalgety Bay Sailing Club Limited (hereafter referred to as DBSCL) to safeguard children and young people from physical, sexual or emotional harm, neglect or bullying taking part in it's activities. We recognise that the safety, welfare and needs of the child are paramount

DBSCL will take all reasonable steps to ensure that, through appropriate procedures and training, all individuals participating in DBSCL training activities do so in a safe environment. We recognise that the safety and welfare of all participants are paramount and that all individuals, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

DBSCL will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all volunteers (including employees and contractors where applicable) and ensure that those in relevant roles all hold a satisfactory Disclosure Scotland certificate and are members of the Protection of Vulnerable Groups Scheme (PVG).
- Ensure all volunteers (including employees and contractors where applicable) who work with children or protected adults in the course of their DBSCL duties will be asked to read and sign the policy annually
 - Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse
 - Arrange basic safeguarding awareness training for training team/ instructors/assistant instructors and volunteers as appropriate on an annual basis.
- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children and protected adults is the responsibility of everyone, not just those who work with them.
- Ensure that organised training and events are run to the highest possible safety standards and to good Child Protection practice.
- Be prepared to review our ways of working to incorporate best practice.

This policy relates to all volunteers (including employees and contractors where applicable) who work with children or protected adults in the course of their DBSCL duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the DBSCL Child Protection /Safeguarding Officer

3. Safeguarding Policy Statement - Vulnerable Adults/ Adults at Risk

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

It is the policy of RYA Scotland and adopted by Dalgety Bay Sailing Club Limited to safeguard protected(AKA) vulnerable adults taking part in it's activities from physical, sexual or emotional harm. DBSCL will take all reasonable steps to ensure that, through appropriate procedures and training, all individuals participating in DBSCL training activities do so in a safe environment. We recognise that the safety and welfare of all participants are paramount and that all individuals, whatever their age, gender, disability, culture, ethnic oriaain. colour. reliaion or belief. social status or sexual identitv. have a right to protection

DBSCL will:

- Treat all participants with respect and celebrate their achievements.
- Carefully recruit and select all volunteers (including employees and contractors where applicable) and ensure that those in relevant roles all hold a satisfactory Disclosure Scotland certificate and are members of the Protection of Vulnerable Groups Scheme (PVG).
- Ensure all volunteers (including employees and contractors where applicable) who work with children or protected adults in the course of their DBSCL duties will be asked to read and sign the policy annually
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse
 - Arrange basic safeguarding awareness training for training team/ instructors/assistant instructors and volunteers as appropriate on an annual basis.
- Create a safe and welcoming environment, both on and off the water, where children and vulnerable adults can have fun and develop their skills and confidence.
- Recognise that safeguarding children and protected adults is the responsibility of everyone, not just those who work with them.
- Ensure that organised training and events are run to the highest possible safety standards and to good Child Protection/safeguarding practice.
- Be prepared to review our ways of working to incorporate best practice.

This policy relates to all volunteers (including employees and contractors where applicable) who work with children or protected adults in the course of their DBSCL duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the DBSCL Child Protection /Safeguarding Officer

PART 2 – Procedures

4. Designated Person

Although everyone has a role to play in ensuring that children are safe, DBSCL has a designated Child Protection/Safeguarding Officer with specific responsibility for implementing this policy, and to act as the point of contact to receive information and advice from the RYA. The Child Protection/Safeguarding Officer must be a member of the PVG scheme and have received appropriate training in child protection and safeguarding protected adults

The Child Protection/ Safeguarding Officer's general terms of reference include:

- Maintaining an up to date policy and procedures, compatible with the RYA's.
- Ensuring that relevant volunteers and/or staff are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the management committee on safeguarding issues.
- Maintaining contact details for the local Children's Social work department and Police.

If there is a concern, the Child Protection/ Safeguarding Officer will:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the Commodore.
- Inform social work and police as necessary
- to determine in consultation with the commodore whether an instructor or volunteer should be suspended from training activity as a result of an allegation;
- to act as co-ordinator within the club for any follow-up action;
- Keep the RYA informed as necessary (*see flowcharts in Section 6*).

DBSCL Child Protection/ Safeguarding Officer is Lesley Henderson email childprotection@dalgetybaysc.org or tel DBSC on 01383 822778 and request that **the DBSC Child Protection/ Safeguarding Officer makes contact urgently**

5 Safe recruitment

DBSCL seeks to ensure that all applications, whether for paid or voluntary work will be subject to an appropriate level of scrutiny. The level of checking is in accordance with the Scottish Government's guidance. If the person's "normal duties" include teaching, instructing, training or supervising children and/or protected adults, then membership of the PVG Scheme is required before that person is permitted to work with individuals. The aspects to take into account are; if the person will be in regular contact with children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

We will:

- check that all volunteer applicants are competent for the role, eg. they hold an appropriate and valid RYA instructor certificate or coach qualification if required
- provide training, mentoring or supervision to cover any areas where they may lack experience or confidence.

For those who do not have an RYA qualification but have applied/asked if they can volunteer in the club on a regular basis on Tuesday nights /youth week /special Saturdays and other training and will have contact with children (even if they are not on their own with children/young people or protected adults). If they are over 16

We will

- ask the volunteer applicant to complete a **self-disclosure** form in the first instance(see *Template 3*). Although they might make a false declaration, the fact that we have these procedures in place may deter anyone with a criminal record related to their suitability to work with children or protected adults from proceeding any further(see *Template 3*).
- take up a reference which should be from someone who has first-hand knowledge of their previous work/volunteering with children (see *Template 2 for sample reference request*). For those between 16- 18 verbal references from club members will be acceptable
- If we wish to pursue their application and if they will be regularly helping with junior/youth activity the volunteer applicant will be asked to apply for PVG membership or an update PVG record application, as appropriate. (The former if the applicant is not currently a PVG member and the latter if the applicant is currently a PVG member)

We may

- ask them to provide information about their past career or relevant experience and explore their experience of and attitude towards working with children and/or protected adults (see *Template 1 for sample application form*)

Occasional volunteers

- Occasional volunteers who are helping launching and recovering boats, driving tractor ,helping in the galley will not need to be PVG checked as they **will not** be on their own with children or protected adults and it is not on a regular basis

Confidentiality

All personal information should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children or protected adults. When data is no longer relevant it should be destroyed securely, e.g. by shredding.

Note :Criminal Records checks

Under the Rehabilitation of Offenders Act, we cannot ask someone to apply for a Disclosure unless they are going to be in a position of trust, 'in close or unsupervised contact with children or protected adults, or in a role with influence over children or protected adults welfare. A Disclosure should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught. The Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Scheme) makes it a criminal offence to knowingly employ someone (including a volunteer) in a

‘regulated position’ if their name is on the Disqualified from Working with Children or Protected Adults List. If the “normal duties” of someone in your organisation include training, supervising or having unsupervised contact with children or young people under 18 and you cannot be certain that they are not on the Disqualified List, you can check by asking them to apply for membership of the PVG Scheme or an update record. The RYA is registered with the Central Registered Body in Scotland (CRBS) as an ‘Intermediary body’ and can process Disclosure applications on behalf of affiliated organisations and TCs.

6 Good practice guidelines

Culture

DBSCL is committed to developing 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.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child or adult 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 child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

Minimising risk

DBSCL seeks 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.

- 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 or protected adults, 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 or protected adults carers.
- Design training programmes that are within the ability of the individual child or protected adult.
- If a child or protected adult 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 or protected adult, make sure you are in full view of others, preferably another adult
- Restrict media 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 or protected adult, to use inappropriate language unchallenged, or use such language yourself when with children or protected adult.
- 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 adult, can do for themselves

It may sometimes be necessary to do things of a personal nature for children or protected adult, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child or protected adult, (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 or protected adult, and undertakes personal care tasks with the utmost discretion.

Additional vulnerability

DBSCL recognises that some children or protected adults (PA) may be more vulnerable to abuse or find it more difficult to express their concerns. For example

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

Grooming

DBSCL is aware of concerns in sport about grooming and recognises that grooming is when someone develops a relationship with a child or Protected Adult over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children, young people and vulnerable adults can be groomed online or face to face, by a stranger or by someone they know. For more information on grooming see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/>

DBSCL recognises that similar behaviour could be used to radicalise young people and recruit them to a religious or political cause although this is unlikely to happen in a sailing club setting.

Responsibilities of staff and volunteers

All those involved with DBSCL and particularly those working with young people will be made aware of DBSCL's child protection and safeguarding policy and procedures and will be issued with guidelines on:

- recognising signs of abuse (*Handout - Appendix A*)
- DBSCL Leaflet Keeping children safe (Handout – Document 4)
- DBSCL – Training code of conduct –(Handout - Document 5)

RYA Coaches and Instructors are expected to comply with the RYA Codes of Ethics and Conduct (*see Appendices B and C*).

All instructors and volunteers should read the DBSCL *Child Protection/Safeguarding Policy & Procedures* annually, and sign to say they have done so.

In particular please note that unless in emergency situations;

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

- **During youth training an adult should not be in a rib or sailing boat on their own with a child/ren or protected adult unless they are a PVG member .**

Note DBSCL disclaimer : this does not apply to Club racing where Rib drivers and assistants will not have been formally vetted either through self-disclosure or PVG

Recognising Abuse

Appendix A gives information on what is child abuse. It is not always easy, even for the most experienced to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions are detailed in Appendix A. 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 Child Protection / safeguarding Officer who may advise you to 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.

Bullying

If bullying is alleged or suspected, the concerns should be brought to the attention of DBSCL Child Protection/ safeguarding officer. 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. DBSCL adheres to the RYA's Anti-bullying policy. If a child alleges bullying or shows signs of being bullied, this must be investigated (see Anti-Bullying policy at Appendix D).

Child Protection/Safeguarding Training

Child Protection and Safeguarding Training will be undertaken in house and DBSCL committee will consider whether relevant club members should be asked to undertake additional recognised safeguarding training. RYA has developed an online safeguarding awareness course Safe and Fun which provides a basic awareness of safeguarding issues and information from this will be used to inform in-house training.

General code of conduct

DBSCL has adopted RYA's Code of Conduct (see Document 5) , this is applicable to everyone involved in the club when children or protected adults are present, 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.

Parental responsibility and club liability

Parents play an essential part in their children's participation. 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.

When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. If the club/class/centre requires 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.

Changing rooms and showers

It is DBSCL policy for adults to stay away from the changing rooms while there are children there.

However bullying can be an issue in changing rooms and showers and a balance should be struck depending on the situation. Adults must be accompanied by another adult if they need to go into the changing rooms to address bullying or if it is unavoidable to enable them to get changed in preparation to training or other sailing activities.

An adult should only ever enter the changing rooms on their own in an emergency situation

Managing challenging behaviour

Guidance for instructors on handling young people who display challenging behaviour is available on the RYA website under Courses and Training, Teaching, Instructor Resources.

First aid and medical treatment

First aid is part of our normal duty of care. DBSCL will obtain consent if medication or medical treatment is required in the absence of the parent/carer (see *Template 7*).

Organising and hosting events

When hosting an open junior or youth event at DBSCL we will liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. We will make it 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.

DBSCL will use the RYA Racing Department best practice guidelines covering all aspects of running a major junior or youth event. The Safeguarding in Sport Unit also publishes a comprehensive guide 'Safe Sports Events' (see Section 7 for contact details).

Away events

It is essential that those accompanying young people or protected adults to away events or training camps, and also 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.

RYA Youth Racing Policies

The RYA Youth Racing department has developed detailed policies for RYA squad programmes and for Volvo RYA Champion Clubs. These are available on the RYA website, see www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx . DBSCL will use these as a reference for events.

Websites and Social Media

Any interactions on social media sites by DBSCL will

- follow the guidance on the use of images of children(see photography section below)
- ensure that the content and language on DBSCL web site (this includes contributions to blogs, forums etc.) will not be 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.

Coaches and Instructors at DBSCL

Are expected to comply with the RYA's Youth Racing Communications Policy Specifically they will not give out personal mobile numbers, will copy in parents in all communications and will not allow young people or vulnerable adults to be friends on their personal social media accounts and maintain appropriate boundaries.

Parents

DBSCL takes responsibility for the content published on their website but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones

Children/Young People and protected adults

DBSCL recognises that online communication and texting can often be used as a means of bullying and will treat 'Cyberbullying in the same way as other forms of bullying

Photography

- DBSCL will seek written consent from the child and their parents/carers before taking photos or videos at an event or training session or publishing such images.
- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.
- If DBSCL publishes images of children, no identifying information other than names will be included.
- Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the DBSCL Child Protection Officer. (Template 6)
- 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 your expectations regarding his/her behaviour and the issues covered by these guidelines.
- We will not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- DBSCL will also seek written consent for the use of video as a coaching aid. Any other use by a coach will be reported to RYA as it is a breach of the RYA's Code of Ethics and Conduct.
- DBSCL will take care in the storage of and access to images. Digital technology makes it easy to take, store, send, manipulate and publish images.
- DBSCL will try where possible to use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name..
- DBSCL will ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.
- The use of cameras or camera phones in changing areas should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

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 Child Protection/ Safeguarding Officer of and treated in the same way as any other safeguarding concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or smart phones /tablets in changing areas is not permitted by DBSCL in any circumstances. This is also regarded as a form of bullying

7. Handling concerns, reports or allegations

This section is primarily for the organisation's Child Protection/Safeguarding 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, a protected adult or someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children or protected adults 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 or protected adult may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns, making a record of anything that is said and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.

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 organisation'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 Safeguarding/Welfare Officer or the person in charge, the Commodore 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.

Recording and handling information

If you suspect that a child/protected adult 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 report them to DBSCL's Child Protection /Safeguarding Officer or Commodore immediately in strict confidence or in urgent situations to the relevant social work department or 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 9 for Referral 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 your club or centre, only the child's parents/carers, the Child Protection /Safeguarding Officer, the Commodore (unless they are the subject of the allegation), the relevant authorities and the RYA Scotland Safeguarding Awareness Co-ordinator if applicable should be informed. If the alleged abuse took place outside the sport, the Police or Social Work department 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.

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, e.g. by shredding or burning.

Procedures

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

- procedures to be followed by anyone concerned about a person's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in club rules or a staff handbook, depending on the nature of the organisation) setting out how an allegation of misconduct will be investigated and, if substantiated, acted upon.

Statutory Authorities

If DBSCL is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, we will co-operate fully with official requests for factual information, but will not express any personal opinions on the person's conduct. We will also contact the RYA Child Protection Co-ordinator as soon as possible for guidance and support. See also 'Handling the media' below.

Handling the media

If there is an incident at DBSCL which attracts media interest, or if any member is contacted by the media with an allegation concerning one of our members or employees, do not give any response until the Child Protection/Safeguarding Officer and the Commodore have had an opportunity to check the facts and seek advice from RYA's Communications department on 023 8060 4215 if applicable

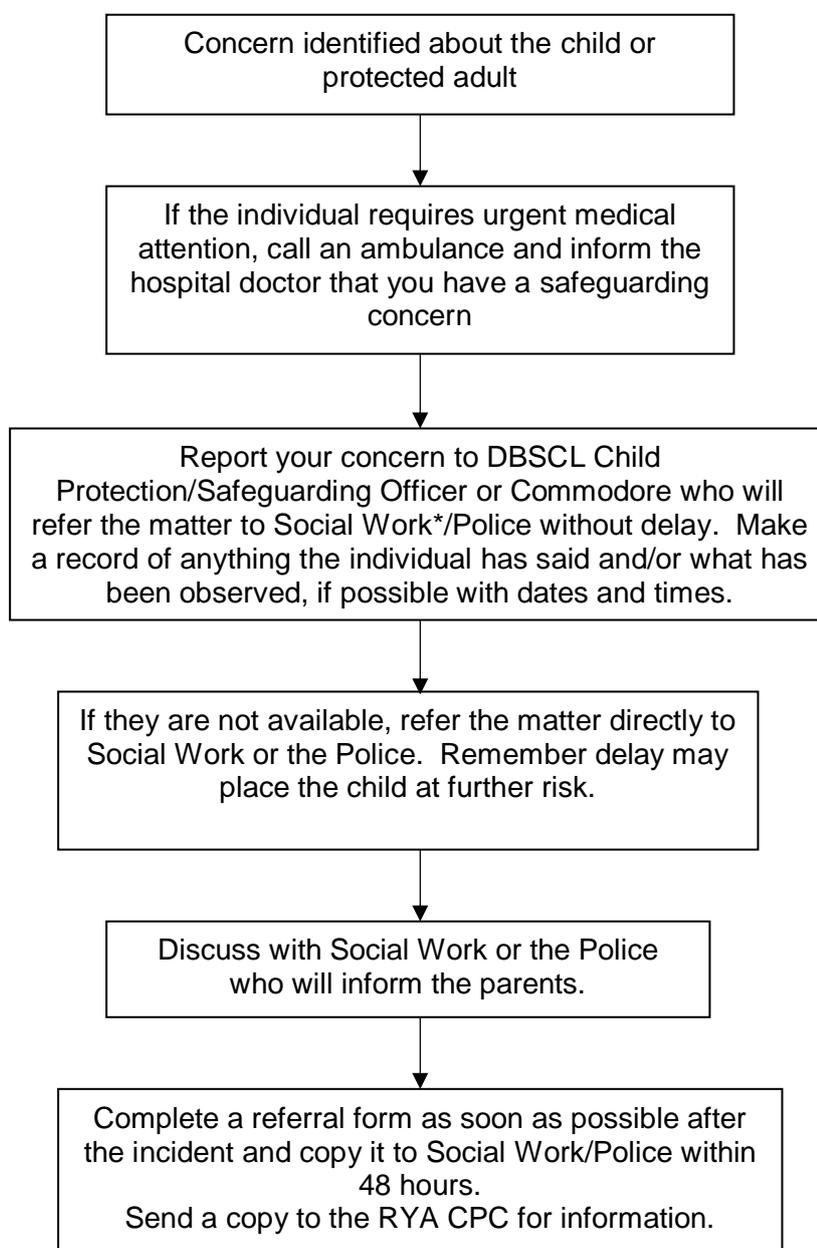
Historical allegations

If someone raises a child protection concern relating to incidents that took place some time ago DBSCL 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 the club. If the concern relates to a criminal offence the individual will be encouraged to contact the police on 101

Reference to the Independent Safeguarding Authority or Disclosure Scotland

Disclosure Scotland maintains the lists of people barred from working with children or with vulnerable adults. If DBSCL permanently dismisses or removes someone from 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 Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Section 7 Useful Contacts) or contact the RYA Child Protection Co-ordinator.

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

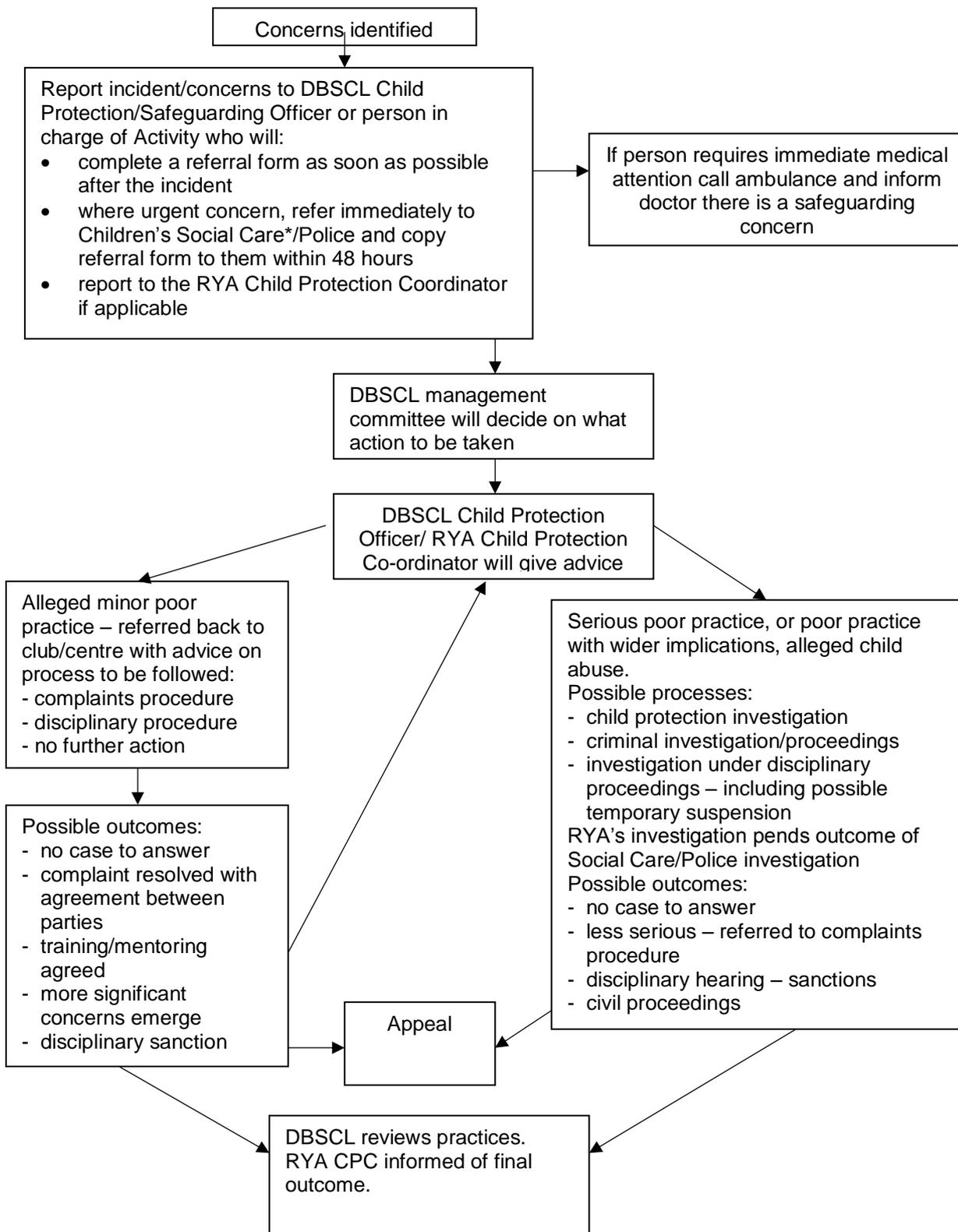


If you are uncertain what to do at any stage, contact for advice

- Lesley Henderson DBSCL Child Protection/ Safeguarding Officer Email : childprotection@dalgetybaysc.org or tel DBSC on 01383 822778
- Roy Davidson RYA Scotland Safeguarding officer Email: safeguarding@ryascotland.org.uk or Tel: 07775 703395
- Other contacts on contacts page

IF URGENT CONTACT POLICE ON 999

Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working DBSCL



PART 3 – INFORMATION

8 Useful Contacts

Social Work /Police

If you consider a child(ren) or young person to be in IMMEDIATE danger, DO NOT wait, call Police Scotland on 999

For non-emergency call Police 101 or Social Work on 01383 441177

Fife Social Work Service Out of hours

03451 550099

RYA Scotland

Liza Linton Development Manager

Tel: 0131 317 7388 or 07770604234

Email : liza.linton@ryascotland.org.uk

Website: www.ryascotland.org.uk

Children 1st

Tel :Children 1st helpline: ParentLine Scotland on 08000282233,

Email : parentlinescotland@children1st.org.uk

Website : www.children1st.org.uk

Childline

0800 1111

Website: www.childline.org.uk

Safeguarding in Sport Service

CHILDREN 1ST, Sussex House, 61 Sussex Street, Kinning Park, Glasgow G41 1DY.

Tel: **0141 419 1156**

Email: :Safeguarding in Sport:

Web: www.safeguardinginsport.org.uk

Other useful contacts

RYA Child Protection Officer, tel. 023 8060 4104,

E-mail: jackie.reid@rya.org.uk

Website: www.rya.org.uk

ChildLine 24-hour helpline, tel. 0800 1111, www.childline.org.uk

Kidscape (anti-bullying), tel. 0207 730 3300, www.kidscape.org.uk

Thinkuknow (staying safe online), www.thinkuknow.co.uk

9 Sample Templates/Documents

1 – Application form

To be adapted for voluntary role or paid employment

APPLICATION FOR THE POST OF (JOB/ROLE TITLE)

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

The closing date for applications is

PERSONAL DETAILS		
Title:	Surname:	Other names in full:

ADDRESS

TELEPHONE, FAX AND E-MAIL	
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 protected adults you will be required, at the offer stage, to apply for *membership of the Protection of Vulnerable Groups Scheme*.

IF APPOINTED WHEN COULD YOU START WORK?	HOW DID YOU HEAR OF THIS VACANCY?

EDUCATION AND TRAINING		
Secondary School, College/ University and/or Training Centres attended	Dates	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

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

--

OTHER RELEVANT INFORMATION

Recreational interests, hobbies, voluntary or community work

--

REFERENCES

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 and/or protected adults. 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	CAPACITY IN WHICH KNOWN TO YOU

DECLARATION

Data Protection Act In order to recruit to this post [*insert name of organisation*] 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.

Consent I consent to the processing of personal information in the way described.

Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature:

Date:

--	--

2 – Reference request

CONFIDENTIAL

(Name) has expressed an interest in working with (Dalgety Bay Sailing Club) in the role of

....., and has given your name as a referee. This role involves substantial access to children and/or protected adults. 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, young people or protected adults.

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 and/or protected adults. ?

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:

3 – Self-disclosure form

Self-disclosure form for applicants for posts involving contact with children and/or protected adults

Dalgety Bay Sailing Club Ltd 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 and/or protected adults 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 as amended by the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 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 or to the police as being an actual or potential risk to children? YES NO

If yes, please supply details.

3. 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 cancelling my appointment. I understand that I may be asked to apply for membership of the PVG Scheme 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 and/or protected adults issues.

Signed: Date:

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

5 – DBSCL General Training Code of Conduct

It is the policy of DBSC that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action

Participants -

- Listen and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants or the club

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach/ instructor/volunteers
- 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 and grounds before and after training starts and finishes

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people

- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Do not drink to excess the night before especially if driving safety boat
- Do 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
- 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 Child Protection/Safeguarding Officer or the person in charge of the activity.

6 – Parental Consent form

Please complete all sections in Block Capitals

Participant's details

First name	Surname/family name
Home Address	
Date of birth	Age

Parent/guardian/person with legal responsibility

First name	Surname/family name
Relationship to child	
Home Number	
Mobile Number	

Alternative Emergency Contact:

First name	Surname/family name
Relationship to child	
Contact number during sessions	

Medical information

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Has your child ever suffered from any of the following conditions:
Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NO

If YES please provide details, including any specific medical advice to be followed in an emergency:

Is your child currently taking any medication? YES / NO

If YES please specify:

When did your child last have a tetanus vaccination? Year:

Is your child currently suffering/recovering from any injuries which may affect their sailing? YES / NO

If YES please provide details:

--

Is your child vegetarian?	YES / NO
Does your child have any food allergies?	YES / NO
If YES please provide details:	

Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)? YES / NO
If YES please provide details:

Declaration of parent or person with legal responsibility

I the parent/guardian of hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Medical consent

I 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 child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event. I have read and understood the Conditions of Use attached. I agree to notify the organisation of any relevant changes in my child's circumstances. I confirm that my child is not under a court order.

Signed: (participant)

Signed: (parent/guardian).....

Name: (please print) Date:

Note: Club/Centre to attach relevant Conditions of participation or entry and Conditions of use of photography or video

7 Training Session Booking Conditions

Training sessions will be delivered by (Name of Centre) in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

Booking Conditions

1. (Name of Centre) reserves the right, at all times, to cancel bookings at our discretion.
2. All participants **MUST** be between the ages 8 and 16, wear the buoyancy aid provided and be confident in the water.
3. All children must be accompanied by a parent or guardian at the beginning and end of the session. Parents or guardians must also be contactable (for example by mobile phone) for the duration of the session.
4. Neither (Name of Centre) nor any of its employees or agents shall be liable in any way whatsoever in respect of loss or damage to property.
5. (Name of Centre) must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. (Name of Centre) reserves the right to refuse any booking on medical grounds.
6. All bookings are accepted on the understanding that any instructions or directions given by any member of the centre's staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
7. (Name of Centre) reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
8. Participants are to wear suitable clothing and footwear when going on a boat. Suitable footwear means flat soft soled shoes or trainers. Please bring a change of clothing as sailing can be wet.
9. If any injuries are sustained or damage to valuables occurs, participants are to notify the centre's staff immediately.

Sample Conditions of Use of photography or video

In accordance with our child protection policy (Name of organisation) will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform (name/position) immediately.

1. We will normally only identify a child by reference to the child's first name.
2. We will not use personal details or full names (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels, such as 'Cadet Week'.
5. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
7. Commercial sale of any form of media will be limited to the organisers or their official photographers.

8 – Photography consent form-Young people

Consent form for the Use of photography or video

(Name of Organisation) recognises the need to ensure the safety and welfare of children and young people taking part in boating. In accordance with our safeguarding policy we (Name of organisation) will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children.

(Name of Organisation) will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform

(name/position) immediately.

Conditions of Use

We will not re-use any images after your child has left (Organisation).

8. We will normally only identify a child by reference to the child's first name.
9. We will not use personal details or full names (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
10. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
11. We may use group photographs or footage with very general labels, such as 'Cadet Week'.
12. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

Declaration of parent or person with Legal Responsibility:

Name of child:

1. I agree that my son's/daughter's photograph/video may be used in (Name of Organisation)'s brochure and other printed publications. **Yes / No**
2. I agree that my son's/daughter's image may be used on (Name or Organisation)'s website. **Yes / No**
13. I agree that my son/daughter may be photographed or filmed by the media and the images used in local or national newspapers, televised news programmes etc. **Yes/No**
3. Certain sailing magazines require full names in sailing reports and to accompany pictures of prize-winners. May we give this information to reputable sailing magazines such as Yachts & Yachting? **Yes / No**

I have read and understood the Conditions of Use above.

I agree to notify (Organisation) of any relevant changes in my child's circumstances.

I confirm that my child is not under a court order.

Signed: Date:

Name:

9 – Safeguarding and Child Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
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	
Name, organisation and position of person completing form	
Contact telephone number	
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	

**This form should be copied, marked 'Private and Confidential' to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident and if applicable to the RYA Scotland:Caledonia House,1 Redheughs Rigg, South Gyle,EdinburghEH12 9DQ
Email: admin@ryascotland.org.uk, Tel: 0131 317 7388**

Appendix A – What is child abuse?

(Based on the statutory guidance “[National Guidance for Child Protection in Scotland](#)” published by the Scottish Government in December 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.

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

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child’s immature and growing body.

Neglect 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 sailing 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.

Sexual abuse. Sexual abuse involves an individual 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 meet their own sexual needs. The activities may involve:

- physical contact (eg. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- 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 over young people.

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 children 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
- preventing the child from participating in normal social interaction
- 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.

Bullying (including cyber bullying) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Recognising Abuse

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Safeguarding/Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concern

Appendix B - RYA Code of Ethics and Conduct for Instructors, Trainers and Coaches

Sports training and 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 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.

Instructors, Trainers and Coaches should comply with the principles of good ethical practice listed below. They must:

1. If working with young people under the age of 18, have read and understood the Safeguarding Policy as detailed on the RYA website at www.ryascotland.org.uk under Working with Us.
2. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the sport's governing body and hold appropriate insurance cover.
4. Develop an appropriate working relationship with students (especially children), based on mutual trust and respect and 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. Encourage and guide students to accept responsibility for their own behaviour and performance.
6. Hold relevant up to date and nationally recognised governing body qualifications.
7. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
9. Always promote the positive aspects of their sport (e.g. courtesy to other water users).
10. Consistently display high standards of behaviour and appearance.

Appendix C – 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 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 RYA 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. 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 performers 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 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 must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
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.

Appendix D – RYA Youth Racing Anti-Bullying Policy

1. 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 consider 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, but if 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.**

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 (eg. 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 be indicative 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 cuts 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 Protection Officer or the RYA Child Protection Co-ordinator.
- 5.2 This person will then follow the procedure laid down in the RYA Child Protection 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 know 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 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 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.
- 6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.
- 6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.

- 6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- 6.7 All incidents will be reported to the RYA Child Protection Co-ordinator and kept on record to monitor any future reports.

7. PREVENTION

- 7.1 This Policy has been adopted by RYA Youth Steering Group and is available to all as a reference via the website.
- 7.2 The RYA will run a session on the effects and consequences of bullying and how to prevent them at one of the first of any new squad's training camps. This will include a session for parents where possible.
- 7.3 The Anti-Bullying Policy will be addressed in the Sailor Supervision Guidelines and the squad paperwork and training provided for house parents.
- 7.4 The effects and consequences of bullying and how to prevent them will be added to Coach training and CPD.

8. MONITORING AND REVIEW

- 8.1 The Policy will be monitored by the RYA Junior and Youth Racing Managers and the RYA Child Protection Co-ordinator.
- 8.2 The Policy will be reviewed annually by the Chairman of YSG in consultation with the RYA Child Protection Co-ordinator and appropriate RYA Youth Managers.

Appendix E – DBSCL leaflet keeping children and protected Adults safe