

# Safeguarding and Child Protection Policy and Guidelines

*for all club members,  
instructors and volunteers*

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## MWC Safeguarding and Child Protection Policy and Guidelines

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## **PART 1 - POLICY**

Manchester Watersport Club is committed to safeguarding all its members, from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of the members are paramount and that all members, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

The club takes all reasonable steps to ensure that, through appropriate procedures and training for all volunteers and that all members participating in activities organized by the club or on behalf of Manchester City Council do so in a safe and enjoyable environment.

All members, volunteers and instructors of the Club should be aware of the policy.

### **Club Welfare Officer**

The Club Welfare Officer is:

Emma Malik

**Tel: 07894245691**

### **Instructors and Volunteers**

All Club volunteers and instructors whose role brings them into regular contact with young people will be asked to provide a self-disclosure (*see attached document 'MWC Self-Disclosure Form'*). The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate. This will be done on behalf of the club by Manchester City Council.

### **Good Practice**

All members of the Club should follow the good practice guidelines attached (*see Documents Section*) and agree to abide by the Club Code of Conduct (*see Documents section*). Those working or volunteering with young people should be aware of the guidance on recognising abuse (*see RYA Appendix A*) and appropriate training will be provided.

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after club sessions. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. This is done through the membership form (*see attached document 'Membership Form'*). Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club 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 Club Welfare Officer.

## **Concerns**

Anyone who is concerned about a young member's or participant's welfare, either outside the club or within the Club, should inform the Club Welfare Officer **immediately**, in strict confidence. The Club Welfare Officer will follow the attached procedures (see '*Procedures Flowcharts*').

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under the Club's Constitution.

## **Non-Safeguarding Complaints**

All complaints from club members, parents/guardians or volunteers/instructors must be made to the club welfare officer. Under NO circumstance may other volunteers, instructors or committee members take, discuss or record complaints. All complaints must be referred to the welfare officer immediately. The welfare officer is trained in how to deal with complaints and knows the correct procedure set out in these guidelines ('see reporting procedures flowchart 3'). Details on discipline are given in the club's constitution.

## **PART 2 – PROCEDURES**

### 2 Welfare Officer Jan 2017

Although everyone has a role to play in ensuring that children are safe, it is recommended that a designated individual has specific responsibility for implementing your policy, and acts as the point of contact to receive information. Other terms used for welfare officers are 'Club Welfare Officer', 'Child Protection Officer' or 'Safeguarding Officer'.

Role description: Ideally someone with relevant knowledge and experience, who is perceived as being approachable and having a child-centered approach. They don't need to be an expert – that is the role of Children's Services and the Police.

The club welfare officer is an elected person from the club committee, the position is up for election at each club AGM.

The welfare officer's role description includes:

- Maintaining up-to-date policy and procedures, compatible with the RYA's and Manchester City Council.
- Ensuring that relevant volunteers are aware of and follow the procedures.
- Advising the club committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services and Police.

If there is a concern, the welfare officer would:

- 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 MWC procedures and in conjunction with the person in charge (Chairperson).
- Keep the RYA and Manchester City Council informed as necessary (see *'Procedures Flowcharts'*).

Everyone in the organization should know who the Welfare Officer is and how to contact them. A poster displaying this information is on the club notice board.

If a safeguarding issue does arise regarding anyone who holds an RYA Instructor/Coaches qualification the RYA Designated person is:

**RYA designated person**

The RYA's Safeguarding and Equality Manager is Jackie Reid, tel. 023 8060 4104, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

If Jackie Reid is unavailable and the matter is urgent, contact:

England - Jackie Bennetts, RYA Club Support Advisor, tel. 023 8060 4199, e-mail [jackie.bennetts@rya.org.uk](mailto:jackie.bennetts@rya.org.uk)

All safeguarding issues should be reported to the designated person at Manchester Watersports Club (MWC) which is operated by Manchester City Council. All safeguarding issues should be reported to MWC immediately (however, all action taken must be in line with this safeguarding policy and by the club's elected Welfare Officer) and a referral form completed and delivered to MWC within 48 Hours.

**Manchester City Council (MCC Designated Safeguarding Offices)**

Nicky Boothroyd

Tel 07946 524475

Email [n.boothroyd@manchester.gov.uk](mailto:n.boothroyd@manchester.gov.uk)

Leila Bendrimia GLL

Tel

Email

MWC's principal is Martin Ware, ensuring that he is informed about any safeguarding concerns if and when appropriate.

Tel 07824535889

As good checks and training is adopted by the club, and safeguarding is covered as part of all volunteer training, the opportunity for an individual with poor intent towards children to gain access to MWC or to abuse a position of trust is minimized.

All Volunteers and instructors, whether for paid or voluntary work, are subject to an appropriate level of scrutiny. The level of checking the club will carry out will be proportional to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or 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 session club volunteer e.g. Safety Boat Helm/Crew, Kit Store person, etc. This will involve and require them to have a full enhanced DBS Check.

However, volunteers considered as low risk e.g. Committee members, receptionist, etc who may have indirect contact with children or vulnerable people will not be required to complete a full DBS check, but a self-disclosure will be required (see document 'MWC Self-Disclosure Form')

DOAC agree on this clear policy and apply it fairly and consistently:

- **who will be checked:**

- New paid staff and/or volunteers (if they have the same level of responsibility and contact, whether they are paid or not). Could be High or Low risk – Existing volunteers/staff. Could be High or Low risk.
- Those with specific responsibilities (e.g. instructor, welfare officer, coach, safety boat helm/crew) or anyone who regularly helps with club sessions. This group is considered as High Risk
- Any club member over 16 (who are involved in regular club activity as a member, assistant instructor, etc) This group is considered as High Risk.

- the **level of check** to be conducted for each category:

- self-disclosure (used when any new volunteer or instructor starts and followed up by a full DBS at a later stage (High Risk only) – all other volunteers/committee members must have a self-disclosure only if considered to be low risk) (see document 'MWC Self-Disclosure Form')
- Enhanced DBS check (and Barred List check if appropriate), if considered to be at high risk.

**It is a criminal offense under the Safeguarding Vulnerable Groups Act 2006** for a barred individual to work/volunteer in Regulated Activity/Regulated Work, for MWC to knowingly allow someone who has been barred to work/volunteer in Regulated Activity/Regulated Work, and for MWC to fail to make a referral to the DBS if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable person.

### **Are club instructors and volunteers competent?**

MWC's Lead Instructor will delegate tasks and roles to someone who is well suited to it or will be allocated by Duty Manager (currently only in the trial stages) , and ensure equality of opportunity. MWC will:



- Provide instructors/volunteers with a clear job or role description so that they understand what the work involves
- Brief all instructors/volunteers before each club session
- Check that all instructors/volunteers are competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required
- Provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarize them with Manchester Watersports Club (operated by Manchester City Council) Normal Operating Procedures.

### **Are club instructors and volunteers safe?**

If the role involves contact with children, MWC will:

- Ask them to provide a self-disclosure (see document '*MWC Self-Disclosure Form*')
- Explore their experience of and attitude towards working with children
- Provide suitable safeguarding training

If their role involves regularly training or supervising children or is a position of trust or authority over children's welfare, they are eligible for a DBS check. MWC will:

- First ask the instructors/volunteers to complete a self-disclosure form (see document '*MWC Self-Disclosure Form*') Although they might make a false declaration, the fact that MWC has these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- As instructors/volunteers continue at the club and are considered as High Risk, they will be asked to apply for an Enhanced DBS check (with Barred List check if appropriate). This will be completed by MWC and Manchester City Council.

### **Criminal Records Disclosures (DBS) Jan 2017**

DWC is affiliated with and operates under the umbrella of Manchester watersport Club, which is operated by Manchester City Council. All DBS checks are completed by Manchester City Council. This service is free to all club volunteers that are considered to be at High Risk. It is also compulsory for instructors/volunteers considered as High Risk to have a DBS check. All instructors/volunteers who have an existing DBS check must have a copy of the certificate in the club folder and a 'status check' must be completed by the club welfare officer on the DBS website.

Although it is not a legal requirement for MWC to ask their instructors/volunteers to apply for Disclosures, it is an offense to allow someone to undertake regulated activity/work if they have been barred from working/volunteering with the relevant vulnerable group.

There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools come to the club, a school may request that you check your instructors/volunteers so that they are subject to the same level of scrutiny as the children's teachers.

### *England, Wales and Northern Ireland*

An individual is only eligible to apply for an Enhanced Disclosure, which will disclose their 'spent' as well as their 'unspent' record, if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, i.e. one that involves regularly teaching, training, instructing, caring for or supervising persons under 18. They can only be required to apply for the additional Barred List check if they will be undertaking 'regulated activity' with children or vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012.

### **Confidentiality and data storage** Jan 2012

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. When data is no longer relevant it should be destroyed securely, e.g. by shredding. MWC now notifies all members, instructors and volunteers under the Data Protection Act, that Criminal Records check is listed as a type of data that is stored by the club.

For more information on how the club complies with the data protection act see attached document 'MWC and The Data Protection Act 1998'.

### **Safeguarding Training** Jan 2017

MWC ensures that all instructors/volunteers working with children have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

All club instructors and volunteers are required to have an RYA Safe and Fun

Certificate Club training may also include data protection, depending on role.

The welfare officer will have undertaken adequate training to complete their role. This will include the RYA Safe + Fun and a further online module for Club Welfare Officers.

The club chairperson will also have the appropriate training to deal with safeguarding issues.

### **Prevent Strategy** *Jan 2018*

Prevent is about safeguarding people and communities from the threat of terrorism. Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism. It also looks at upholding British value. The club complies with the prevent strategy and has appropriate volunteers trained by using e-learning.

E-learning link - <https://www.elearning.prevent.homeoffice.gov.uk/>

And

[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.htm](http://course.ncalt.com/Channel_General_Awareness/01/index.htm)

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## 4 Good practice guidelines

### **Culture**

It is important to develop a culture within MWC 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.

The club promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff/instructors.

These common sense guidelines are in effect within the club:

- Avoid spending any significant time working with children in isolation • Do not take children alone in a car, however short the journey (Unless permission is given by parents/guardians)
- 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 the club chairperson or the child's parents • Design training programmes that are within the ability of the individual child. • If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

**You should never:**

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

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the child and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. 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.

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

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

### Grooming

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

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

### Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. The club also has procedures to include an Anti-Bullying policy. The Club Anti-bullying policy is available on request and is attached to this document. All members are asked to sign the Club Code of Conduct (see Junior Member Code of Conduct).

### Managing challenging behaviour

Managing challenging behaviour should be referred to an instructor who may be aware of specific circumstances.

Advice is given by the RYA for instructors. Follow this link <http://www.rya.org.uk/SiteCollectionDocuments/hr-administration/administration/child-protection-guidelines/Managing%20Challenging%20Behaviour.pdf>

The procedure for managing challenging behaviour is:

- Volunteers should pass concerns on immediately to an instructor who will attempt to deal with it. This may also include implementing the yellow card system (Instructors only)
- If this is ineffective then it should be referred to the welfare officer who will take the matter further.
- Parents/Guardians will be informed by instructor or welfare officer of any challenging behaviour

### **Responsibilities of instructors and volunteers**

Ensure they know their allocated roles and responsibilities, are aware of the clubs safeguarding policy and procedures and are issued with guidelines on: •

Following good practice (*see Good Practice Guidelines above and Sample Document 4*) and

- Recognising signs of abuse (*see Appendix A*).
- Instructor/volunteer club code of conduct

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

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

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching. DOAC have adopted a Code of Conduct (see attached documents) that can be signed by everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Although 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 club have a duty of care for their safety and welfare at all times. If the club requires a parent (or designated responsible adult) to be on site, it will be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

## Changing rooms and showers

The changing and shower rooms are controlled by MWC that is operated by Manchester City Council and any issue or questions regarding them should be directed to the centre.

Shower areas are designed to allow both adults and children to shower and dress in reasonable privacy (There are two individual cubicles available as well as the communal shower area.) There are also separate male and female changing rooms. Additionally there is a completely separate Instructor's changing room.

It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable because adults are using DOC at the same times, or the site is open to the public, it is better if one adult is not alone. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers (see Bullying above).

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, preferably of the opposite sex. However this is not always possible and volunteers/instructors are trained to deal with it. The Duty SI, welfare officer and, if appropriate, parents will be made aware of this ASAP after the incident.

## First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of the clubs and DOC normal duty of care. Obtaining consent for medication or medical treatment is required in the absence of the parent/carer and is done so on the membership form (see *attached documents*).

## Organising and hosting events

When hosting an open junior or youth event at MWC, liaise with the relevant organisations and people to ensure that all involved in the clubs 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.

## Away events and residential

It is essential that those accompanying our members to away events or residential, and the members themselves, have a clear understanding of their responsibilities and the conduct expected of them.

All members will be briefed before leaving the club and consent forms must be completed by parents/guardians prior to leaving the club.

A contact number for members will be required in case of an emergency. Parents may contact MWC for any relevant information.

## Communicating with young people

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are: [www.nspcc.org.uk/shareaware](http://www.nspcc.org.uk/shareaware) [www.net-aware.org.uk](http://www.net-aware.org.uk) [www.internetmatters.org](http://www.internetmatters.org) [www.getsafeonline.org](http://www.getsafeonline.org)

### **Club websites and social media** *Jan 2017*

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

- Follow the club guidelines on the use of images of children (see Photography section below)
- Ensure that the content and language on the club site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- The club provides a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- The club has a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

Any issues with online content contact the club welfare officer.

### **Instructors and Volunteers**

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

- Where possible, use the MWC business phone however that is not always possible so parents/guardians will be informed
- Avoid using over-familiar language and trying to copy the child's parent/carer • Only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

- Set your privacy settings as high as possible on your personal account • Challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- Educate young sailors about the boundaries between them and their Instructor/club volunteers.

### **Parents**

MWC is responsible for the content published on its sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links at the top of this page for guidance.

### **Children and young people**

Unfortunately online communication and texting can often be used as a means of bullying. 'Cyberbullying' is treated in the same way as any other form of bullying. [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) provides guidance for children and young people in different age groups.



## **Photography, images and video**

Publishing articles, photos and videos in club newsletters, on websites, in local newspapers etc is an excellent way of recognising our member's achievements and of promoting the club 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 which are used by the club:

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

- This is included in the club's membership form
- Any photographer or member of the press or media attending an event/club session will be told to 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 members at the event/club sessions or to arrange photo sessions outside the event/club session. • Consent will also be obtained for the use of video as a coaching aid.(in membership form) Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
- Care will be taken in the storage of and access to images.

**When publishing images, make sure they are appropriate and that the club does 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 the club is recognising the achievement of an individual sailor and wish to publish their name with their photo, we will NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the child.
- We will ensure that the members 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 club's welfare officer and will be 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 smart phones/tablets in changing areas is not permitted under any circumstances. Such use by young people should be regarded as a form of bullying. All members must respect other members' privacy and should not take pictures or videos of other members without their knowledge and consent. Members should not take photos or videos of Instructors or volunteers under any circumstances. If this happens disciplinary action will be taken.

## 5 Handling concerns, reports or allegations

**This section is primarily for the clubs Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).**

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers or MCC employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.

### **Handling an allegation from a child**

#### **Always:**

- Stay calm – ensure that the child is safe and feels safe
- Show and tell the child that you are taking what he/she says seriously • Reassure the child and stress that he/she is not to blame
- Be careful about physical contact, it may not be what the child wants • Be honest, explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what the child has said as soon as possible after the event, using the child's own words
- Follow the clubs child protection procedures and reporting procedure.

#### **Never:**

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. you won't tell anyone)
- Ask leading questions (see 'Recording and handling information' below) • Take sole responsibility – consult someone else (ideally the designated Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

## Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities (see Document MWC Safeguarding Referral Form).

**All information must be treated as confidential and only shared with those who need to know.** If the allegation or suspicion concerns someone within your club or with DOC, only the child's parents/carers, the chairperson (unless they are the subject of the allegation), the relevant authorities, MWC Designated person and if the allegation concerns someone with an RYA Instructor qualification, the RYA Safeguarding and Equality Manager should be informed.

If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation, the club welfare officer and the club chairperson.

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. (see attached document 'MWC and The Data Protection Act 1998')

**Procedures** Jan 2017 It is essential to have clear and agreed procedures to follow. These include:

- Procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within the club (*see flowcharts below*)
- A disciplinary procedure (which is included in the club constitution) setting out the process to be followed if an allegation or complaint is made about an Instructor/Volunteer
- A procedure for handling a complaint about a member of the club. All complaints must be dealt by the welfare officer

## Statutory Authorities

If your club is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or instructor, you are advised to contact the elected committee members ASAP. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

## Handling the media

If there is an incident at the club which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or volunteers/instructors, do not give any response until you have had an opportunity to check the facts and seek advice.

## Historical allegations

If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you 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 appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

## Reference to the Disclosure and Barring Service

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If the club 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, you have a duty to refer them to the DBS . *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, contact DBS.

**If you are concerned about any child or a disclosure has been made to you contact Emma Malik on 07894245691 IMMEDIATELY or if unavailable Marin Ware on 07824535889. They will advise you on the next stage, make all the relevant calls and complete the correct paperwork.**

**IF THE CHILD IS AT IMMEDIATE RISK CONTACT THE POLICE**

If you are uncertain what to do at any stage, contact the local adviser's from MCC Designated Safeguarding Offices or (if appropriate) RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

**Emergency MCC Social Care 24 Hour line:**

To report abuse, neglect, or a vulnerable person at risk:  
0161 234 5001

Details of MCC Children's Social Care departments and emergency duty teams are:

**Dedicated Leisure Safeguarding Team**

Mobile phone: 07946 365025

**First Response Team at the Manchester Contact Centre**

Tel: 0161 255 8250 (remember to reference the 'Dedicated Leisure Safeguarding Team' phone number)

If in doubt, seek advice! The Dedicated Leisure Safeguarding Team mobile number is your first point of contact, followed by The Contact Team if you are unable to get through. Both contacts will be able help you to decide if your concerns warrant further action.

**If a club volunteer feels they need to report a concern, they should - Flowchart**

**1 Concern Identified or Disclosure made**

**DO NOT WASTE TIME!!!**  
**Contact Emma Malik, Club Welfare Officer (contacts below) if unavailable**  
*contact Martin ware*

**Welfare Officer will continue the investigation and complete the relevant form's**

*If Sue or Martin are not available, please continue and use flowchart 2*

## Welfare Officer procedure – Flowchart 2

**Issue reported to Welfare officer**

**Call 'Dedicated Leisure Safeguarding Team' or 'First Response Team'**  
*if out of hours' try 'Emergency MCC Social Care 24 Hour line'*

**OR**

**If child is in immediate danger call the police on '999'**

**If the child needs medical attention advice medics that there is a 'child protection issue'.**

**Discuss with call handler who will inform parents/guardian (if appropriate)**

**Complete a referral form with person who took the disclosure (if different)**

**Send referral form to organisations which were contacted eg 'Dedicated Leisure Safeguarding Team' within 48 Hours**

**Does the person involved in the concern have an RYA Instructors Qualification**  
*If so, contact RYA Safeguarding Manager and send them the referral form (**within 48 hours**). RYA may complete their own investigation.*

**Inform MWC Designated Safeguarding person and Send referral form (if appropriate) within 24 Hours**

### **Informal Complaint stage**

Complaint made to club welfare officer verbally.

Welfare officer discusses how they would like the problem rectified.

Discussion takes place about if they would like to take this complaint further.

Welfare officer records a brief description of complaint that is stored in club folder.

*If complaint is about an employee of MCC this should be passed onto to Nicky Boothroyd immediately*

### **Formal Complaint stage**

If they would like to take their complaint further, it must be in writing to the Welfare Officer.

Full disciplinary hearings will take place as set out in the club constitution.

### **Club Contacts**

Tariq Malik (Chairperson)

Tel: 07989851180

Email: [tariq.doac@gmail.com](mailto:tariq.doac@gmail.com)

Emma Malik(Welfare Officer)

Tel 07894245691

Email: [Skipperemma@gmail.com](mailto:Skipperemma@gmail.com)

### **Manchester City Council (MCC Designated Safeguarding Offices)** Nicky Boothroyd

Tel 07946 524475

Email [n.boothroyd@manchester.gov.uk](mailto:n.boothroyd@manchester.gov.uk)

Leila Benddrimia

Safeguarding lead GLL

Email

### **RYA Designated Person**

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### **NSPCC 24 hour free helpline**

0808 800 5000

E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

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

### **Childline 24 hour free helpline**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

### **Social Care Services**

Social care (social services)(24 hour line)

To report abuse, neglect, or a vulnerable person at risk:

0161 234 5001

Dedicated Leisure Safeguarding Team

Mobile phone: 07946 365025



First Response Team at the Manchester Contact Centre  
Tel: 0161 255 8250 (remember to reference the 'Dedicated Leisure Safeguarding Team' phone number)

## **Child Protection in Sport Unit (CPSU)**

### **England**

Tel: 0116 366 5590

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **Disclosure and Barring Service (DBS - formerly CRB)**

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## 8 Documents

***These documents are intended as a useful reference for club members, and are adapted to fit the requirements of DOAC activities, Club sessions and events.***

## Membership Form Revised Jan 2018



### Debdale Outdoor Activity Club Membership Form

We are very pleased to welcome you to the Debdale Outdoor Activity Club.  
To ensure we have the correct contact details for you, please complete this form and return it to the club.

Membership Type: *(Tick as appropriate)*

Junior	Honorary	Voluntary	Instructor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are under 18, please ask your parent/guardian to sign the form before it is returned.  
We will also use the information provided to ensure you are kept up to date about club events.

**It is mandatory to complete all fields marked with an asterisk (\*).**

**Member Information:** *(This is the information of the club member)*

Name\*.....

Address\*.....

.....

..... Post Code\*.....

Contact Number:.....

Email Address:.....

Date of Birth\*.....

Ethnicity\*.....



**ONLY TO BE COMPLETED IF MEMBER IS UNDER 18**

Tick if Not Applicable:

**Parent/Guardian Information:**

Name\*.....

Address\*.....

..... Post Code\*.....

Contact Number\*.....

Email Address\*.....

**Parent/Guardian Information:**

Name:.....

Address.....

..... Post Code.....

Contact Number.....

Email Address.....

**Emergency contact details\*: (To be completed by parent / guardian if under 18)**

Please detail below the person(s) who should be contacted in the event of an accident / incident:

Contact name (e.g. parent / guardian, next of kin)

Emergency telephone number:

**ONLY TO BE COMPLETED IF MEMBER IS UNDER 18**

**Opt Out**

**Photograph**

The club may take photographs during activities to use on the club website, social media or printed promotional material.

Please tick if you **OBJECT** to the use of your image for the stated purposes.

**Sun Cream**

Due to the nature of watersports it is essential that all participants wear sun cream when undertaking an activity with the club. Failure for a member not to wear sun cream may result in the member not being able to take part in the activity and/or being sent home.

Please tick if you **OBJECT** to the club/instructors issuing sun cream to the member during club sessions.

**Unaccompanied Members**

To comply with the club's statutory duty to safeguard members.

Please tick if you **OBJECT** to your child leaving the care of the club/ leaving site unaccompanied without a club instructor or their parent / guardian. This includes but is not limited to independent transport and going to purchase food/refreshments.

Notes/Other: *(Please use this space to note anything club volunteers and instructors should be aware of regarding the issues in this section)*



**Disability**

The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment, which has a substantial long-term adverse effect on his or her ability to carry out normal day-to-day activities".

Do you consider yourself/the member to have a disability? \*      Yes       No

If yes, what is the nature of your disability?

Please detail below any important medical information that our Instructors should be aware of:

e.g. Visual impairment, hearing impairment, physical disability, learning disability, multiple disabilities, other? \*

**Medical information\***

Please detail below any important medical information that our Instructors should be aware of:

e.g. Epilepsy, asthma, diabetes other? *(If there is none please tick non-disclosed)*

NON-DISCLOSED

**Sporting information**

Can you/the member swim?\*      Yes       No

Have you any experience of ~~Watersports~~ Watersports?      Yes       No

If yes, where have you done ~~watersports~~ watersports before? (Excluding Debdale)



By returning this completed form, I agree to my son / daughter / child in my care, taking part in the activities of the club. *(Only applicable for Junior Members)*

By returning this form, I agree to adhere to the appropriate code of conduct and have returned a signed copy to DOAC.

I understand that I will be kept informed of these activities – for example, timing and transport details.

I understand that in the event of illness or injury, all reasonable steps will be taken to contact a member’s emergency contact and to deal with that illness or injury appropriately.

I understand that in my absents club instructors or the club welfare officer or designated session welfare officer will act in loco parentis. *(Only applicable for Junior Members)*

**Signature of member:** ..... **Date:** .....

**If under 18:**

**Name of Parent/Guardian** .....

**Signature of Parent/Guardian:** ..... **Date:** .....

*Attached Document: Relevant code of conduct for membership type.*



**DOAC Self-Disclosure Form**

**Self-disclosure form for all volunteers**

**at DOAC who  
have contact with children and/or vulnerable adults**

Debdale Outdoor Activity Club (DOAC) is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require volunteers for all roles which involve contact with children to complete this self-disclosure form. If considered at 'High Risk' volunteers will be asked for an enhanced DBS check. Having a criminal record will

not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with data protection legislation and guidance. Information provided is only viewed by authorised personnel. You have a right of access to information held about you under the Data Protection Act 1998.

**Full Name** .....

**1. Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO**  
**If yes, please supply details.**

**2. Have you ever been known to any Children Services Department or 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 disciplinary action and/or the withdrawal of my appointment.

I understand that I may be asked to provide a Criminal Records Disclosure and consent to do so if required. I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained in this form and in the Disclosure, or relating to subsequent concerns about my behaviour, may be shared with regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard children.

Signed: ..... Date: .....

If you have any questions on completing this form, please discuss them with Sue Pilkington (Welfare Officer) or alternatively Owen Jones (Chairperson)



## **Handout for Instructors 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 clubs full Child Protection Policy and Procedures which are available for reference at all times.

These common-sense guidelines are in effect within the club:

- Avoid spending any significant time working with children in isolation • Do not take children alone in a car, however short the journey (Unless permission is given by parents/guardians)
- 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 the club chairperson or the child's parents • Design training programmes that are within the ability of the individual child. • If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

**You should never:**

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

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the child and their parents/carers. In an emergency situation, which requires this type of help, parents/carers should be informed as soon as possible. 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.



It is the policy of Debdale Outdoor Activity Club that all members, 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. 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.**

*(All property is left on site at your own risk, the centre or club cannot be held accountable for loss or damage of personal property)*

### **Club Members**

- All members should arrive on time for the club sessions
  - Listen to and accept what you are asked to do by any Assistant Instructor, Instructor or club volunteer - this is to keep you safe
  - Respect other members, instructors and volunteers
  - Abide by the rules and play fairly
  - Do your best at all times
  - Never bully others either in person, by phone, by text or online
  - Take care of all property belonging to other participants, the club or its members •
- Do not use inappropriate language
- Members must wear suitable kit – wet suits must be worn all year round, spray jackets, buoyancy aid and helmet, for watersports activities as agreed by instructors. •
- Members must have a completed membership form and pay before each session •
- Members are NOT permitted to smoke on club premises or whilst representing the club off site.
- Members are NOT permitted to consume alcohol or drugs of any kind on club premises or whilst representing the club off site.
  - Mobile phones must not be used in the changing rooms.
  - Mobile phones must remain out of sight during club sessions (unless given instructor permission) and never taken onto the water.
  - Agree to the disciplinary procedures and the yellow card system.

I agree with the code of conduct presented above.

Members Signature Here:

Signed: .....  
Date: .....



## DOAC Code of Conduct

**Name:**.....

*Revised Jan 2018*

It is the policy of Debdale Outdoor Activity Club that all members, 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. 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.**

*(All property is left on site at your own risk, the centre or club cannot be held accountable for loss or damage of personal property)*

### Parents/Guardian

- 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 club instructors
  - Accept officials' judgements and recognise good performance by all participants •
  - Use established procedures where there is a genuine concern or dispute • Inform the club or event organisers of relevant medical information • Ensure that your child wears suitable clothing and has appropriate food and drink • Provide contact details and be available when required
  - Take responsibility for your child's safety and conduct in and around the centre. •
- Any complaints about any members, volunteers or instructors must be made to the Club's Welfare Officer.

If you are concerned that someone is not following the Code of Conduct, you should

inform the Club Welfare Officer or chairperson.

If you are concerned about the welfare or protection of any club members, please report it immediately to the Club Welfare Officer or Chairperson.

I agree with the code of conduct presented above.

Parent/Guardian Signature Here:

Signed: ..... Date: .....

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## DOAC Code of Conduct

Name:.....

*Revised Jan 2018*

It is the policy of Debdale Outdoor Activity Club that all members, 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. 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.**

*(All property is left on site at your own risk, the centre or club cannot be held accountable for loss or damage of personal property)*

### Instructors and Volunteers

- Arrive on time before the start of club sessions for a team briefing •

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 (Instructor only)
- Follow DOAC guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA

Code of Conduct

If you are concerned that someone is not following the Code of Conduct, you should inform the Club Welfare Officer.

If you are concerned about the welfare or protection of any club members, please report it immediately to the club Welfare officer or chairperson.

I agree with the code of conduct presented above.

Instructor/Volunteer Signature Here:

Signed: ..... Date: .....

**Conditions of Use of photography or video Jan 2018**

In accordance with our safeguarding and child protection policy Debdale Outdoor Activity Club 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 The Club Welfare Officer 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 (i.e. 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.
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.



Jan 2017

## DOAC Safeguarding and Child Protection referral form

*To be completed by club welfare officer (Where possible): (Please complete body map)* A copy of this form should be sent to all organisations involved e.g. MCC. Social Care. RYA. etc. Remember to

Your name:		Date:		
Your position:		Your Contact tel no:		
Child's name:		Gender	M	F
Child's address:				
Contact Tel No:				
Child's date of birth:		Age:		
Date and time of any incident:				
Place of incident:				
Name of the person(s) alleged to be responsible for the cause of the significant harm:				
Your observations:				
Exactly what the child said and what you said:  (Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)				
Actions & Follow Up:				

maintain confidentiality on a need to know basis – only disclose information that will help protect the child/vulnerable adult. Do not discuss this incident with club members. It may be appropriate to discuss this with the club chairperson and/or DOC principal. **MAKE SURE YOU COMPLETE A BODY MAP!**

Signature:..... Date.....



# Body Map

Please map on body map visible signs of harm if relevant.

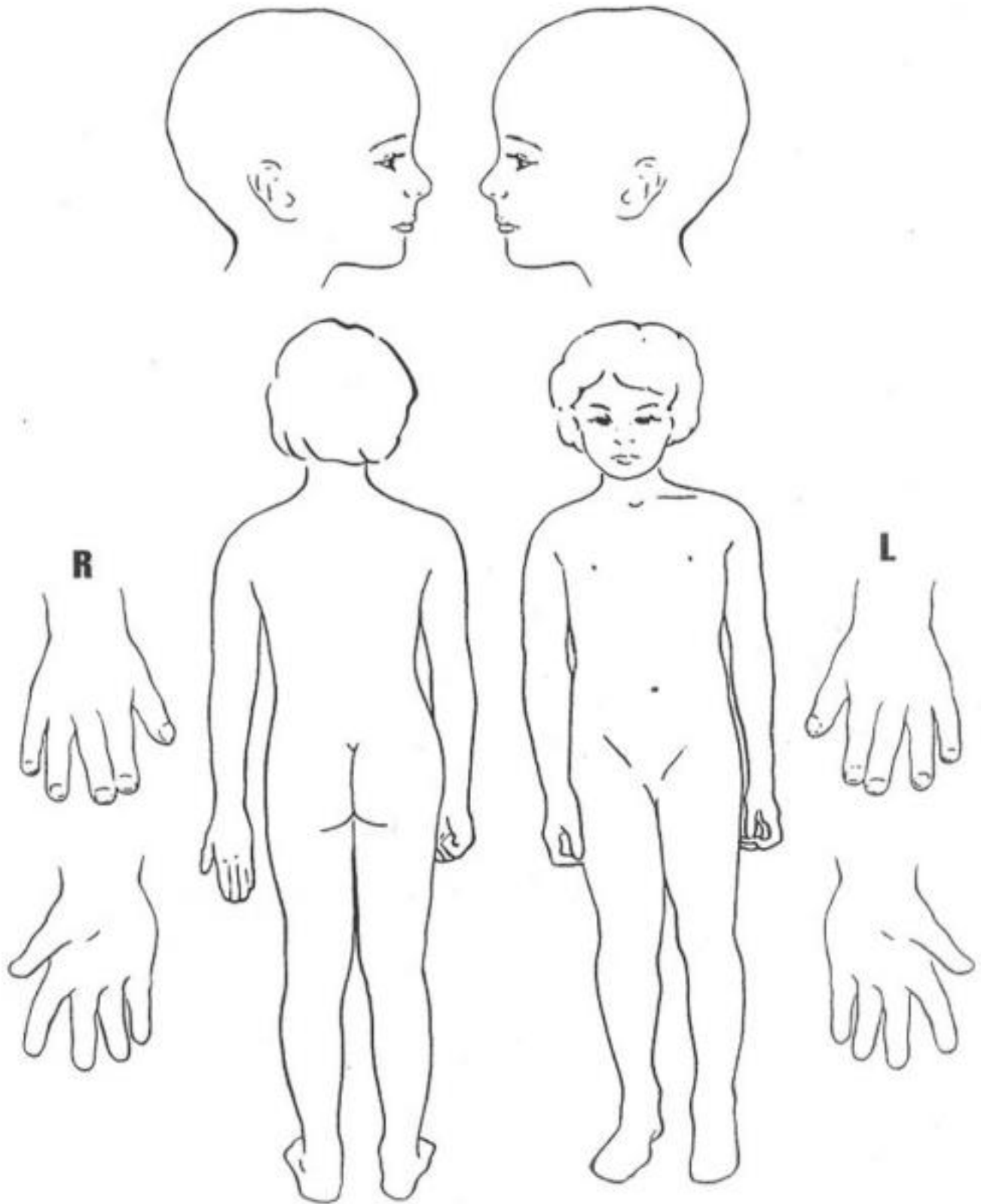
APPENDIX 6

## THE SKIN MAP

Name

Date

No.



Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve adults or other children inflicting physical harm: • by hitting,

shaking, throwing, poisoning, burning or scalding, drowning or suffocating • giving children alcohol or inappropriate drugs

• in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve: • conveying to a child that they are worthless, unloved or inadequate

• not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate

• imposing expectations which are beyond the child's age or developmental capability • overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction

• allowing a child to see or hear the ill-treatment of another person

• serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger

• the exploitation or corruption of children

• emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

**Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

• physical contact (eg. kissing, touching, masturbation, rape or oral sex) •

involving children in looking at, or in the production of, sexual images

• encouraging children to behave in sexually inappropriate ways or watch sexual activities • grooming a child in preparation for abuse (including via the internet)

• sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

• provide adequate food, clothing and shelter

• protect a child from physical and emotional harm or danger

• ensure adequate supervision

• ensure access to appropriate medical care or treatment

• respond to a child's basic emotional needs



- neglect in a 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.

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**Bullying** (including 'cyber bullying' by text, e-mail, social media etc) 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.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

## **Recognising Abuse**

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (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 Child Protection/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 concerns.

**RYA Instructor Code of Conduct  
for RYA Instructors, Coach Assessors, Trainers and Examiners**

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk)
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA. • Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users). • Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute. • Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults). • Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

## Appendix C – RYA Coach Code of Ethics and Conduct

Revised by RYA Jan 2012

**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](http://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 (e.g. 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 (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.