



# DELL QUAY SAILING CLUB

Dell Quay, Chichester, West Sussex, PO20 7EE. Tel: 01243 785080

21 July 2017

DQSC Reference: DQSC/01/04/04/02 Safeguarding Children

## **DELL QUAY SAILING CLUB LTD CHILD PROTECTION POLICY AND PROCEDURES**

### **Record of Amendments**

<b>Date</b>	<b>Meeting</b>	<b>Affected</b>	<b>Amendment</b>
26 June 2017	GC	Para 22.c.	Training material now available

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- A [What Is Child Abuse?](#)
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### 1. Policy Statement

It is the policy of Dell Quay Sailing Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

Child Welfare Co-ordinator

The Club Child Welfare Co-ordinator is:

Madaleine Owens

Tel: 01243 771603

Mobile: 07542552215

Email: [cpc@dellquaysc.co.uk](mailto:cpc@dellquaysc.co.uk)

### 2. Volunteers and Instructors

The club takes the recruitment and preparation of volunteers seriously and seeks to ensure that those whose roles bring them into regular contact with children undertake relevant checks appropriate to the role. The Child Welfare Co-ordinator and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

### 3. Child Welfare Co-ordinator

a. **Good Practice.** All members of the Club should follow the good practice guidelines attached and agree to abide by the Club Code of Conduct and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working with young people should be aware of the guidance on recognising abuse.

b. It is recognised that it may be difficult to avoid entering the showers and changing rooms at times when children are changing before or after junior training or racing. It is advised any adult who does so is accompanied by another adult.

c. The Club requests written consent from the child and their parents/carers at the point of renewal of club membership annually in regard to taking and publishing photos or videos. 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 Child Welfare Co-ordinator.

d. **Concerns** Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Child Welfare Co-ordinator immediately, in strict confidence. The Club Child Welfare Co-ordinator will follow the attached procedures.

e. Any member of the Club failing to comply with the Child Protection policy and any relevant Codes of Conduct may be subject to disciplinary action under the Club Bye Law (10).



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### 4. Procedures

a. **Designated Person.** Although everyone has a role to play in ensuring that children are safe, the designated Child Welfare Co-ordinator has specific responsibility for implementing the club's policy, and acts as the point of contact to receive information and advice from the RYA. This person is the Club Child Welfare Co-ordinator

- (1) The designated person's general terms of reference include:
  - Maintaining an up to date policy and procedures, compatible with the RYA's.
  - Ensuring that relevant members and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
  - Advising the Sailing and General Committees on safeguarding and child protection issues.
  - Maintaining contact details for local Children's Services and Police.
- (b) If there is a concern, the designated person 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 organisation's procedures and in conjunction with the Commodore
  - Keep the RYA informed as necessary

b. **Safe recruitment.** If a good recruitment policy is adopted, and the issue of safeguarding is covered in the organisation's risk assessment and operating procedures, both children and adults should be adequately protected. Potential abusers have difficulty operating in a well-run organisation.

c. All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny. The level of checking will be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will have 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 coach.

d. It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred individual to work in Regulated Activity, for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and for an organisation to fail to make a referral to the DBS/Disclosure Scotland if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable person.



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### 5. Junior Sailing

a. Due to the intensive nature of activity with juniors in Dell Quay RYA Training centre, the following key members of the organising team will be subject to Level 3 checks:

Dell Quay RYA Training Centre Principal, chief instructors and senior instructors  
Junior Week Lead Instructor  
Junior Week Day trip leader  
Junior Week Senior Instructors  
Junior Week Fleet Lead Co-ordinator  
Junior Racing Coach Leads

b. **Volunteers, Instructors and Coaches who help with junior activities:**

Where activity involves occasional unsupervised activity with children, no checks will be undertaken. However, for volunteers engaged throughout Junior week and/or other regular activities, a self-disclosure form should be completed, followed by a level 1 check. Volunteers will also be asked to provide information about any relevant experience they may have.

(1) **Are they competent?** For all roles included above we will:

- provide the applicant with a clear role description so that they understand what the role involves
- check that the applicant is 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 briefing and support to cover any areas where they may lack experience or confidence and familiarise them with your organisation's operating procedures.

(2) **Are they safe?** If the role involves close or regular contact with children, training or supervising children or is a position of trust or authority over children's welfare the club will:

- First ask the applicant to complete a self-disclosure form
- Although they might make a false declaration, the fact that the club has these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- Before confirming their appointment, ask the applicant to apply for an Enhanced Criminal Records Disclosure (with Barred List check if appropriate) or Protection of Vulnerable Groups scheme membership (see below).

### 6. Criminal Records Disclosures (DBS/AccessNI) and Protection of Vulnerable Groups (PVG) Scheme (Revised Jan 2015)

a. Organisations affiliated to or recognised by the RYA can access the DBS (previously CRB), Access NI or PVG processes through the RYA which is a registered Umbrella/Intermediary Body. The procedure varies according to the home country and legal jurisdiction in which your organisation is located (see below). The RYA does not make an administrative charge for this service, but a fee is payable to the DBS/AccessNI/Disclosure Scotland in the case of paid staff. The service is free for volunteers. Up to date information is available from the RYA website, or contact the RYA's Safeguarding and Equality Manager (see Section 7 for contact details).



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DBS checks, Access NI checks and the PVG Scheme 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.

b. **England, Wales and Northern Ireland.** An individual is only eligible to apply for an Enhanced Disclosure if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, i.e. one that involves regularly caring for, training, supervising or being solely in charge of persons under 18. They can only be required to apply for a Barred List check if they will be undertaking 'regulated activity' with children or vulnerable adults as defined under the Protection of Freedoms Act 2012.

c. Although it is not currently a legal requirement for voluntary sports clubs or private employers to ask their staff or volunteers to apply for Disclosures, it is an offence to allow a person who has been barred from undertaking regulated activity with the relevant vulnerable group. There is a risk that determined 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 your site, a school may request that you check your instructors or volunteers so that they are subject to the same level of scrutiny as the children's teachers.

d. **Confidentiality and data storage.** All personal information will 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 will be destroyed securely, e.g. by shredding.

### 7. Good Practice Guidance

The Club seeks to ensure that 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.

a. 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 child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

b. These common sense guidelines should be available to everyone within your organisation:

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey.
- Do not take children to your home as part of your organisation's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents.
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.



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- If you do have to help a child, make sure you are in full view of others, preferably another adult.

c. You should never:

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

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

### 8. Responsibilities of members and volunteers

a. All members and volunteers should note the attached guidance:

- following good practice
- recognising signs of abuse

b. RYA Coaches and Instructors are expected to comply with the RYA Codes of Ethics and Conduct.

### 9. Responsibilities of Parents And Participants

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. Dell Quay Sailing Club has adopted a Code of Conduct that is to be signed up to by everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

### 10. Parental Responsibility And Club Liability

a. Although Dell Quay Sailing Club has a duty of care to its 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.

b. 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 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.



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### 11. Changing rooms and showers

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

- a. Bullying can be an issue in changing rooms and showers. If a child alleges bullying or shows signs of being bullied, this must be investigated.
- b. If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite gender.

### 12. Bullying

Dell Quay Sailing Club does not condone bullying of any type.  
See attached RYA Youth Racing Anti-Bullying Policy

### 13. Managing Challenging Behaviour

Guidance for instructors on handling young people who display challenging behaviour is available as a download from the RYA website under Information and Advice, Safeguarding Children and Vulnerable Adults, RYA Safeguarding and Child Protection Guidelines.

### 14. First aid and Medical Treatment

First aid is part of your normal duty of care. Parents will be asked to give consent if medication or medical treatment is required in the absence of the parent/carer when children are attending Junior week sailing.

### 15. Organising and Hosting Events

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

### 16. Away Events

- a. It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.
- b. The RYA Racing Department has Sailor Supervision Guidelines and other detailed policies for the RYA junior and youth squad programmes. These are available on the RYA website, see Racing, Youth and Junior, Information, Policies, or click on [www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx](http://www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx) They may be a useful reference for events organised by bodies other than the RYA but should not be taken as prescriptive.



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### 17. Communicating With Young People (Revised Jan 2015)

a. 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)

b. **Club Websites and Social Media.** When promoting the club and encouraging your members to interact online, including the use of the Junior section Facebook pages, there are a few issues to bear in mind in relation to children and young people:

- we will follow the RYA guidance on the use of images of children (see Photography section below)
- we will ensure that the content and language on the website or Facebook pages, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- should parents and others wish to report inappropriate content or online bullying and to request that content is removed they should, in the first instance, contact the Facebook Moderator
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

### 18. Coaches and Instructors

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

- avoid using over-familiar language and try to copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

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

b. Coaches on the RYA's Youth and Junior squad programmes are expected to comply with the RYA Youth Racing Communications Policy.

### 19. Parents

Organisations are responsible for the content published on their sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links Para 17.a for guidance.





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### 20. Children and Young People

Unfortunately online communication and texting can often be used as a means of bullying. 'Cyberbullying' should be treated in the same way as any other form of bullying.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) provides guidance for children and young people in different age groups.

### 21. Photography

Publishing articles and photos in club newsletters, websites, local newspapers etc is an excellent way of recognising young people'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.

a. There are two key principles to bear in mind:

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

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

- DQSC may use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name.

- Where the club wishes to recognise the achievement of an individual sailor and seeks 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 would enable someone to contact, befriend or start to 'groom' the child.

- We will ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

b. 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 Child Welfare Co-ordinator and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

c. 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.

### 22. Safeguarding Training

a. The Club will ensure that all volunteers working with children have undertaken training appropriate to their role. This may be through formal training, induction and mentoring or the provision of appropriate reading materials.

b. The RYA has developed an online safeguarding awareness course 'Safe + Fun' which will be offered through a number of RYA Training Centres. From April 2015 it will be a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches to complete the online course prior



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to their Instructor or Coach course. The course will also be available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge.

c. A further online module for Club Welfare Officers **has been developed and is now available.**

### 23. Handling Concerns, Reports or Allegations

This section is primarily for the designated Child Welfare Co-ordinator, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

a. A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within the club. It may involve the behaviour of one of our volunteers or club members, 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.

b. 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 the responsibility of the Child Welfare Co-ordinator to investigate further BUT it is their responsibility to act on concerns and report them to the appropriate statutory authorities.

#### c. Handling an Allegation From a Child.

##### (1) Always:

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

##### (2) Never:

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

d. 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.



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### 24. Recording and Handling Information

a. 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.

(1) 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?'.  
b. 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.

c. All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within the club, only the child's parents/carers, the Commodore (or most senior flag officer available, unless they are the subject of the allegation), the relevant authorities and the RYA Child Welfare Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

d. 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.

e. If an allegation or complaint is made about a club member, the club's disciplinary procedure will be followed, as set out in the Club Bye Laws (10)

### 25. Statutory Authorities

If the club is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Child Welfare Co-ordinator as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

### 26. 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 our members or employees, do not give any response, but refer all contact to a Flag Officer check the facts and seek advice from the RYA Communications department 023 8060 4215 for professional advice on handling the media.

### 27. 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. Disclosure Scotland fulfils this function in Scotland. If your organisation permanently dismisses or removes someone from regulated activity/work, or would have



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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 or 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 Para 28 Useful Contacts) or contact the RYA Safeguarding Manager.

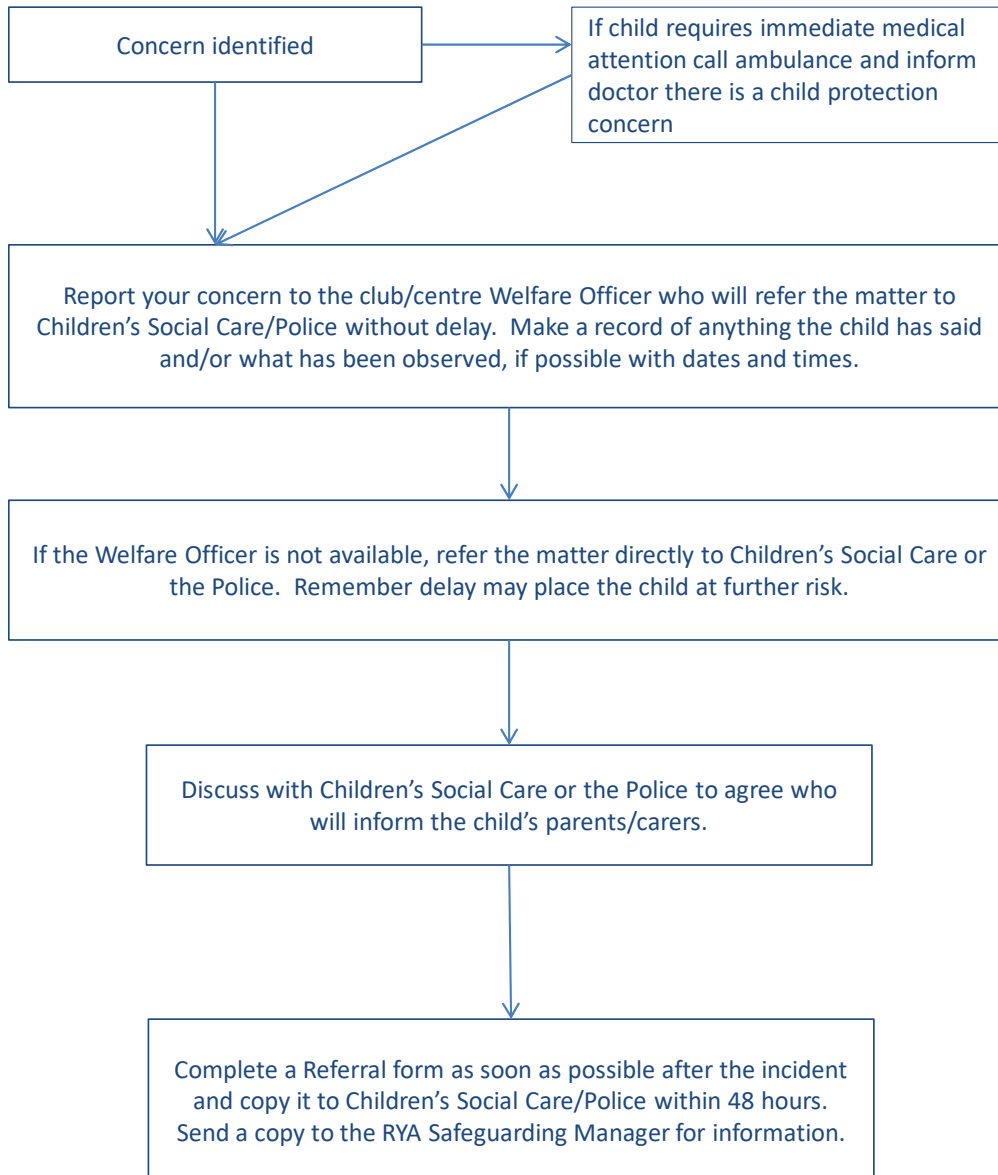


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Flowchart 1

## Reporting procedures Concern about a child outside the sport environment



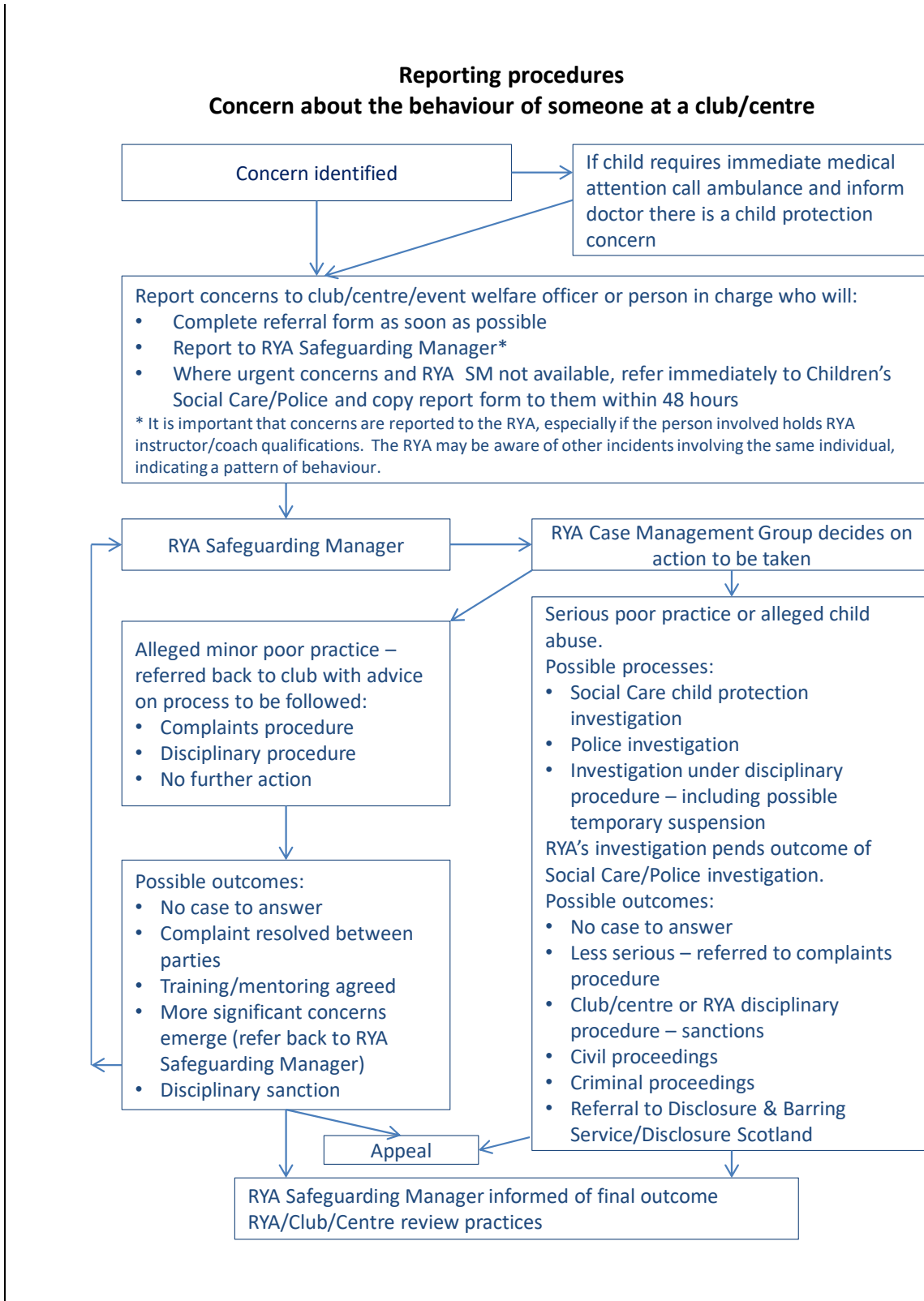
**Child Welfare Co-ordinator**



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





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### 28. Information/Useful Contacts

#### **Dell Quay Sailing Club Child Welfare Co-ordinator**

Madaleine Owens

Tel: 01243 771603

Mobile: 07542552215

Email: [cpc@dellquaysc.co.uk](mailto:cpc@dellquaysc.co.uk)

#### **Royal Yachting Association Child Welfare Co-ordinator**

Jackie Reid, HR and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

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

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

Community text phone (for people with a hearing impairment): 07823 559018

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

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

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

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

#### **NSPCC Helpline**

0800 800 5000

#### **Childline**

0800 1111

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

#### **Social Care Services**

Children's Access Point:

Monday to Friday between 9.00am-5.00pm.

Phone: 01403 229900

At all other times, including nights, weekends and bank holidays, contact the police. They will either act themselves or contact us for you.

Or, contact our 'out of hours' emergency team.

Phone: 01903 694422

#### **Disclosure and Barring Service**

[www.homeoffice.gov.uk/db](http://www.homeoffice.gov.uk/db)

Information line: 0870 90 90 811

sportscoach UK – provide child protection training

Tel: 0845 601 3054

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)