



DELL QUAY SAILING CLUB

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

01 August 2015

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

DELL QUAY SAILING CLUB LTD CHILD PROTECTION POLICY AND PROCEDURES

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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

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 assumes 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, unless any individual has specifically indicated that they do not consent. 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 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 Child Welfare Co-ordinator immediately, in strict confidence. The Child Welfare Co-ordinator will follow the attached procedures.



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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).

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



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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).

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 according to the club's Data Protection Policy.

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:

- [Good Practice Guide](#)
- [Annexe A – What is Child Abuse?](#)

b. RYA Coaches and Instructors are expected to comply with the RYA Codes of Ethics and Conduct. ([Annexe B](#) & [Annex C](#))

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. A code of conduct for Junior Sailing can be found at [Annexe E](#).

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 [Annex D](#).

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 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

www.net-aware.org.uk

www.internetmatters.org

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 Junior class captain.

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 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



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Instructors, Senior Instructors or Racing Coaches to complete the online course prior 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 is being developed and will be available by the end of June 2015.

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.

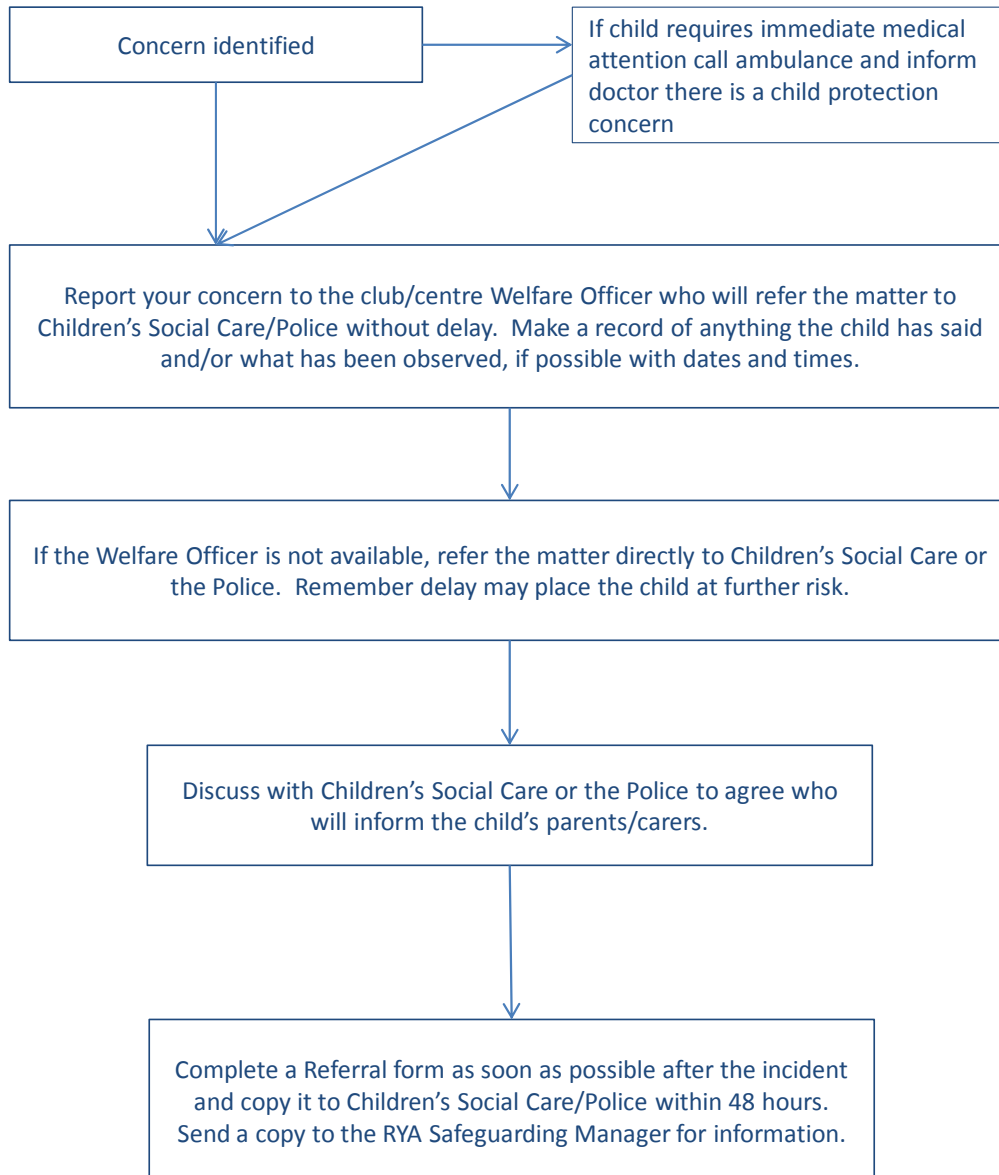


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Flowchart 1

Reporting procedures Concern about a child outside the sport environment

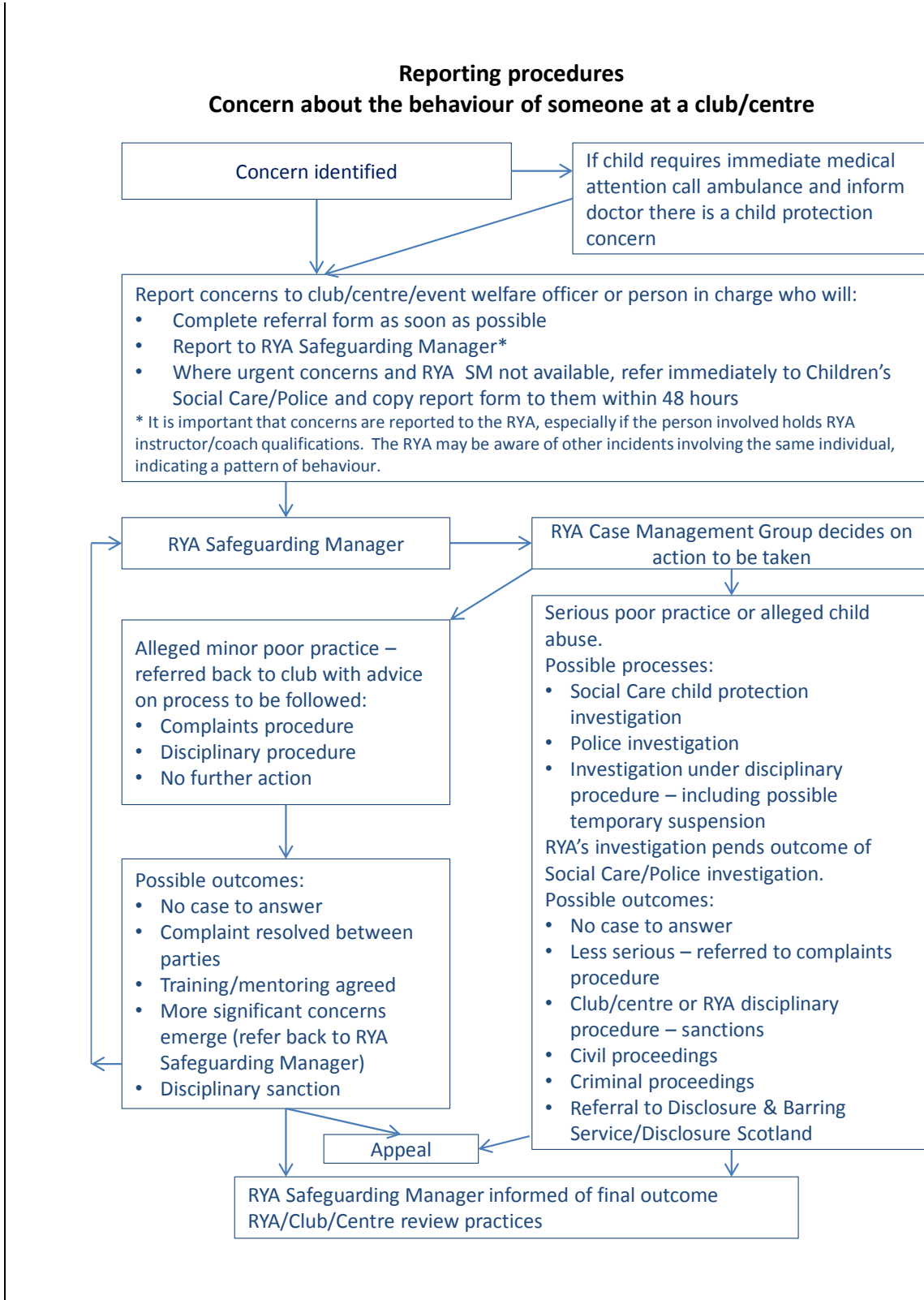




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Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the club





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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

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

Website: 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

Website: www.thecpsu.org.uk

NSPCC Helpline

0800 800 5000

Childline

0800 1111

Website: 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

Information line: 0870 90 90 811

sportscoach UK – provide child protection training

Tel: 0845 601 3054

Website: www.sportscoachuk.org



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ANNEX A to SAFEGUARDING AND CHILD PROTECTION

WHAT IS CHILD ABUSE?

(Based on the statutory guidance 'Working Together to Safeguard Children' 2013)

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

2. **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.

3. **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.

4. **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 (e.g. 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
- grooming a child in preparation for abuse (including via the internet)



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

5. 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.

6. Bullying. 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** – **S**everal **T**imes **O**n **P**urpose - can help you to identify bullying behaviour.

7. 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.



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8. 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.



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ANNEX B to SAFEGUARDING AND CHILD PROTECTION

RYA INSTRUCTOR CODE OF CONDUCT *(Revised Feb 2014)*

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

2. 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
- 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 (e.g. 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).



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- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.
- 3.** Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.



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ANNEX C to SAFEGUARDING AND CHILD PROTECTION

RYA COACH CODE OF ETHICS AND CONDUCT (Revised Jan 2012)

1. Sports Coaching helps the development of individuals through improving their performance.
2. This is achieved by:
 - a. Identifying and meeting the needs of individuals.
 - b. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
 - c. Creating an environment in which individuals are motivated to maintain participation and improve performance.
3. Coaches should comply with the principles of good ethical practice listed below.
 - a. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy.
 - b. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
 - c. 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.
 - d. 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.
 - e. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
 - f. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
 - g. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.



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- h. 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.
- i. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- j. 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.
- k. Coaches must consistently display high standards of behaviour and appearance.



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ANNEX D to SAFEGUARDING AND CHILD PROTECTION

RYA YOUTH RACING ANTI-BULLYING POLICY (Added Jan 2009)

1. INTRODUCTION

1.1 It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA consider bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.

1.2 This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

2.1 The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

3. WHAT IS BULLYING

3.1 Bullying is the use of aggression with the intention of hurting another person. The three key bullying behaviours are:

3.1.1 It does not just happen once; it is ongoing over time.

3.1.2 It is deliberate and intentional- it is not accidentally hurting someone.

3.1.3 It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

3.2 Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding possessions gear or equipment, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

3.3 Why is it important to Respond to Bullying?

3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is



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unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

4. SIGNS AND SYMPTOMS OF BULLYING

4.1 A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has cuts or bruises that can not adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

4.2 These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

5. PROCEDURES

5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Manager, the relevant class Child Protection Officer or the RYA Child Welfare Co-ordinator.

5.2 This person will then follow the procedure laid down in the RYA Child Protection Policy and Guidelines.

5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

5.4 Being found to know of bullying without reporting it is a disciplinary offence.

6. OUTCOMES

6.1 All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.



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6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.

6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.

6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.

6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.

6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

6.7 All incidents will be reported to the RYA Child Welfare Co-ordinator and kept on record to monitor any future reports.

7. PREVENTION

7.1 This Policy has been adopted by RYA Youth Steering Group and is available to all as a reference via the website.

7.2 The RYA will run a session on the effects and consequences of bullying and how to prevent them at one of the first of any new squad's training camps. This will include a session for parents where possible.

7.3 The Anti-Bullying Policy will be addressed in the Sailor Supervision Guidelines and the squad paperwork and training provided for house parents.

7.4 The effects and consequences of bullying and how to prevent them will be added to Coach training and CPD.

8. MONITORING AND REVIEW

8.1 The Policy will be monitored by the RYA Junior and Youth Racing Managers and the RYA Child Welfare Co-ordinator.

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



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ANNEX E to SAFEGUARDING AND CHILD PROTECTION

CODE OF CONDUCT FOR JUNIOR SAILING

1. It is the policy of Dell Quay Sailing Club that all members, participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club. The aim is for all participants to enjoy their sport and to improve performance.
2. 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**.
3. **Participants - young sailors**
 - Listen to and accept what you are asked to do to improve your performance and keep you safe
 - Respect other participants, coaches, instructors, officials and volunteers
 - Abide by the rules and play fairly
 - Do your best at all times
 - Never bully others either in person, by phone, by text or online
 - Take care of all property belonging to other participants, the club/class or its members
4. **Parents**
 - Support your child's involvement and help them enjoy their sport
 - Help your child to recognise good performance, not just results
 - Never force your child to take part in sport
 - Never punish or belittle a child for losing or making mistakes
 - Encourage and guide your child to accept responsibility for their own conduct and performance
 - Respect and support the coach
 - 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 clubhouse.
5. **Coaches, Instructors, Officials and Volunteers**
 - Consider the welfare and safety of participants before the development of performance
 - Encourage participants to value their performance and not just results
 - Promote fair play and never condone cheating



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- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

6. If you are concerned that someone is not following the Code of Conduct, you should inform your Club Child Welfare Co-ordinator or the person in charge of the activity.



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Safeguarding Children - Good Practice Guide

Handout for Instructors, Coaches and Volunteers

1. 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 organisation's Child Protection Policy and Procedures which are available for reference at all times.

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

2. 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.

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



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Junior Sailing Training Session Booking Conditions

1. Training sessions will be delivered by Dell Quay Sailing Club in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

- a. Dell Quay Sailing Club reserves the right, at all times, to cancel bookings at our discretion.
- b. All participants **MUST** be between the ages 8 and 17, wear a buoyancy aid and be confident in the water.
- c. All children must be accompanied by a parent or guardian at the beginning and end of the session. Parents or guardians must also be contactable (for example by mobile phone) for the duration of the session.
- d. Neither Dell Quay Sailing Club nor any of its members or agents shall be liable in any way whatsoever in respect of loss or damage to property.
- e. Dell Quay Sailing Club must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. Dell Quay Sailing Club reserves the right to refuse any booking on medical grounds.
- f. All bookings are accepted on the understanding that any instructions or directions given by any member of the centre's staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
- g. Dell Quay Sailing Club reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
- h. Participants are to wear suitable clothing and footwear when going on a boat. Suitable footwear means flat soft soled shoes or trainers. Please bring a change of clothing as sailing can be wet.
- i. If any injuries are sustained or damage to valuables occurs, participants are to notify the centre's staff immediately.

2. Conditions of Use of Photography or Video

In accordance with our child protection policy Dell Quay Sailing 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



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below. If you have any concerns about the way images are being used, you should inform the event organiser or the Child Welfare Co-ordinator immediately.

- a. We will normally only identify a child by reference to the child's first name.
- b. 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.
- c. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our club brochure or in other electronic or printed publications.
- d. We may use group photographs or video with very general labels, such as 'Junior Week'.
- e. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
- f. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
- g. Commercial sale of any form of media will be limited to the organisers or their official photographers.



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Parental Consent Form

Parental Consent form (for participants under 18 years)

Please complete all sections in Block Capitals

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

Alternative Emergency Contact:

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

Medical Information

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

Has your child ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes?	YES	NO
If YES please provide details, including any specific medical advice to be followed in an emergency:		
Is your child currently taking any medication?	YES	NO
If YES please specify:		



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When did your child last have a tetanus vaccination?	Year	<u> </u>
Is your child currently suffering/recovering from any injuries which may affect their sailing?	YES	NO
If YES please provide details:		
Is your child vegetarian?	YES	NO
Does your child have any food allergies?	YES	NO
If YES please provide details:		
Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	YES	NO
If YES please provide details:		

Declaration of parent or person with legal responsibility.

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

Medical Consent.

I give permission to the organisers of activities during the period _____ (dates of event) to administer any relevant treatment or medication to the above-named participant when or if necessary.

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

Consent for use of images

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

I have read and understood the Conditions of Use attached.

I agree to notify the organisation of any relevant changes in my child's circumstances.

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



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Signed: (participant) _____

Signed: (parent/guardian) _____

Name: (please print) _____ Date: _____



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SAFEGUARDING AND CHILD PROTECTION REFERRAL FORM

To be completed by the activity organiser/lead and passed to the club Child Welfare Co-ordinator within 24 hours.

Date and Time of the Incident	DD/MM/YYYY	HH:MM
--------------------------------------	------------	-------

Name and position of person about whom report, complaint or allegation is made:	
Name	Position

Name and age of child involved:	
Name	Age

Nature of incident, complaint or allegation (continue on separate page if necessary)

Action taken (continue on separate page if necessary)



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If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case

Name: _____

Position: _____

Telephone: _____

Name, organisation and position of person completing form

Name	Organisation	Position
Contact telephone number	_____	
Signature of person completing form		

Date and Time Form Completed

DD/MM/YYYY

HH:MM

Name and position of organisation's child protection/welfare officer or person in charge (if different from above):

Contact telephone number: _____

The Child Welfare Co-ordinator will copy this form, mark 'Private and Confidential', and send to the RYA Child Welfare Co-ordinator, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.



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Self-disclosure Form

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

Dell Quay Sailing Club Ltd is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving frequent or regular contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

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

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)? If yes, please supply details.	YES	NO
2.	Have you ever been known to any Children Services Department or the Police as being an actual or potential risk to children? If yes, please supply details.	YES	NO
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? If yes, please supply details.	YES	NO



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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: _____

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