

UKNCCA Child Welfare Policy



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PART 1 - POLICY

1 Introduction

These guidelines have been produced by the UKNCCA to enable children to enjoy the sports of sailing, in a safe environment.

In the context of this document, 'child' refers to any young person under the age of 18.

Reasons for having this policy

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

2 Policy Statement

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child.

It is the policy of the UKNCCA to safeguard children and young people taking part in sailing from physical, sexual or emotional harm. The UKNCCA will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in UKNCCA 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.

The UKNCCA actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children
- Ensure that UKNCCA organised training and events are run to the highest possible safety standards
- Be prepared to review its ways of working to incorporate best practice

The UKNCCA will:

- Treat all children with respect and celebrate their achievements
- Carefully recruit and select all employees, contractors and volunteers
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse

This policy relates to all employees, contractors and volunteers who work with children in the course of their UKNCCA duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the UKNCCA Welfare Officer.

PART 2 – Procedures

3 Designated Person

Although everyone has a role to play in ensuring that children are safe, the UKNCCA has a designated individual who has specific responsibility for implementing the policy; this person is known as the 'Welfare Officer'.

The role of the Welfare Officer includes:

- Maintaining an up to date policy and procedures, compatible with the RYA recommendations
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures
- Advising the management committee on safeguarding and child protection issues

If there is a concern, the Welfare Officer will:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the UKNCCA chairman
- Keep the RYA informed, as necessary

Everyone in the organisation should know who the Welfare Officer is and how to contact them. This will be done through email and posters displayed at events.

UKNCCA designated person

The UKNCCA Welfare Officer is Geoff Harris Mobile 07807 227781

RYA designated person

The RYA's Child Protection Co-ordinator is Jackie Reid, Tel. 023 8060 4104

4 Safe recruitment

The RYA agrees to act as an 'Umbrella' body registered with the DBS (Disclosure and Barring Service) to process and store disclosure applications on behalf of the UKNCCA.

The UKNCCA places Child Welfare at the centre of all its activities so all recruitment 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 level of risk involved. The risk is higher if the person will be in regular contact with the same children, in sole charge of children with no parents present, and/or in a role involving authority and trust.

Paid staff and/or volunteers should be treated in the same way if they have the same levels of responsibility.

Some UKNCCA activities (mainly training) are recognised as 'Regulated Activity' as determined by the DBS (DBS Flow chart to determine if an individual is in 'Regulated Activity').

There is the need for those involved to be scrutinised in the following way:

Enhanced DBS, application and references: Coaches who are regularly involved.

Enhanced DBS: Chairman (who is responsible for the management of all UKNCCA activities, which mainly include training and racing). Welfare Officer.

Confidentiality

The UKNCCA will adhere strictly to the Policy Statement on the secure storage, handling, use, retention and disposal of DBS Disclosures and Disclosure information. Appendix E

The Recruitment of Ex-Offenders

The UKNCCA will follow the Policy Statement on the Recruitment of Ex-Offenders which is contained in Appendix F

5 Good practice guidelines

Minimising risk

Everyone should follow these common sense guidelines:

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- 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

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

Responsibilities of staff and volunteers

The UKNCCA will do its best to ensure all staff or volunteers are given clear roles and responsibilities

RYA Coaches and Instructors are expected to comply with the RYA Codes of Ethics and Conduct (*see appendix*)

Responsibilities of parents and participants

The UKNCCA recognises that parents play an essential part in their children's participation. The UKNCCA will attempt to do all it can to keep parents informed and to support parents in relation to all activities.

Parental responsibility and organisation liability

Although the UKNCCA 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 must designate another adult to take that responsibility for their children.

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. The UKNCCA requires a parent (or designated responsible adult) to be on site during such activities. The coach will make it very clear when the responsibility is transferred from them back to the parent (or designated responsible adult).

Photography

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

- A consent form will be completed with the annual subscription form each year
- Any photographer or member of the press or media attending an event will wear identification at all times and will be fully briefed in advance on the UKNCCA expectations regarding his/her behaviour
- Photographers will not have unsupervised access to young people at an event or to arrange photo sessions outside an event
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Ethics and Conduct
- Care will be taken in the storage of and access to images

When publishing images, the UKNCCA will do all it can to make sure they are appropriate and that they do not include any information that might enable someone to contact the child

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name
- If the UKNCCA is recognising the achievement of an individual sailor and wish to publish their name with their photo, they will NOT publish any other information (eg. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.
- The UKNCCA will do all it can to ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most UKNCCA 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 organisation's Welfare Officer 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.

The use of cameras or camera phones in changing areas will not be permitted in any circumstances. Such use by young people will be regarded as a form of bullying.

Websites and Social Media

When promoting the UKNCCA and encouraging members to interact through a website or social network such as Facebook, there are a few issues to bear in mind in relation to children and young people:

- ensure that the content and language on your site or page, including contributions to blogs, forums etc. is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

6 Handling concerns, reports or allegations

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease. An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT the responsibility of the UKNCCA to investigate further. BUT it is the responsibility of the UKNCCA to act on the concerns and report them to the appropriate statutory authorities.

Handling an allegation from a child

Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure 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.

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 Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

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

Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's

Social Care or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise any formal investigation. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities.

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 UKNCCA, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Child Protection 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.

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

Statutory Authorities

If the UKNCCA is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, we are advised to contact the RYA Child Protection 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.

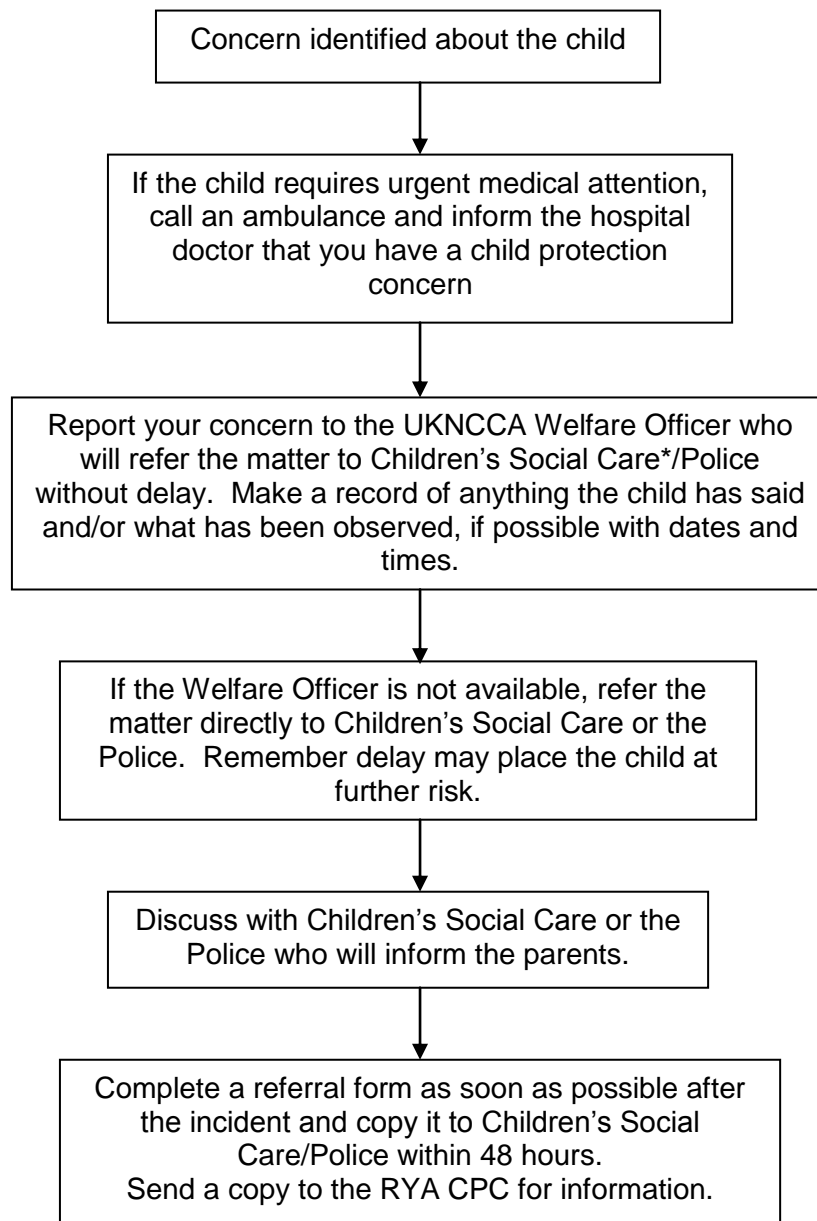
Reference to the Disclosure and Barring Service (DBS)

Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If the UKNCCA permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, the UKNCCA has duty to refer them to the RYA and DBS. *It is a criminal offence not to make such a referral.*

Handling the media

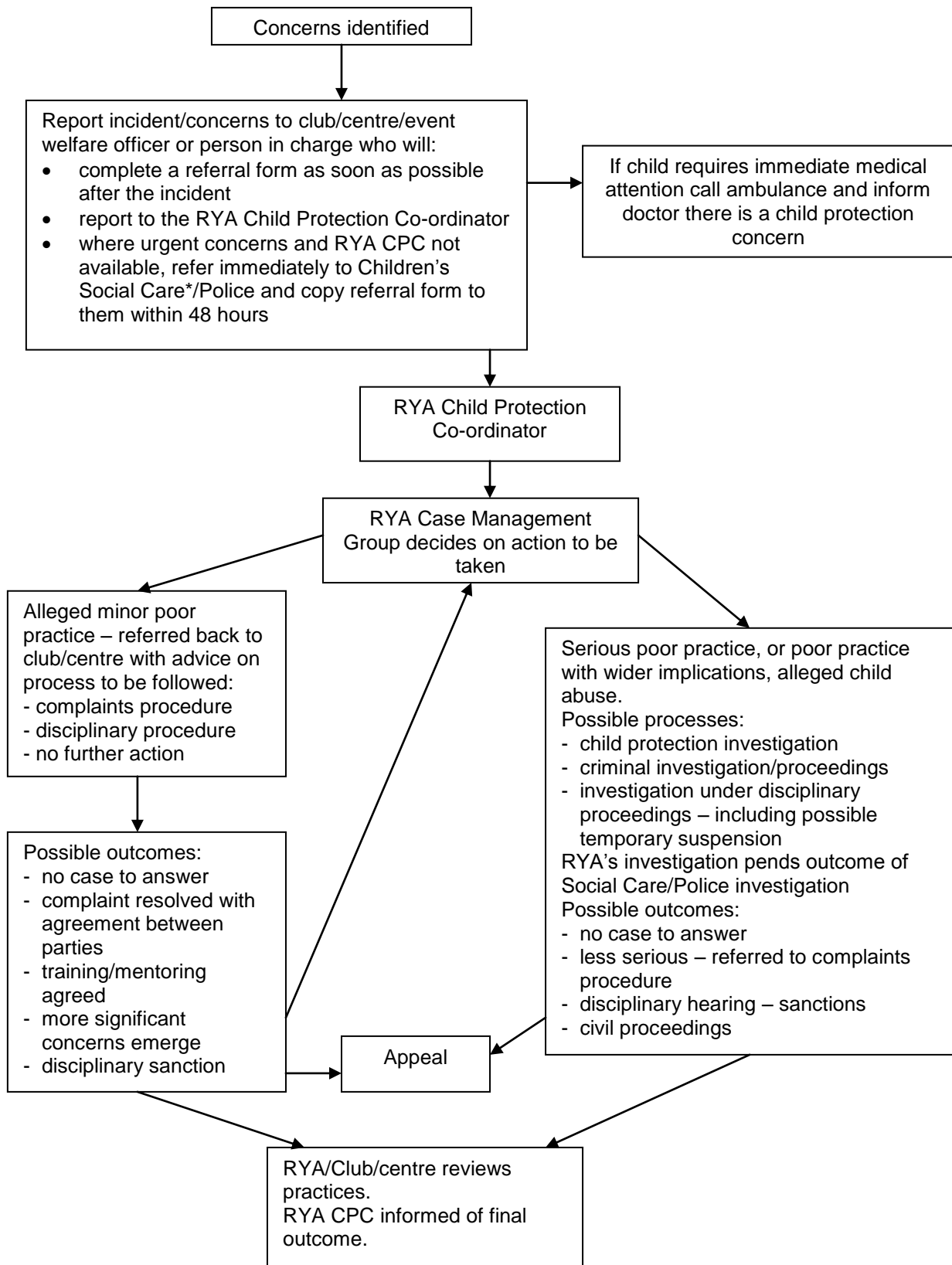
If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. We may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

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



If you are uncertain what to do at any stage, contact the RYA’s Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation



PART 3

7 Documents

Application form

APPLICATION FOR THE POST/ROLE OF (JOB/ROLE TITLE)

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

The closing date for applications is

PERSONAL DETAILS		
Title:	Surname:	Other names in full:

ADDRESS

TELEPHONE, FAX AND E-MAIL	
Home Tel: Fax: E-mail: Mobile:	Work Tel: Fax: E-mail: (please state if you do not wish to be contacted at work)

Do you hold a valid UK driving licence?	YES / NO
Do you have any unspent convictions (including motoring offences)? If yes, give brief details	YES / NO

Having a criminal record will not necessarily bar you from working with (*organisation*). This will depend on the position applied for and the nature of your offence. If you are applying for a position involving contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure (*in Scotland: membership of the Protection of Vulnerable Groups Scheme*).

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

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

SUMMARY OF PAST EXPERIENCE (start with most recent)	
Name of organisation, position held, dates	Brief description of responsibilities and duties

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

--

OTHER RELEVANT INFORMATION

Recreational interests, hobbies, voluntary or community work

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REFERENCES

Please give names and addresses of two persons to whom application for a reference may be made. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted. Please indicate if you do not want us to seek a reference from any of your referees before interview or before an offer of employment.

NAME AND ADDRESS	CAPACITY IN WHICH KNOWN TO YOU

DECLARATION

Data Protection Act In order to recruit to this post [*insert name of organisation*] will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

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

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

Signature:

Date:

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UKNCCA Reference request

CONFIDENTIAL

(Name) has expressed an interest in working with (organisation) in the role of, and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person?
2. In what capacity?
3. What attributes does this person have which would make them suitable for this role?
.....
.....
.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in contact with children or young people?

YES NO Please tick

If you answer 'Yes' we will contact you in confidence.

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked 'Confidential' to:
.....

Hand-out for Instructors, Coaches and Volunteers – Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the 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

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.

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.

UKNCCA Code of Conduct

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

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

Participants - 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

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/event venue

Coaches, Instructors, Officials and Volunteers

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

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

UKNCCA Parental Consent form

Parental Consent form (for participants under 18 years) Please complete all sections in Block Capitals

Participant's details

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

Parent/guardian/person with legal responsibility

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

Alternative Emergency Contact:

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

Medical information

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

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

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

Is your child currently taking any medication?	YES / NO
If YES please specify:	
When did your child last have a tetanus vaccination?	Year:

Is your child currently suffering/recovering from any injuries which may affect their sailing?	YES / NO
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If YES please provide details:

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

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

Declaration of parent or person with legal responsibility

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

Medical consent

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

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

Consent for use of images

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

Signed: (participant)

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

Name: (please print) Date:

UKNCCA Conditions of Use of photography or video

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

Geoff Harris (Welfare Officer) or Andy Shorrock (Chairman) immediately.

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

UKNCCA Safeguarding and Child Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

This form should be copied, marked 'Private and Confidential', to the RYA Child Protection 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.

Appendix A – What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' March 2010)

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

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

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

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

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

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

- physical contact (e.g. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to children that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning
- preventing the child from participating in normal social interaction
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

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

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

Recognising Abuse

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

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

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

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated 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.

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

Sports training and coaching helps the development of individuals through improving their performance

This is achieved by:

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

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

1. If working with young people under the age of 18, have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
2. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Develop an appropriate working relationship with students (especially children), based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Encourage and guide students to accept responsibility for their own behaviour and performance.
6. Hold relevant up to date and nationally recognised governing body qualifications.
7. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
9. Always promote the positive aspects of their sport (e.g. courtesy to other water users).
10. Consistently display high standards of behaviour and appearance.

Appendix C – RYA Coach Code of Ethics and Conduct

Sports Coaching helps the development of individuals through improving their performance.

This is achieved by:

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.

Appendix D – RYA Youth Racing Anti-Bullying Policy

1. INTRODUCTION

- 1.1 It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA consider bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.
- 1.2 This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

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

3. WHAT IS BULLYING

3.1 **Bullying is the use of aggression with the intention of hurting another person.**

The three key bullying behaviours are:

- 3.1.1 It does not just happen once; it is on-going over time.
- 3.1.2 It is deliberate and intentional- it is not accidentally hurting someone.
- 3.1.3 It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

3.2 **Bullying can be:**

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

3.3 **Why is it important to Respond to Bullying?**

- 3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.
- 3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

4. SIGNS AND SYMPTOMS OF BULLYING

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

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

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

5. PROCEDURES

- 5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Manager, the relevant class Child Protection Officer or the RYA Child Protection Co-ordinator.
- 5.2 This person will then follow the procedure laid down in the RYA Child Protection Policy and Guidelines.
- 5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.
- 5.4 Being found to know of bullying without reporting it is a disciplinary offence.

6. OUTCOMES

- 6.1 All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.
- 6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.
- 6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.
- 6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.
- 6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.

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

7. PREVENTION

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

8. MONITORING AND REVIEW

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

Appendix E - UKNCCA Policy Statement on the secure storage, handling, use, retention and disposal of DBS Disclosures and Disclosure information

General Principles

As an organisation using the Disclosure and Barring Service to help assess applicants' suitability for positions of trust, the UKNCCA undertakes to comply with the DBS's Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information have been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Appendix F - Policy Statement on the Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) to help assess applicants' suitability for positions of trust, The UKNCCA undertakes to comply with the DBS's Code of Practice and to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The UKNCCA is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of their gender, age, disability, ethnic origin, colour, religion or belief, social status, sexual orientation or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We make all appointment decisions based on candidates' skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a Disclosure may be required, all applicants will be informed at the earliest opportunity that a Disclosure may be requested in the event of the individual being offered the position.

Applicants will also be encouraged to complete a self-declaration form giving details of their criminal record, which will only be seen by those involved in the recruitment process. If the nature of the position does not allow The UKNCCA to ask questions about your entire criminal record, we will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We will ensure that those who are involved in the recruitment process have access, prior to discussing the position with you, to appropriate guidance on the relevance of offences and on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

We undertake to discuss any offence or other matter revealed in a Disclosure that might be relevant to the position, with the person seeking the position, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This written policy on the recruitment of ex-offenders is made available to all applicants who are asked to apply for a Disclosure. We make every subject of a Disclosure aware of the existence of the DBS's (formerly CRB) Code of Practice and make a copy available on request.

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.

Geoff Harris. UKNCCA Welfare Officer. April 2013