

Solway Yacht Club



Safeguarding Vulnerable Adults and Child Protection Policy and Procedures

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Solway Yacht Club



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Introduction

As a Registered Teaching Centre (RTC), Solway Yacht Club is required to have a formal Child Protection/ Safeguarding Policy in place which is checked as part of their annual inspection This document sets out the policies and procedures that we follow. These policies and procedures will apply to all training activity within the club for under 18's and vulnerable.

This policy and procedures do not apply to club racing or social events unless specifically stated. Parents and carers need to take responsibility for young people and protected adults at these times.

These guidelines have been produced by SYC with reference to material produced by RYA and RYA Scotland and current legislation and Scottish Government Guidance. They are designed to enable children and protected adults to enjoy the sport of sailing in a safe environment.

Commodore.....

The Solway Yacht Club prides itself in our Cadet fleet and Cadet activities, both on and off the water. While sailing exposes everyone to an element of physical but managed risk, it must, at all times, be carried out with scrupulous attention to protection of young people and vulnerable groups from all inappropriate behaviour. This Policy will ensure that everyone involved understands the requirements and abides by them.

The Club will never tolerate any behaviour that falls below the standards described and everyone must understand the consequences of failing to meet these standards.

This Policy has been drafted and developed by our member Mrs P Gillespie, Strategic Inspector, Care Inspectorate and is adopted under her guidance and advice. The Solway Yacht Club is most grateful to Mrs Gillespie for this support.

C. Ian Purkis
Commodore 2018
Solway Yacht Club

Part 1 - Policy

Solway Yacht Club Policy Statement for children

This policy relates to all people involved with SYC who work with participants and members in the course of their involvement with the club.

Protecting children is everyone's responsibility

Solway Yacht Club (SYC) is committed to protecting children from harm including physical, sexual or emotional harm or neglect. Solway Yacht Club will provide a safe environment for them whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity. They will get the help they need, when they need it. Their rights will be respected and their safety paramount.

A child can be defined differently in different legal contexts: For the purposes of this policy in line with Part 1 of the Children (Scotland) Act 1995 anyone under the age of 18 should be considered as a child.

Solway Yacht Club Policy Statement for Vulnerable/Protected Adults

Safeguarding vulnerable adults is everyone's responsibility

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

As defined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007. The policy also applies to protected adults over the age of 16.

Policy Purpose:

RYA Recognised Training Centres (RTCs) are required to have a formal safeguarding and child protection policy which is checked as part of their annual inspection.

We are committed to

- Create a safe and welcoming environment on and off the water
- Treat all participants and members with respect and celebrate their achievements
- Take all reasonable steps to meet our responsibilities to ensure children and vulnerable adults at SYC are protected and they get help when they need it
- Ensure parents and carers that participants are safe on and off the water when taking part in activities at SYC
- Carefully recruit and select all volunteers (including volunteers and contractors where applicable) and ensure all those in relevant roles are members of the Protection of Vulnerable Groups (PVG) scheme.
- Respond swiftly and appropriately to all complaints and concerns about suspected or actual abuse or poor practice.
- Raise awareness amongst all our members, volunteers, employees and visitors about what to do and who to go to if they have a concern about a child or adult
- Provide our coaches, volunteers, instructors and officials with training, guidance and protocols to meet our responsibilities to protect children and safeguard vulnerable adults
- Regularly review safeguarding policy and procedures in the light of experience or changes in legislation, social or technological changes
- Communicate and share good practice with other local training centres and clubs
- Notify the RYA Safeguarding and Equality Manager of all relevant concerns, allegations or complaints

Part 2 - Procedure

Designated Roles

The designated child protection and safeguarding officers are the club Welfare Officers who are the Training Officer and The Cadet Officer.

The designated person's role description includes:

- Maintaining up-to-date policy and procedures, compatible with the RYA's.
- 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.
- Maintaining contact details for local Children's Services* and Police.

The current Welfare officers are:

Designation	Name	Email Address
Training Officer		training@thesyc.co.uk
Cadet Officer		cadet@thesyc.co.uk

Reporting Concerns

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 person in charge (Commodore, Principal, etc.).
- Keep the RYA informed as necessary see Appendix F reporting form

Any member of the Club failing to comply with this policy may be subject to disciplinary action under Club Rules.

RYA Scotland's designated person

RYA Scotland's designated contact:

Liza Linton, Development Manager, telephone: 0131 317 7388 or 07770 604234, email liza.linton@ryascotland.org.uk

If Liza Linton is unavailable and the matter is urgent then please contact RYA's designated person - Safeguarding and Equality Manager:

Jackie Reid, telephone: 023 8060 4104, e-mail safeguarding@rya.org.uk

Safe recruitment and volunteering

SYC has a safe recruitment policy which will be applied fairly and consistently at all times. All SYC volunteers whose role brings them into regular contact with participants will be members of the Protection of Vulnerable Groups (PVG) scheme which is managed and delivered by Disclosure Scotland. Those who are occasional volunteers will be supervised by an appropriately member of the PVG scheme member during the period of their volunteer work. It is expected that all Assistant Instructors, Instructors, Senior Instructors and Coaches whether Club members or visitors will have PVG registration. Safety boat drivers should have PVG registration and the Club will take the necessary measures over future years to achieve this

Please refer to SYC Safe Recruitment Policy

Confidentiality and data storage

All personal information should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children. When data is no longer relevant it should be destroyed securely, eg. shredding. If your organisation is notified under the Data Protection Act, you should check that Criminal Records are included in the list of types of data held about your members.

Training

See page 12 RYA Policy. Have folk undertaken online module? Has there been training?

Good Practice

All members of the Club should follow the good practice guidelines attached (see *appendix A*). Those working with members and visiting participants should be aware of the guidance on recognising abuse (*appendix B*).

Photography and Filming

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

Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.

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 Conduct. Care will be taken in the storage of and access to images.

When publishing images, SYC will 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 recognising the achievement of an individual sailor and photos are published with their name with their photo, no other information (e.g. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the child will be used.

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 SYCs 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 smart phones/tablets in changing areas will **not** be permitted in any circumstances. Such use by young people may be regarded as a form of bullying.

Changing Rooms

Adults are requested to stay away from changing rooms when children are changing before or after going on the water for events or training.

Bullying

Solway Yacht Club will not tolerate bullying behaviour which may include: name-calling, teasing, putting down or threatening; ignoring, leaving out or spreading rumours; physical assault; stealing and damaging belongings; sending abusive text, email or instant messages; making people feel like they are being bullied or fearful of being bullied; and targeting someone because of who they are or are perceived to be.

Please refer to SYC Bullying Policy

Managing challenging behavior:

Guidance for instructors and coaches on handling young people who display challenging behaviour which is available as a download from the RYA website www.rya.org.uk/go/safeguarding , under RYA Safeguarding and Child Protection Guidelines will be referred to when necessary.

First aid and medical treatment (Revised Dec 2016)

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer **(is there a form?)**

References:

Children (Scotland) Act 1995

RYA Scotland Safeguarding and Child protection Policy and Guidelines 2017

National Guidance for Child Protection in Scotland 2014

Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Scheme)

Useful contacts and links

Dumfries & Galloway

The Multi-Agency Safeguarding Hub (MASH) is the single point of contact to report concerns. Call on 030 33 33 3000 and ask for Children's or Adults MASH. Social Work Out of Hours service - call 0800 811 505

Police - 101 or 999 in an emergency or if a member or participant is in immediate danger.

Royal Yachting Association Child Protection Co-ordinator

Jackie Reid, Personnel and Administration Manager

RYA House

Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

Fax: 023 8060 4298

Email: jackie.reid@rya.org.uk

Website: www.rya.org.uk

RYA Scotland

Roy Davidson, Safeguarding and Awareness Co-ordinator

Caledonia House

1 Redheughs Rigg

South Gyle

Edinburgh

EH12 9DQ

Tel: 0131 317 7388

Fax: 0844 556 9549

Email: safeguarding@ryascotland.org.uk

Website: www.ryascotland.org.uk

Working Draft 5

Childline – 0800 1111

Parentline – 0808 800 2222

Children 1st

Tel: 0141 418 5670

Fax: 0141 418 5671

Websites: www.children1st.org.uk
www.safeguardingsport.org.uk

APPENDICES

Appendix A ***Good Practice Guide***

Handout for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children, young people or vulnerable adults.

- 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 home as part of the activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of the person in charge or the child's parents
- Design programs that are within the ability of the individual.
- If the child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if possible
- If you do have to help do so in the full view of another adult
- Restrict communications with young people via mobile phone, email or social media to group communications about organisational matters. If it is essential to send an individual message, copy to the child's parents or carers

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 the 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.

Appendix B ***What is child abuse and child neglect?***

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur.

The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child. *National Guidance for Child Protection in Scotland 2014*

Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Emotional abuse

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Sexual abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

Neglect

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to

protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

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 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 or avoidance of adults, especially those with whom a close relationship would be expected
- An unexpected reaction to a normal physical contact
- Difficulty 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/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 you are concerned about sexual abuse or violence in the home, talking to the parents/carers might put the child at a greater risk. You should consult the Club's Welfare Officers. It is this person's responsibility to make the decision to contact Social Work Department 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 C RYA Guidance on Handling concerns, reports or allegations

This section is primarily for the Solway Yacht Club's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

A complaint, concern or allegation may come from a number of sources: the child, vulnerable adult, their parents, carers, 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 or adult may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix B.

Handling an allegation from a child

Always:

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

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (for example you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- Take sole responsibility – consult someone else (ideally the designated Child Protection/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 Work or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

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

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, 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 Safeguarding and Equality Manager should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

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

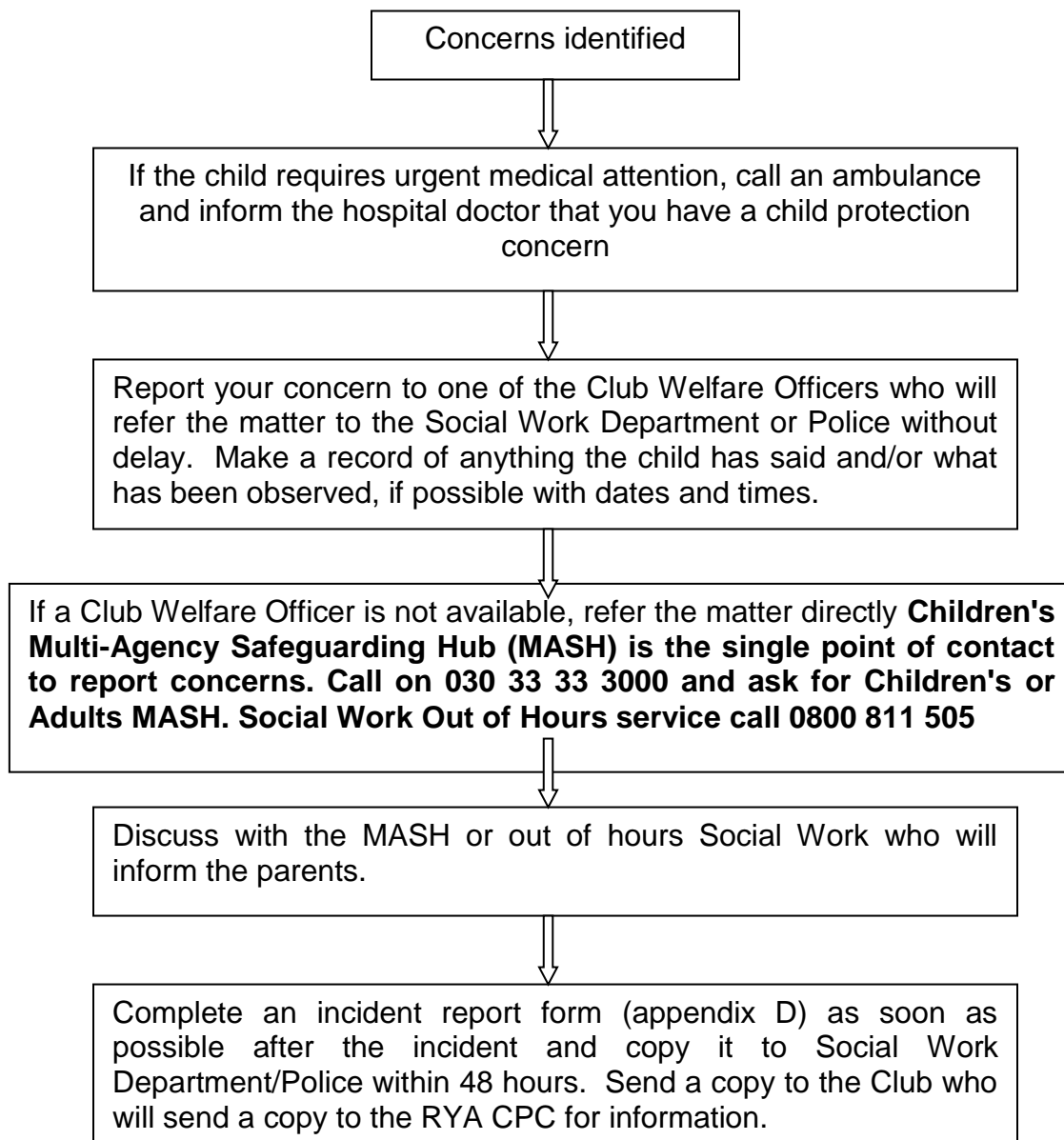
Statutory Authorities

If SYC is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, The SYC will contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. The SYC will co-operate fully with official requests for factual information, but not express any personal opinions on the person's conduct.

Handling the media

If there is an incident at SYC which attracts media interest or concerning one of SYC members or employees SYC will contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media before giving any response.

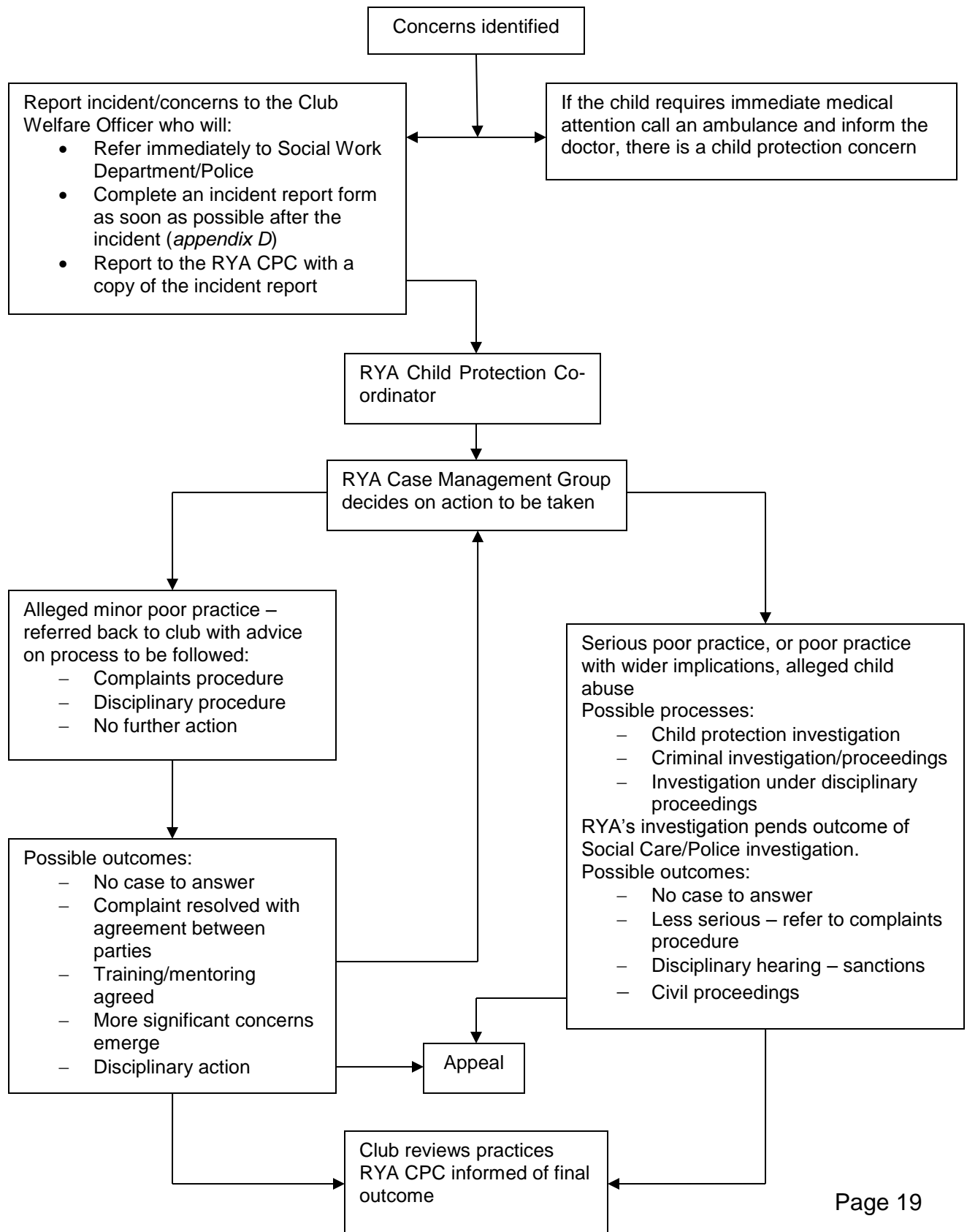
Appendix D Flowchart 1 - what to do if you are concerned that a child is being abused outside the sport's environment (but is identified through the child's involvement with the sport)



The Multi-Agency Safeguarding Hub (MASH) is the single point of contact to report concerns. Call on 030 33 33 3000 and ask for Children's or adults MASH. Social Work Out of Hours service - call 0800 811 505 Police non-emergency line - call 101

If you feel that the child or young person is in immediate danger, then you call Police Scotland on 999.

Appendix E Flowchart 2 – what to do if you are concerned about the behaviour of any member, volunteer, coach or official working for SYC.



Appendix F SYC Child Protection Incident Report Form

Date of incident		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 a separate sheet if necessary)			
Action taken (continue on a separate sheet if necessary)			
If Social Work Department/police contacted, name, position, and telephone number of person handling case			
Name of person completing the form		Position of person completing the form	
Signature of person completing the form		Dated	
Name of SYC Welfare Officer (if different from above)		Contact phone number	

This form should be copied and sent to the RYA Child Protection Co-ordinator and to the statutory authorities (if they have been informed of the incident) within 48 hours.