

# Wigan & St Helens Sailing Club

## Safeguarding & Child/Vulnerable Adults Protection

**It is the policy of Wigan & St Helens Sailing Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. We will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in RYA activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse.**

We actively seek to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that RYA-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We 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 volunteers who work with children or vulnerable adults in the course of their RYA duties. It will be kept under periodic review.

All relevant concerns, allegations, complaints and their outcome should be notified to the Club Welfare Officer.

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### **Policy Statement**

Wigan & St Helens Sailing Club is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children and vulnerable adults taking part in its activities. We recognise that the safety, welfare and needs of children and vulnerable adults are paramount and that all children and vulnerable adults, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from

discrimination and abuse.

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.

### **Club Welfare Officer**

**The Club Welfare Officer is:** Brittany Fleming

Phone: 07455 022142

Email: [brittanyfleming@hotmail.co.uk](mailto:brittanyfleming@hotmail.co.uk)

### **Staff and Volunteers**

The Club Welfare Officer and those regularly instructing or young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

Those volunteers who could be in contact with children and who are not instructors or coaches will be asked to self-certify that they have no criminal record.

### **Confidentiality and data storage**

All personal information, including Disclosure information, will be treated as confidential, stored securely and only shared with those who need to see it, in the course of their duties or to protect children, in accordance with the DBS/PVG/Access NI Codes of Conduct and our Data Privacy Policy.

### **Good Practice**

All members of the Club should follow the good practice guidelines (attached) and agree to abide by the RYA Racing Charter contained in the Racing Rules of Sailing.

Those working or volunteering with young people should be aware of the guidance on recognising abuse.

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### **DOCUMENT P005**

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

The Club will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any

concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

## **Concerns**

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached processes.

Any member of the Club failing to comply with the Safeguarding policy may be subject to disciplinary action under Club Rule 16 (as per Wigan & St Helens Sailing Club Constitution 1 March 2018).

## **Useful Contacts**

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

0808 800 5000

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

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

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

0800 1111

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

### **Social Care Services**

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

### **Royal Yachting Association**

Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

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

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## **Handout for all instructors & volunteers**

### **Good Practice Guide**

- Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

- 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
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

**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 both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

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**DOCUMENT P005**

**Reporting Procedures for instructors, volunteers and club members**

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 your responsibility to investigate further BUT it is your responsibility to act on your 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 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.

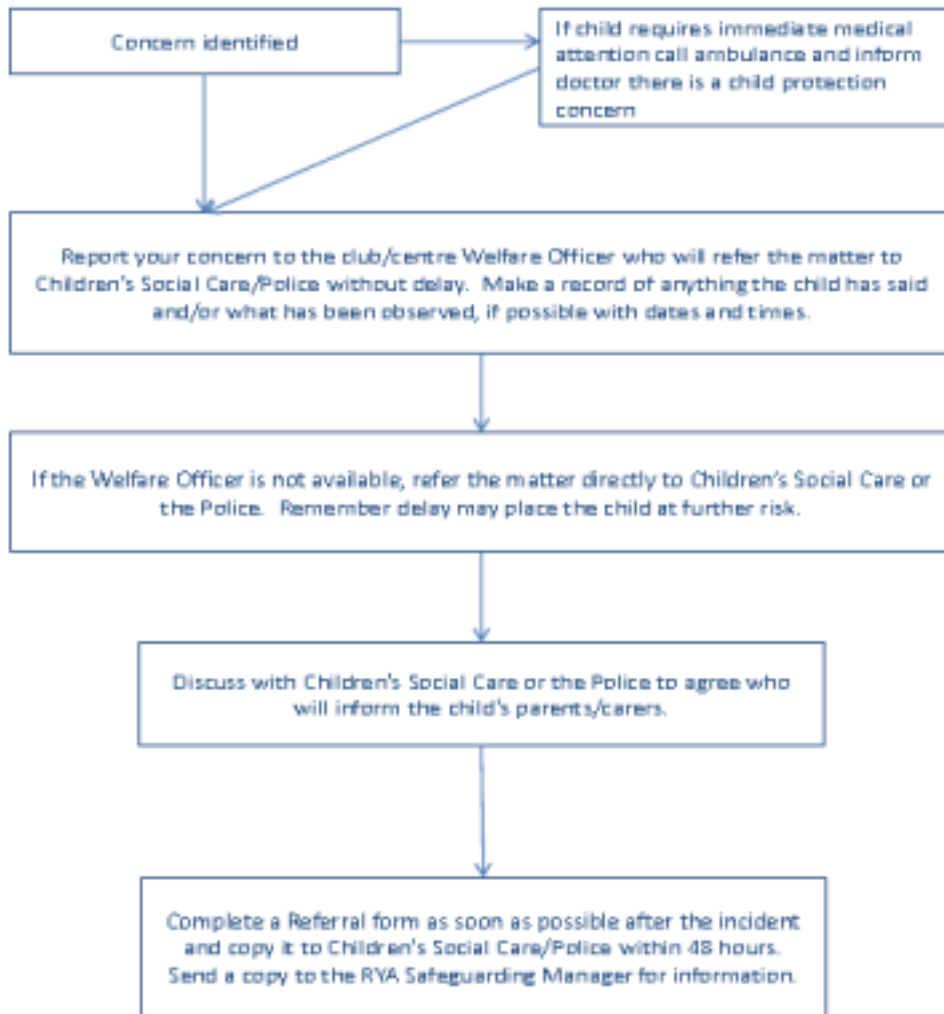
#### **Never:**

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. 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.**

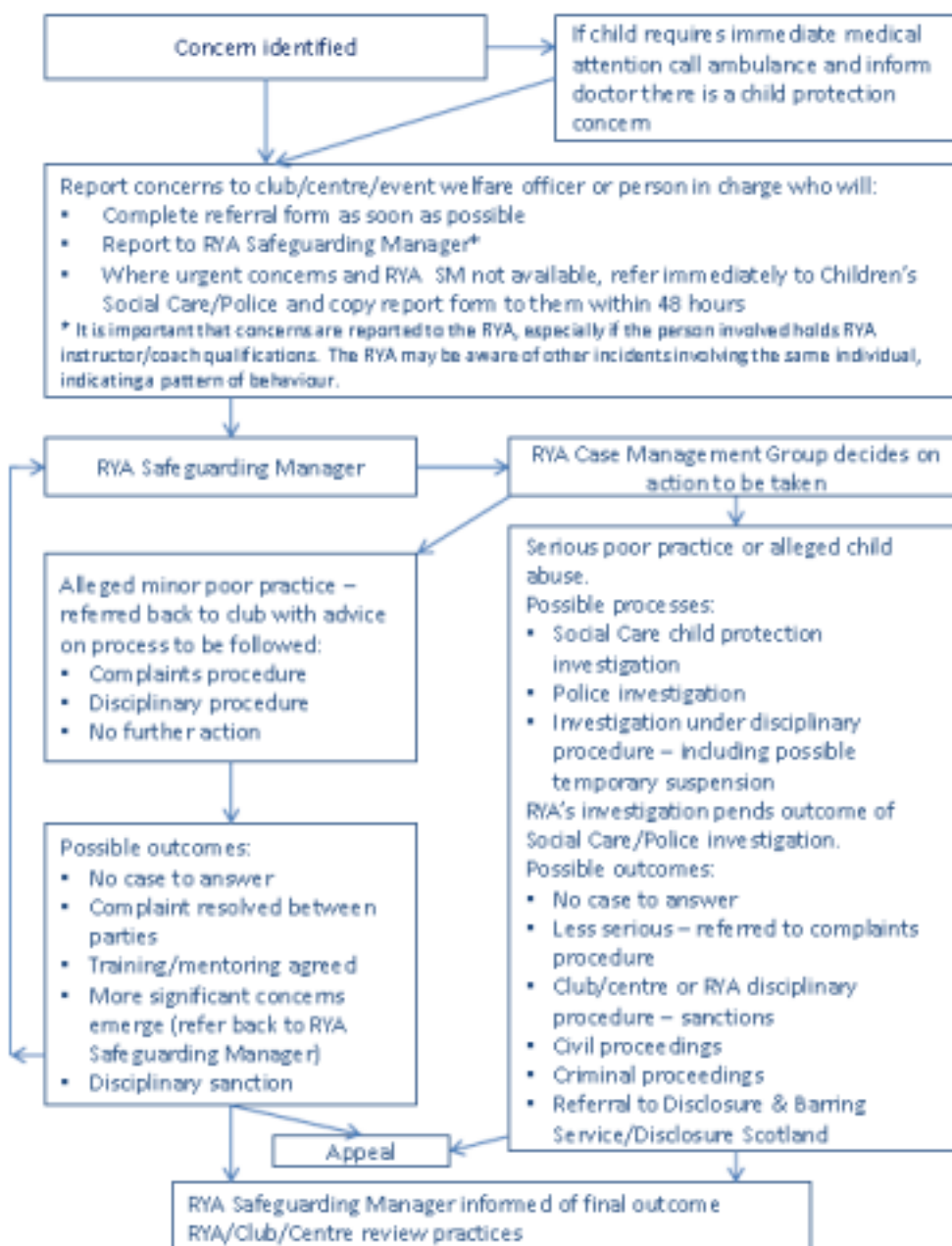
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**Reporting procedures**  
**Concern about a child outside the sport environment**



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**Reporting procedures**  
**Concern about the behaviour of someone at a club/centre**



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**DOCUMENT P005**

**Private and Confidential**  
**Self-declaration form for roles involving contact with children**

Wigan & St Helens Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants

for posts involving contact with children to complete this self-declaration form. If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant.

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 our Data Privacy Policy and current data protection legislation and guidance.

**Name** .....

**1. Have you ever been known to any Children Services Department as being an actual or potential risk to children?**

YES / NO

**If yes, please supply details.**

**2. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?**

YES / NO

**If yes, please supply details.**

**Declaration**

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment. If required I agree to provide a valid Criminal Records Disclosure.

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 supplied by third parties, may be shared with 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*

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