



Castle Cove Sailing Club **Safeguarding Policy & Procedures**

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2. Policy Statement

The aim of the club is to provide safe and affordable sailing for club members; to promote and improve opportunities to further the sport of sailing and assist members to develop their sailing skills.

Castle Cove Cadets aims to introduce young people and their families to sailing. This supports the family element of the club actively encouraging children and adults to sail.

This policy sets out how the club will safeguard children and adults at risk from physical, sexual, emotional or financial harm, neglect or bullying. The club recognise that the safety, welfare and needs of children and adults is paramount and that everyone, irrespective of their age, gender, disability, culture, ethnic origin, race, religion or belief, social status or sexual or gender identity, have a right to protection from abuse and discrimination. The club will take all reasonable steps to ensure that, through appropriate procedures and training, all people participating in club activities do so in a safe environment.

The child's experience of the sport is a very important priority. The club will create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence. We will treat all children with respect, celebrate their achievements and listen to their views and experiences.

All members of the club should be made aware of this policy.

3. Definitions

Safeguarding is a term that is applied to the processes of ensuring that children and adults at risk are protected from physical, mental, sexual or financial harm or abuse, neglect or bullying,

- Anyone under the age of 18 is a child for safeguarding purposes.
- An adult at risk is any adult who for any reason is at risk of physical, mental, sexual or financial harm or abuse.

This policy does not relate to decisions related on the matters of safety due to prevailing weather or sea conditions which remains the responsibility of the Officer of the Day or the Cadet Officer.

4. Aims and Objectives

Through this policy the club aims to:

- create a safe and welcoming environment on and off the water, where children and adults can have fun and develop their sailing confidence and skills;
- promote the concept of safeguarding as being the responsibility of everyone, not just those who volunteer and work with children;
- ensure that organised club training and events are run to the highest safety standards;
- review our working practices incorporating best practice where possible.

Our objectives are to:

- Treat all children and vulnerable people with respect and celebrate their achievements;
- ensure all volunteers who work with children are suitable for that role;
- respond appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Provide a culture within CCSC where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Castle Cove Sailing Club will do these things because it is important to:

- Safeguard children and adults on and off the water;
- assure parents that their children are safe at our club;
- raise awareness amongst our members, volunteers and employees so that they know what to do if they are concerned about a child or vulnerable adult, whether the concern relates to their welfare at the club or outside the sport;
- protect our coaches, volunteers and club officials by providing them with practical, common sense guidelines to avoid situations where they are open to allegations;
- protect the club, by showing that it has taken 'all reasonable steps' to provide a safe environment.

This policy relates to all members, employees, contractors and volunteers who work with children or adults at risk in the course of the membership or duties within the club and it will be kept under periodic review.

5. The Club Welfare Officer

Although everyone has a role to play in ensuring that children are safe, the club Welfare Officer is the designated individual with specific responsibility for implementing this policy.

The role of the club Welfare officer is to:

- Maintain this policy and related procedures, reviewing them every two years to ensure they remain compatible with the RYA's policies;

- ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe appointment procedures;
- advise the club committee on safeguarding and child protection issues;
- advise the club committee on the safeguarding training needs of relevant instructors and volunteers;
- maintain contact details for local Children's Services and Police.

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 club's procedures and in conjunction with the Commodore;
- record their decisions in a durable format;
- keep the RYA informed as necessary.

The Club Welfare Officer is:

Diane Fowler- Mobile: 07773495246 Email: diane.fowler4@btinternet.com

6. Code of practice and procedures

The RYA has a code of ethics for the conduct of instructors, trainers and coaches and the club requires our coaches abide by this code.

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

- improving performance through a progressing programme of safe, guided practice, measured performance and/or competition;
- creating an environment in which individuals are motivated to maintain participation and improve performance
- Identifying and meeting the needs of individuals;

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

- 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
- respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport;
- place the well-being and safety of the student above the development of performance and follow the RYA guidelines;
- 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 under the age of 18, or an inappropriate relationship with any other sailor;
- encourage and guide students to accept responsibility for their own behaviour and performance;
- hold relevant up to date and nationally recognised governing body qualifications or appropriate experience as assessed by the Cadet Officer and/or club committee;
- ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- at the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect;

- always promote the positive aspects of their sport (e.g. courtesy to other water users);
- consistently display high standards of behaviour.

Parents, Guardians or carers responsibilities to the club are as follows;

- Parents, guardians or carers will sign in each child under the age of 14 on each club cadet evening or event;
- while children under the age of 14 years are engaged in club activities parents, guardians or carers will remain on club premises and be available to receive children from the instructors should the need arise;
- when children aged 14 and over are engaged in club activities parents, guardians or carers will inform the cadet officer of their emergency contact details;
- where a child has a pre-existing medical condition including allergies that may require specific first aid interventions, the parent, guardian or carer will inform the cadet officer of that condition during sign in;
- parents, guardians or carers are responsible for supervising children as required in the changing rooms
- parents, guardians or carers remain responsible for the conduct, safety and welfare of their children in and around the club premises when they are not engaged on sailing related activity- for example swimming whilst the club operates safety and ferry boats.

Good practice- Photographs

This policy does not seek to stop parents from taking photographs of their children enjoying the sport of sailing. The aim of this section is to avoid the possibility of children being put at risk through the subsequent inappropriate use of the images.

Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography or filming. Under no circumstances will photographs be taken of children in the changing rooms.

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.

Good practice- concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the club, should inform the club Welfare Officer immediately or if they are not available, any other member of the general committee.

Any member of the club failing to comply with the safeguarding policy and any relevant codes of conduct may be subject to disciplinary action under club rule 6.4.

7. Appointment of roles relating to the Cadets

All club volunteer coaches and officers whose role brings them into regular contact with young people will be subjected to an interview and assessment of suitability. Club officers and instructors or those supervising young people will be required to apply for a Disclosure Barring Service (DBS) check at the appropriate level. The level of checking will be proportionate to the role, the level of risk involved and in line with relevant statutory requirements.

The club's policy will be applied consistently and requires that the following roles with specific responsibilities to the cadets will undergo the following DBS checks:

- The Cadet Officer- enhanced check for regulated activity.
- The Welfare Officer- enhanced check for regulated activity.
- Coaches or any other person who regularly helps with cadet activity- enhanced DBS check

This does not apply to parents and carers who are present and may help ashore under the direction of the above.

The club will carry out the following checks on a case by case basis on the above persons when they commence in role.

- Self-disclosure (at the application stage and followed up by a full disclosure);
- ask the person to provide information about their past career or relevant experience including references if necessary;
- make sure there are no unexplained gaps in their career history;
- take up references if appropriate which, will include at least one from someone who has first-hand knowledge of the individuals previous work with children;
- DBS check in accordance with the RYA guidance at the time;
- The RYA will provide an umbrella role for all DBS checks.
- Castle Cove Sailing Club Business Unit Administrator will manage all DBS related communication with the RYA and perform necessary ID validation checks
- All personal information will be treated with strictest confidence and stored in line with our data policy
- record the checks and references undertaken in a durable format;
- undertake regular DBS/ Update Service checks in line with the guidelines at the time.

The reason the club will undertake this activity is that it is a criminal offence to knowingly employ or use as a volunteer someone who is on the list of individuals barred from working with children or vulnerable adults. It is also an offence for such a person to apply to work with the relevant vulnerable groups.

Check of competency

The club is more likely to recruit and retain someone who is well suited to their role, and ensure equality of opportunity, if it:

- Checks that the individual is competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required including relevant first aid certificates or they've been assessed as competent by the cadet officer;
- Provides a clear role description
- provides an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with the clubs operating procedures;
- retain a record of the check of competency, including the assessment method or certificates seen and DBS clearance

DBS checks should not be relied upon in isolation but used in conjunction with the other checks listed above. A clear DBS check is not a guarantee that the applicant does not pose a danger to vulnerable groups.

Requirements of the DBS check

England and Wales

An individual is only eligible to apply for an Enhanced Disclosure if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, i.e. one that involves regularly caring for, training, supervising or being solely in charge of persons under 18, or if they will be undertaking 'regulated activity' within the meaning of the Safeguarding Vulnerable Groups Act 2006. A **Regulated Position** is a paid or voluntary role which involves working closely with children or vulnerable adults on a frequent (once a week or more), intensive (on four days or more in a single month) or overnight basis.

People working in 'regulated childcare positions', for example teachers, medical staff, child minders, foster carers, are required to undergo a criminal records check. It is not currently a legal requirement in England or Wales for voluntary sports clubs or private employers. However there is a risk that determined offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors.

The RYA is registered with the Disclosure and Barring Service (DBS) as an 'Umbrella body' and can process Disclosure applications on behalf of affiliated clubs. A fee is payable to the DBS in the case of paid employees.

Confidentiality

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

8. List of appendices

- Appendix A- Secure storage procedures
- Appendix B- Ex-offender statement
- Appendix C- Information for parents, guardians & carer
- Appendix D- Good Practice Guidelines

Policy Author	Diane Fowler- Welfare Officer
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Any Amendments	