

Safeguarding and Child Protection Policy and Guidelines

for the 420 Class

Version	Prepared by	Approved by	Date
1.0	Marshall King		January 2015

420 Class Safeguarding and Child Protection Policy and Guidelines

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If you require any of this information in a different language or accessible format, please contact the 420 CLASS's Child Protection Co-ordinator on her [Mobile- 07989 989699](tel:07989989699) or [Home phone - 01202 696376](tel:01202696376) or e-mail katewatkinshome@gmail.com]

PART 1 - POLICY

1 Introduction

Revised Feb 15

These guidelines have been produced by the 420 CLASS to help our organisation to enable children and vulnerable adults to enjoy the sport of 420 sailing in a safe environment.

In the context of this document, 'child' refers to any young person under the age of 18. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care.

There are several good reasons for having this policy:

- to safeguard children, both on and off the water
- to assure parents that their children are as safe at our organisation as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of our members, volunteers or 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 site 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.

Everyone in the organisation should be aware of the policy and have access to the supporting procedures, and those working with children must be familiar with the procedures.

2 420 CLASS Safeguarding and Child Protection 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. The policy also applies to vulnerable adults.

It is the policy of the 420 CLASS to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The 420 CLASS will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in 420 CLASS 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 420 CLASS 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.
- 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 420 CLASS-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 employees, contractors and volunteers who work with children or vulnerable adults in the course of their 420 CLASS duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the 420 CLASS Child Safety Officer.

PART 2 – Procedures

3 Designated Person

Revised Feb 15

Although everyone has a role to play in ensuring that children are safe, a designated individual has specific responsibility for implementing our policy, and acts as the point of contact to receive information and advice from the 420 CLASS. This is our 'Child Protection Officer'.

The Child Protection Officer's general terms of reference include:

- Maintaining an up to date policy and procedures, compatible with the RYA's policies.
- 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.

If there is a concern, the Child Protection Officer's 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 person in charge (Commodore, Principal etc).
- Keep the 420 CLASS informed as necessary (*see flowcharts in Section 6*).

Everyone in the organisation should know who the Child Protection Officer is and how to contact them. The 420 CLASS will display this information on its websites and on noticeboards at training and racing events.

* Note In England and Wales the names of the relevant departments vary from one local authority to another but are generally known as Children and Families Services, Children's Services or Children's Social Care. In Scotland the terms Social Services or Social Work Department are used, Northern Ireland has integrated Health and Social Services Boards. If you are unable to obtain contact details from our local authority or the phone book, the 420 CLASS Child Protection Officer can provide this information on request.

420 CLASS designated person

The 420 CLASS's Child Protection Officer's is Kate Watkins,
katewatkinshome@gmail.com
tel:01202 696376
Mob: 07989989699
If Kate Watkins is unavailable, contact the class chairman Ian Sparks,
i.sparks@btinternet.com



4 Safe recruitment

Revised Feb 15

If a good recruitment policy is adopted, and the issue of safeguarding is covered in the organisation's risk assessment and operating procedures, both children and adults should be adequately protected. Potential abusers have difficulty operating in a well-run organisation.

All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny. The level of checking we carry out will be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

Our policy is:

- **who we check**
 - paid staff and/or volunteers (if they have the same level of responsibility and contact, they should be treated in the same way whether they are paid or not)
 - new applicants only or existing volunteers/staff as well
 - those with specific responsibilities (eg. instructor, centre principal, child protection/welfare officer, coach, head of cadet section) or anyone who regularly helps with junior/youth activity who has not been previously checked by the RYA
- the **level of check** to be conducted for each category
 - references
 - self-disclosure (normally used at the application stage and followed up by a full Disclosure at the offer stage)
 - Enhanced Criminal Records Disclosure (and Barred List check if appropriate) or membership of the Protection of Vulnerable Groups Scheme (Scotland only), if the post is eligible.

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred individual to work in Regulated Activity, for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and for an organisation to fail to make a referral to the DBS/Disclosure Scotland if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable person.

Are they competent?

We will

- provide the applicant with a clear job or role description so that they understand what the work involves
- draw up a 'person specification' listing the key qualifications, skills, experience and qualities we are looking for
- check that the applicant is competent for the role, eg. they hold an appropriate and valid instructor certificate, coach qualification or powerboat/safety boat certificate if required
- provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with our organisation's operating procedures.

If the role involves contact with children, we will:

- ask them to provide information about their past career or relevant experience
- ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- explore their experience of and attitude towards working with children
- take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children, and make the nature of the work clear to the referees (*see Sample Document 2 for sample reference request*).

If the role involves close or regular contact with children, training or supervising children or is a position of trust or authority over children's welfare, we will:

- First ask the applicant to complete a self-disclosure form
- Although they might make a false declaration, the fact that our organisation has these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- Before confirming their appointment, ask the applicant to apply for an Enhanced Criminal Records Disclosure (with Barred List check if appropriate) or Protection of Vulnerable Groups scheme membership (see below).

Criminal Records Disclosures (DBS/AccessNI) and Protection of Vulnerable Groups (PVG) Scheme

Revised Feb 13

The 420 CLASS can access the DBS (previously CRB), Access NI or PVG processes through the RYA which is a registered Umbrella/Intermediary Body. The service is free for volunteers. Up to date information is available from the RYA website, or contact the RYA's Child Protection Officer (see Section 7 for contact details).

DBS checks, Access NI checks and the PVG Scheme should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

England, Wales and Northern Ireland

An individual is only eligible to apply for an Enhanced Disclosure if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, ie. one that involves regularly caring for, training, supervising or being solely in charge of persons under 18. They can only be required to apply for a Barred List check if they will be undertaking 'regulated activity' as defined under the Protection of Freedoms Act 2012.

Scotland

If the normal duties of someone in our organisation include 'regulated work' - teaching, training, supervising, caring for or having unsupervised contact with children or young people under 18 - they will need to be a member of the Protection of Vulnerable Groups (PVG) scheme. Once an individual is a member of the Scheme, subsequent employers or voluntary organisations will only need to check whether their status has changed.

Confidentiality

Revised Feb 15

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. by shredding. If our 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 our members.

420 CLASS recruitment and induction policy

Revised

Feb 13

The 420 CLASS requires all employees recruited to posts involving regular contact with children to provide references and to obtain an Enhanced Criminal Records Disclosure, with Barred List check if applicable, prior to confirmation of appointment. All Coaches and Nominated Junior Class Officials working on the 420 CLASS's Junior and Youth Racing programmes and Team15 Competition Co-ordinators are also asked to obtain an Enhanced Disclosure, with Barred List check if applicable. All 420 CLASS Instructors and Racing Coaches sign up to the Codes of Ethics and Conduct (see Appendices B and C).

The Safeguarding and Child Protection policy statement is contained in the 420 CLASS Staff Handbook issued to all new employees. All 420 CLASS employees and contractors whose work will involve contact with children are required to familiarise themselves with these Guidelines.

5 Good practice guidelines

Culture

Revised Feb 15

It is important to develop a culture within our organisation 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.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

Minimising risk (see *Good Practice Guide, Sample Document 4*)

Revised Feb 15

Plan the work of the organisation and promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

These common sense guidelines should be available to everyone within our organisation:

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to our home as part of our 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 or in the presense of a child/chidren, 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 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.

Responsibilities of staff and volunteers

Make sure our staff or volunteers are given clear roles and responsibilities, are aware of our organisation's child protection policy and procedures and are issued with guidelines on:

- following good practice (*see above and Sample Document 4*) and
- recognising signs of abuse (*see Appendix A*)

420 CLASS Coaches and Instructors are expected to comply with the RYA Codes of Ethics and Conduct (*see Appendices B and C*).

Responsibilities of parents and participants

Added Jan 12

Parents play an essential part in their children's participation. 420 Class has adopted a Code of Conduct that can be signed up to by everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Parental responsibility and club liability

Revised Jan 12

Although clubs have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities. For further information on club liability and duty of care, see the 420 CLASS's website <http://www.420sailing.org.uk>.

When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. If the club/class/centre requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

Changing rooms and showers

Revised Jan 12

It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable because adults are sailing at the same times, or the site is open to the public, it is better if one adult is not alone. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers. If a child alleges bullying or shows signs of being bullied, this must be investigated.

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite gender.

Bullying

Revised Jan 12

The 420 CLASS's Anti-bullying policy is in Appendix D and is also available on the website.

Managing challenging behaviour

Added Jan 12

Guidance for instructors on handling young people who display challenging behaviour is available on the 420 CLASS website

First aid and medical treatment

Revised Dec 05

First aid is part of our normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer (see *Sample Document 7*).

Organising and hosting events

Revised Feb 08

When hosting an open junior or youth event, we will liaise with the relevant club to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

The 420 CLASS can provide a poster, for display at events, giving the contact details of the Child Protection Officer.

Away events

Revised Dec 05

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them. The RYA has Sailor Supervision Guidelines for those involved with the national junior and youth squads and the 420 Class will adopt these.

Communicating with young people

Added Feb 13

The RYA's Youth Racing Communication Policy is included in the above policies. The Scout Association produces some helpful guidance on using e-mails and text messaging when communicating with young people, available at www.scouts.org.uk/safeguarding

Publishing articles and photos in club newsletters, websites, local newspapers etc is an excellent way of recognising young people's achievements and of promoting our organisation and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

There are two key principles to bear in mind:

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 could be included with the event entry form (*see Sample Document 6 for sample consent form*).
- 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 our expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the 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 420 CLASS's Code of Ethics and Conduct.
- Care must be taken in the storage of and access to images.

When publishing images, make sure they are appropriate and that you 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 prizewinners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO 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.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

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 organisation's child protection/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 should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

Websites and Social Media

Revised Feb 13

When promoting our class and encouraging our 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:

- follow the 420 CLASS guidance on the use of images of children (see Photography section above)
- ensure that the content and language on our 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.

The Scout Association produces some straightforward guidance for adults and young people on using social networking sites and which can be found at www.scouts.org.uk/safeguarding
Another source of information about staying safe online is www.thinkuknow.co.uk

Child Protection Training

Revised Jan 12

The RYA has a number of Tutors accredited by sportscoach UK to deliver a three-hour basic awareness workshop 'Safeguarding and Protecting Children' to 420 CLASS members. Any one interested in booking a workshop should contact the RYA on 023 8060 4104.

Sportscoach UK (www.sportscoachuk.org, For Coaches, Improve My Coaching, Workshops), some County Sports Partnerships, local authorities and Local Safeguarding Children Boards offer open training.

6 Handling concerns, reports or allegations

Revised Jan 09

This section is primarily for the Child Protection 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, their parents, someone else within our organisation. It may involve the behaviour of one of our 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 our responsibility to investigate further BUT it is our responsibility to act on our concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.

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 our 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 more questions than are necessary for you to be sure that you need to act
- take sole responsibility – consult someone else (ideally the designated Child 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 our 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

Revised July 2010

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 (see Sample Document 7 for Referral Form).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within our 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 420 CLASS 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.

Procedures

Revised Feb 13

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within our organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee
- a procedure for handling a complaint about a member – see clause 18 of the 420 CLASS's Model Constitution at www.420Class.org.uk under Information and Advice, Clubs and Associations, Constitution, and the information sheet on the Expulsion of Members under Clubs and Associations, Members.

Statutory Authorities

Added Jan 12

If our club or centre is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the 420 CLASS 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. See also 'Handling the media' below.

Reference to the Disclosure and Barring Service or Disclosure Scotland

Revised Feb 13

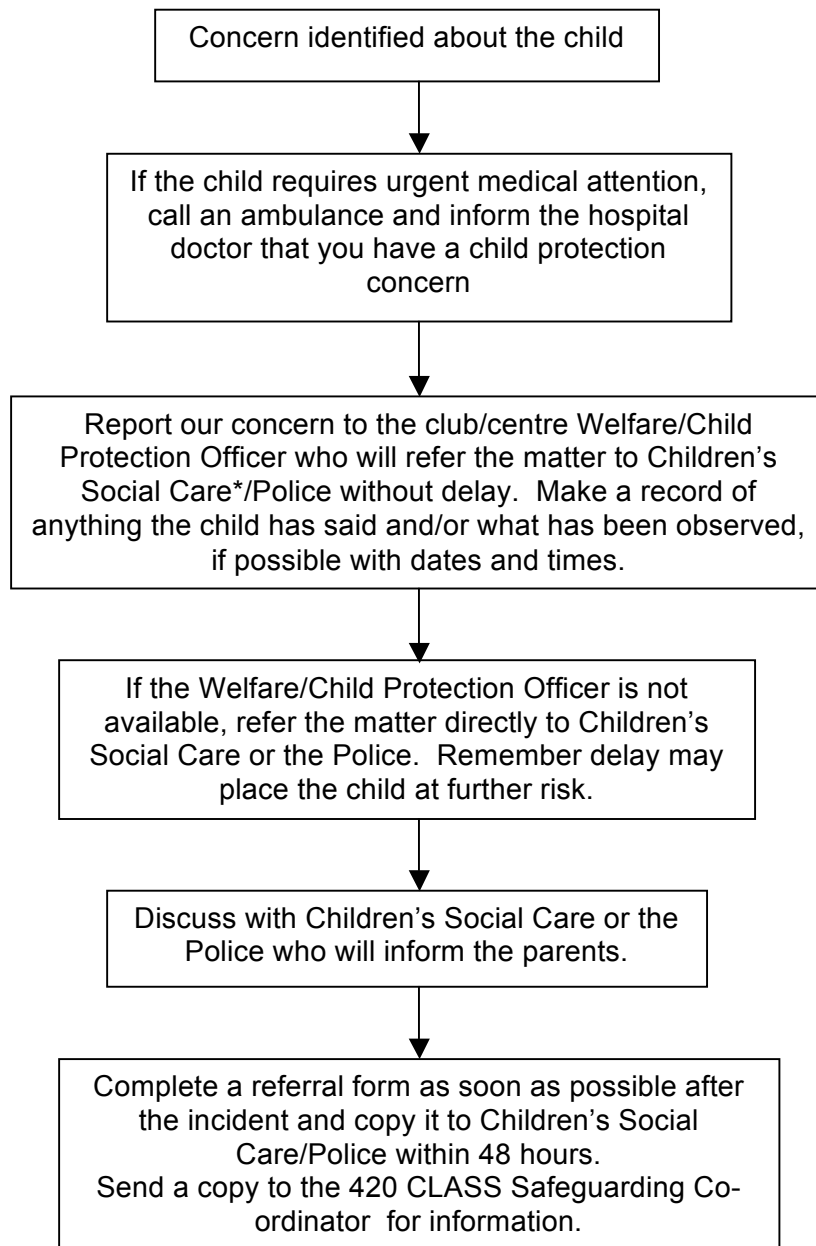
The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If our organisation permanently dismisses or removes someone from regulated 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, you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Section 7 Useful Contacts) or contact the 420 CLASS Child Protection Co-ordinator.

Handling the media

Revised Dec 05

If there is an incident at our premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of our members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the 420 CLASS's Communications department on 023 8060 4215 for professional advice on handling the media.

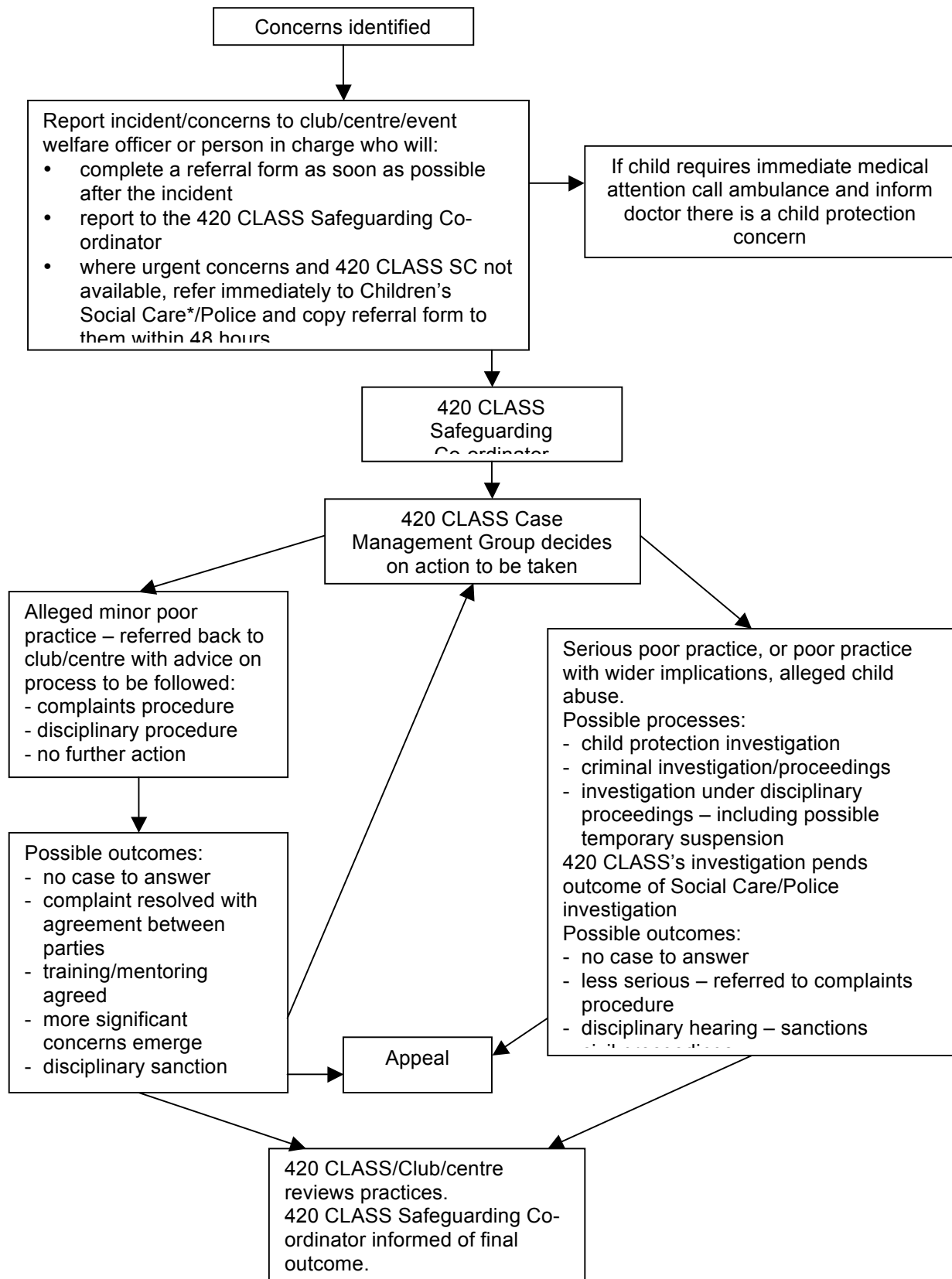
Flowchart 1 – What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)



If you are uncertain what to do at any stage, contact the 420 CLASS's Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

* Details available from 420 CLASS Child Protection Officer - see note in Section 3 on page 5.

Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the 420 CLASS



* Details available from 420 CLASS Child Protection Officer - see note in Section 3 on page 5.

PART 3 – INFORMATION

7 Useful Contacts

Revised Feb 13

Royal Yachting Association Child Protection Officer

Jackie Reid, HR and Administration Manager

420 CLASS House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: jackie.reid@420 Class.org.uk

Website: www.420 Class.org.uk

Community text phone (for people with a hearing impairment): 07823 559018

Welsh Yachting Association

Cerys Young, Safeguarding Lead Officer

Tel: 01248 670738

E-mail: cerys.young@welshsailing.org

420 CLASS Scotland

Jane Campbell Morrison, Development Manager

Tel: 0131 317 7388/07770 604234

E-mail: jane.campbellmorrison@420 Classscotland.org.uk

Roy Davidson, volunteer Safeguarding Awareness Co-ordinator

Tel: 07775 703395

E-mail: safeguarding@420 Classscotland.org.uk

420 CLASS Northern Ireland

Tel: 028 9038 3812

E-mail: admin@420 Classni.org.uk

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Scotland

Children 1st

Tel: 0141 418 5670

Fax: 0141 418 5671

Website: www.children1st.org.uk

Wales

NSPCC

Tel: 029 20 267000

Fax: 029 20 223628

E-mail: cpsuwales@nspcc.org.uk

Northern Ireland

NSPCC

Tel: 028 9035 1135

Fax: 028 9035 1100

E-mail: pstephenson@nspcc.org.uk**NSPCC Helpline**

0808 800 5000

Childline

0800 1111

Website: www.childline.org.uk**Social Care Services**

Our local phone book or the website for our 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).

Disclosure and Barring Service (formerly CRB)Website: www.homeoffice.gov.uk/agencies-public-bodies/dbs

Tel: 0870 90 90 811

Disclosure ScotlandWebsite: www.disclosurescotland.co.uk

Tel: 0870 609 6006

AccessNIWebsite: www.nidirect.gov.uk/accessni

Tel: 0300 200 7888

sportscoach UK – provide child protection training

Tel: 0845 601 3054

Website: www.sportscoachuk.org

8 Sample Documents

These documents are intended as a useful reference for clubs, class associations and training centres but must be adapted to fit the requirements of the organisation, activity or event and should not be taken as prescriptive.

Sample Document 1 – Application form

Revised Jan 12

To be adapted for voluntary role or paid employment

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 us. This will depend on the position applied for and the nature of our offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure (<i>in Scotland: membership of the Protection of Vulnerable Groups Scheme</i>).	

IF APPOINTED WHEN COULD YOU START WORK?	HOW DID YOU HEAR OF THIS VACANCY?
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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 our skills and experience match the requirements of this role and give our reasons for applying.

OTHER RELEVANT INFORMATION
Recreational interests, hobbies, voluntary or community work

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 our 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 our referees before interview or before an offer of employment.	
NAME AND ADDRESS	CAPACITY IN WHICH KNOWN TO YOU

DECLARATION	
<u>Data Protection Act</u> In order to recruit to this post <i>[insert name of organisation]</i> 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.	
<u>Consent</u> I consent to the processing of personal information in the way described.	
<u>Declaration</u> 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:

Sample Document 2 – Reference request

Revised Dec 05

CONFIDENTIAL

(Name) has expressed an interest
in working with (organisation) in the role of
....., and has given our 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 our 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:
.....

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

(Organisation name) is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of our offences.

Name

1. **Have you ever been convicted of any criminal offences?** YES ☐ NO ☐

If yes, please supply details of any criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. **Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?**

YES ☐ NO ☐

If yes, please supply details.

3. **Have you ever had any disciplinary sanction relating to child abuse?**

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 cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: Date:

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

Handout 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 our home as part of our 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.

Sample Document 5 – Club/Class Association Code of Conduct

It is the policy of XXX club/class association 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, windsurfers and powerboaters

- Listen to and accept what you are asked to do to improve our performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do our 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 our child's involvement and help them enjoy their sport
- Help our child to recognise good performance, not just results
- Never force our child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide our 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 our child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for our child's safety and conduct in and around the clubhouse/event venue

.../over

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 420 CLASS and club/class guidelines and policies
- Holders of 420 CLASS Instructor and Coach qualifications must also comply with the 420 CLASS Code of Ethics and Conduct
- Holders of 420 CLASS Race Official appointments must also comply with the 420 CLASS Race Officials Code of Conduct.

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

Sample Document 6 – Parental Consent form

Revised Jan 12

Note: this multi-purpose form may need adapting and is suggested for use in conjunction with the relevant Conditions of participation or entry and Conditions of use of photography or video.

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

Has our 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 our child currently taking any medication? YES / NO

If YES please specify:

When did our child last have a tetanus vaccination?	Year:
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Is our child currently suffering/recovering from any injuries which may affect their sailing?	YES / NO
If YES please provide details:	

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

Does our 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:

Note: Club/Centre to attach relevant Conditions of participation or entry and Conditions of use of photography or video

Sample Training Session Booking Conditions

Training sessions will be delivered by (Name of Centre) in accordance with 420 CLASS training centre guidance, and staffed by appropriately qualified and experienced 420 CLASS instructors.

1. (Name of Centre) reserves the right, at all times, to cancel bookings at our discretion.
2. All participants MUST be between the ages 8 and 16, wear the buoyancy aid provided and be confident in the water.
3. All children must be accompanied by a parent or guardian at the beginning and end of the session. Parents or guardians must also be contactable (for example by mobile phone) for the duration of the session.
4. Neither (Name of Centre) nor any of its employees or agents shall be liable in any way whatsoever in respect of loss or damage to property.
5. (Name of Centre) must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. (Name of Centre) reserves the right to refuse any booking on medical grounds.
6. All bookings are accepted on the understanding that any instructions or directions given by any member of the centre's staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
7. (Name of Centre) reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
8. Participants are to wear suitable clothing and footwear when going on a boat. Suitable footwear means flat soft soled shoes or trainers. Please bring a change of clothing as sailing can be wet.
9. If any injuries are sustained or damage to valuables occurs, participants are to notify the centre's staff immediately.

Sample Conditions of Use of photography or video

In accordance with our child protection policy (Name of organisation) 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

(name/position) 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.

Sample Document 7 – 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 420 CLASS Child Protection Officer, Jackie Reid, 420 CLASS 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.

Sample Document 8 – Club Child Protection Policy and Procedures

Note: this is an example of how a Club policy might be laid out. The exact content and level of detail should reflect the Club's own requirements and practices. Those working with young people should also have access to the 420 CLASS's Safeguarding and Child Protection Guidelines.

Policy Statement

It is the policy of XXXXXX Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is
(Telephone, e-mail, mobile etc)

Volunteers

All Club volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

Good Practice

All members of the Club should follow the good practice guidelines attached (see 420 CLASS Sample Document 4). Those working with young people should be aware of the guidance on recognising abuse (see 420 CLASS Appendix A).

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 the child and their parents/carers before taking photos or video 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 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 procedures (see 420 CLASS Flowcharts 1 and 2).

Any member of the Club failing to comply with the Child Protection policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule XX.

Appendix A – What is child abuse?

Revised July 2010

(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 (eg. 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 cyberbullying), 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 cyberbullying) 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 our 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 (eg. 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 (eg. 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 our 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 our concerns.

Appendix B - 420 CLASS Code of Ethics and Conduct for

Revised Jan 12

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 420 CLASS website at www.420Class.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 420 CLASS 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 (eg. courtesy to other water users).
10. Consistently display high standards of behaviour and appearance.

Appendix C – 420 CLASS Coach Code of Ethics and Conduct

Revised Jan 12

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 420 CLASS Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the 420 CLASS website at www.420Class.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 420 CLASS 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 (eg. 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 (eg. 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 – 420 CLASS Youth Racing Anti-Bullying Policy

Added Jan 09

1. INTRODUCTION

- 1.1 It is the Policy of the 420 CLASS to safeguard children taking part in boating from physical, sexual and emotional harm. The 420 CLASS 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 420 CLASS means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

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

3. WHAT IS BULLYING

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

The three key bullying behaviours are:

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

- 3.2 **Bullying can be:**

- Emotional being unfriendly, excluding, tormenting (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, 420 CLASS Manager, the relevant class Child Protection Officer or the 420 CLASS Child Protection Co-ordinator.
- 5.2 This person will then follow the procedure laid down in the 420 CLASS 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 our identity without our 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 420 CLASS Child Protection Co-ordinator and kept on record to monitor any future reports.

7. PREVENTION

- 7.1 This Policy has been adopted by 420 CLASS Youth Steering Group and is available to all as a reference via the website.
- 7.2 The 420 CLASS 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 420 CLASS Junior and Youth Racing Managers and the 420 CLASS Child Protection Co-ordinator.
- 8.2 The Policy will be reviewed annually by the Chairman of YSG in consultation with the 420 CLASS Child Protection Co-ordinator and appropriate 420 CLASS Youth Managers.