



LANCING SAILING CLUB

Shopsdam Road, Lancing, Sussex, BN15 8ES, Tel 01903 766006, www.lancingsc.org.uk



Safeguarding of Children Policy and Good Practice Guidelines

1. Club Policy Statement

Lancing Sailing Club is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief have a right to protection from discrimination and abuse.

The Club has adopted a shortened version of the RYA Safeguarding and Child Protection Policy and Guidelines, which we believe is appropriate for the size and nature of the club activities.

2. Club Welfare Officer

The club welfare officer is Karen McGrath, 07775 537951, karenlittlejohn@btinternet.com.

3. Volunteers

The Club Welfare Officer and those regularly instructing, coaching or supervising children and young people will be asked to apply for Disclosure and Barring Service checks. *[This can be done through the RYA and is free for volunteers]*

4. Good Practice

All members of the Club should follow the good practice guidelines attached.

5. Concerns

Anyone concerned about a young member's welfare, either outside the sport or within the club, should inform the Club Welfare Office immediately in strict confidence. The Club Welfare Office will follow the attached procedures.

Safeguarding - Good Practice Guideline

All adults helping, working with or coaching children and young people should be aware of these guidelines and follow them.

- Avoid situations where you are on your own with children in and around the club.
- If you are alone with a child - e.g. sailing with them, ensure it is in view of other adults.
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of the Club activities
- If any these are unavoidable, ensure they occur with the full knowledge and consent of the child's parents.
- Adults should ensure they are not alone in the changing rooms when children are using the showers and changing.
- Avoid unnecessary physical contact - e.g. If a child needs help with their wetsuit or buoyancy aid, ask them to ask a friend to assist. If you do help make sure, it is in full view of other adults.
- Smart phones & cameras should not be used in the changing rooms
- Photos of children should not be published or put on social media without the explicit consent of the young person or their parents/guardians.
- Where consent is given for photos of young people to be used in social media, local newspapers or the club website there should be nothing with the photo that could be used to contact the child (ie address, school).
- Restrict communications with young people via mobile phone, email or social media to group communications.
- If it is necessary 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
- 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

*Children in this context means all young people under 18

Lancing Sailing Club - Safeguarding of Children Policy

Version	Date	Amendment	Amended by
1.0	5 Jul 2017	Document creation	Karen McGrath

Handling concerns, reports or allegations

This section is primarily for the organisation's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns.

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within the club. It may involve the behaviour of one a club member, 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.

Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation. A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities, which can be done using the Referral Form below.

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

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

Procedures

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 your organisation (*see flowcharts below*)
- a procedure for handling a complaint about a member

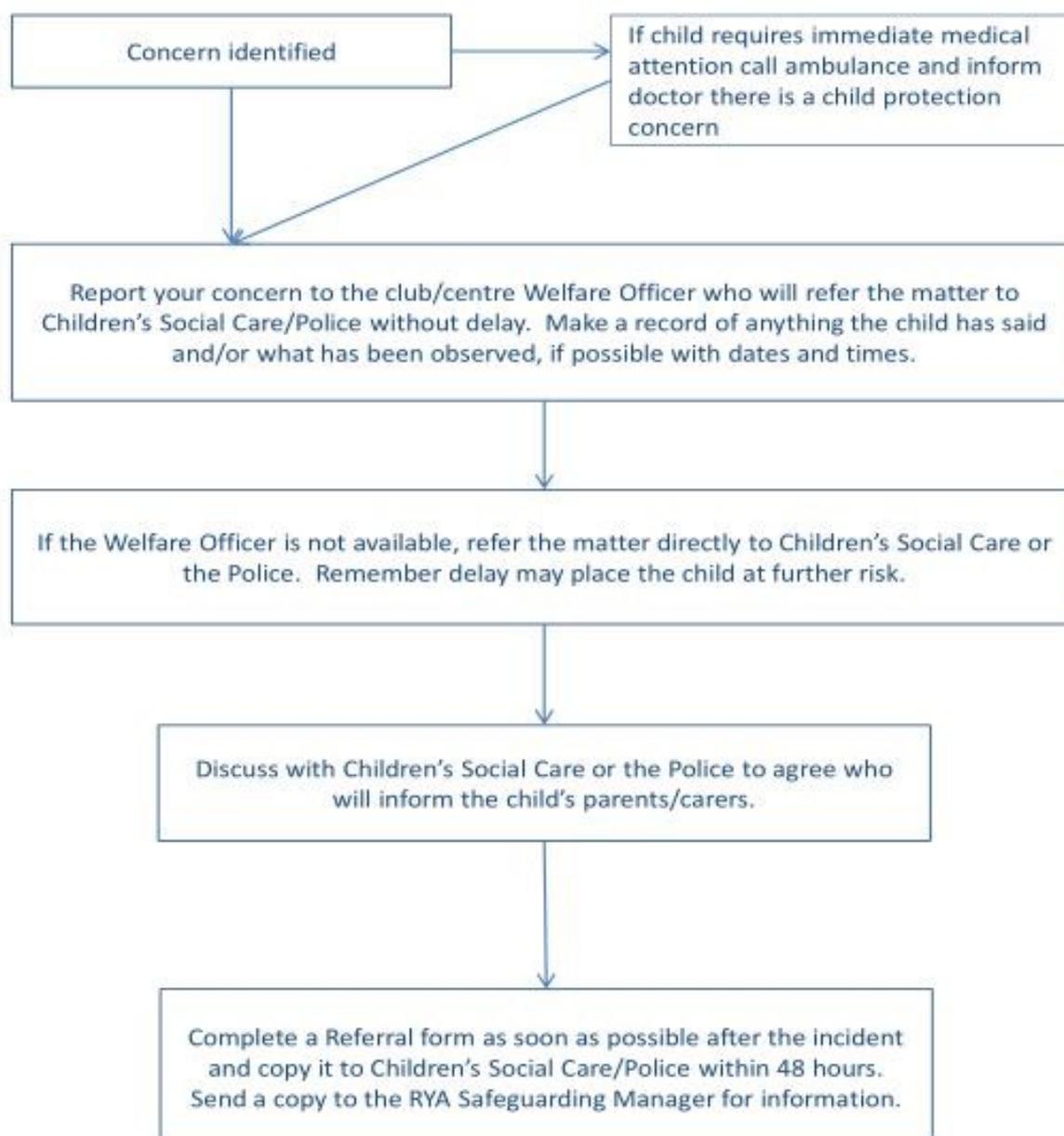
Historical allegations

If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

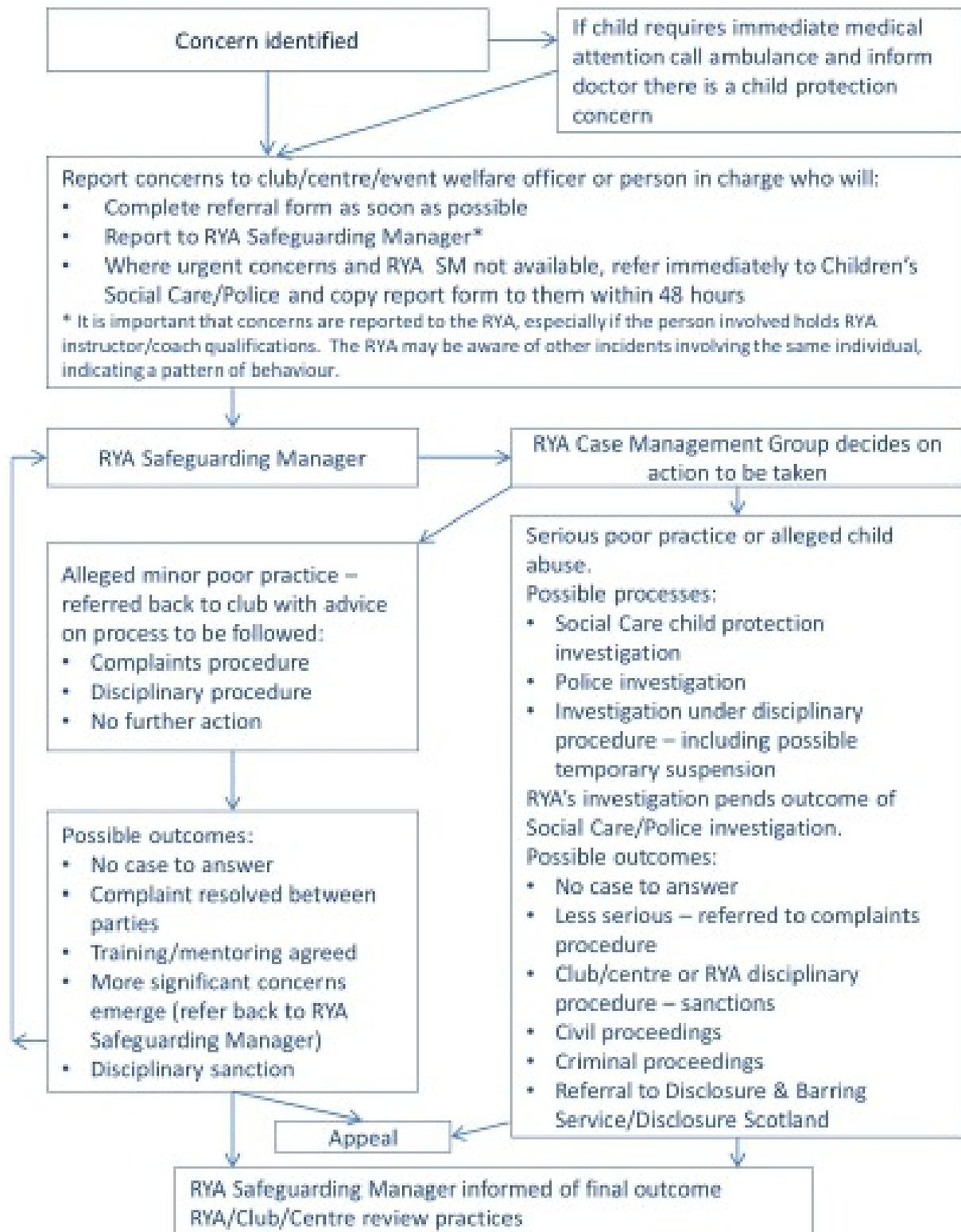
Reference to the Disclosure and Barring Service

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 your 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 RYA Safeguarding and Equality Manager.

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



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



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	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken by organisation (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 and e-mail address	
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 and e-mail address	

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.