

Paxton Lakes Sailing Club

Safeguarding Policy and Procedures

Policy Statement

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

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

Club Welfare Officer

The Club Welfare Officer is Kay Stanness who can be contacted in the following way:
email welfare@paxtonlakes.org.uk
phone 01480 219636

Staff and Volunteers

Any Club staff or volunteers requested by the committee to become directly and formally involved with regular coaching or supervising young people will be asked to provide references in lieu of an Enhanced Criminal Records Disclosure. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

Good Practice

All members of the Club should follow the Good Practice Guidelines attached (*see appendix 1*) as it applies to them in any given situation and agree to abide by the Club Code of Conduct (*see appendix 2*) and the RYA Racing Charter contained in the Racing Rules of Sailing. More detailed help and guidance can be found in RYA Safeguarding and Child Protection Guidelines available via the RYA website.

Specifically:

Changing rooms - Adults (whether members of the Club or not) should try to avoid entering 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 whenever possible, especially where there is only one child in the changing area.

The responsibility of parents - 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.

Club website and social media - When promoting the club, and when members interact online via social media attached to the Club:

- the use of images of children must be in line with this policy (see Photos and video section below)
- the content and language used must not be inappropriate for younger visitors and must not link directly to unsuitable material on other sites
- any inappropriate content or online bullying should be reported to the Club Welfare Officer using the contact details above
- if in the reported content is deemed inappropriate the committee will act promptly to remove the offending content wherever possible.

Notwithstanding the above, parents must accept responsibility for their children's access to and use of computers, tablets and smartphones.

Photos and video - 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 where the child's image is of a clarity and size to be recognisable. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the procedures set out in the RYA Safeguarding and Child Protection Guidelines.

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 13.

Appendix 1

Good Practice Guide - Handout for Instructors, Coaches and Volunteers

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 your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Appendix 2

Club Code of Conduct

It is the policy of Paxton Lakes Sailing Club 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, powerboaters, and those using non powered water craft

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

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

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