

The Miracle Dinghy Association

Safeguarding and Child Protection Policy

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Part 1 – Policy

This policy has been produced by The Miracle Dinghy Association in accordance with RYA guidelines. It has been produced to enable children and Adults at Risk (AAR) to enjoy the sports of sailing and powerboating in all their forms, in a safe environment.

The RYA recognised class has a policy in place for several reasons:

- to safeguard children and AAR, both on and off the water.
- to assure parents that their children are safe while engaged in The Miracle Dinghy Association activities.
- to raise awareness amongst all 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 your site or outside the sport.

This document has been written specifically to cover the activities of The Miracle Dinghy Association and ensure awareness and good practice of its members and officials.

It will be used alongside the policy at RYA recognised Clubs and Centres, at which time the Safeguarding Policies and Procedures of the organising party will take precedence. This policy is also intended for use in less formal activities such as group camping and social events.

Part 2 – Safeguarding and welfare 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 Adults at Risk. An “**Adult at Risk**” is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

It is the policy of The Miracle Dinghy Association to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The Association will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in organised activities with The Miracle Dinghy Association 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.

We actively seek to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that Organised Activities 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 Adults at Risks in the course of their duties. It will be kept under periodic review. All relevant concerns, allegations, complaints, and their outcome will be notified to the RYA Child Protection Co-Ordinator.

Part 3 – Child Welfare Officer

Although everyone has a role to play in ensuring that children are safe, the Child Welfare Officer, Wayne Atherton (phone number: 07762937324 and email address: wayneatherton3383@hotmail.com) has the specific responsibility for implementing the policy, and acts as the point of contact to receive information and advice from the RYA.

Other points of contact are:

Katie Loucaides, RYA Safeguarding and Equality Manager

Email: safeguarding@rya.org.uk

Tel: 02380 604104

Gayle Logan

Email: dsc0.ryani@gmail.com

Tel: 028 91827154

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

- Maintaining an up-to-date policy and procedures, compatible with the RYA's (this document).
- Ensuring the relevant staff and/or volunteers are aware of and follow the procedures.
- Maintaining contact details for local Children's Social Care Services and Police.

If there is a concern, the child welfare officer would:

- 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, Principal.
- Keep the RYA informed as necessary.

Part 4 – Safe Recruitment

A safe recruitment policy is adopted, and the issue of child protection covered in the organisation's risk assessment, then 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, should be subject to an appropriate level of scrutiny. The RYA's view is that the level of checking you carry out should be proportional to the role and the level of risk involved. The risk may be 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.

We agree that our policy is to check:

- Those with specific responsibilities – Child welfare officer.

We recognise that it must check for competence, in order to do this, we agree that our policy is to:

- Check that the applicant is competent for the role, e.g., they hold the appropriate and valid RYA certificate for the role.

We recognise that we must take all necessary steps to ensure child safety, therefore it is our policy that if the applicant is working with children without parental supervision, then:

- We will 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
- We will ask the applicant to apply for an enhanced DBS check

We recognise the sensitivity of information, and our policy is therefore:

That 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.

Part 5 – Good Practice Guidelines

Culture

It is important to develop a culture 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

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

These common-sense guidelines should be used:

- Avoid spending any significant time with children in isolation
- Do not take children alone in a car, however short the journey
- 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
- 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.

Responsibilities of staff and volunteers

We will make sure our staff and volunteers are given clear roles and responsibilities, are aware of this child protection policy and procedures and are issued with guidelines on:

- Following good practice
- Recognising signs of abuse

Officers of The Miracle Dinghy Association are expected to comply with the RYA Code of Ethics and Conduct.

Parental responsibility and club liability

When children are attending an organised 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

We recognise the sensitivity and the protection around changing and showers: It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable it is better if one adult is not left alone with

children. Parents should be made aware that adult club members might be in the changing rooms at the same time as their children.

However, bullying etc. can be an issue, and a balance should be struck depending on the situation. In general, it is better if one adult is not alone. Extra vigilance may be required if there is public access to the venue. 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

The RYA's Anti-bullying policy is available on the RYA website under Racing, Youth and Junior, Information, Policies, Policy Guidance.

Managing challenging behaviour

Guidance for instructors on handling young people who display challenging behaviour is available on the RYA website under Courses and Training, Teaching, Instructor Resources.

First Aid and Medication

First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

Photography

Publishing articles and photos in club newsletters, websites, local newspapers etc. is an excellent way of recognising young people's achievements and of promoting The Miracle Dinghy Association 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.

With this in mind, there are two key principles that we adopt:

Before taking photos or video, obtain written consent from the child and their parents/carers for their images to be taken and used.

- A photo/video consent declaration is included on the booking form. This covers the use of photography and video for the purposes of publicity and training.
- If an external photographer or member of the press or media attends an event, they must wear identification at all times and must be fully briefed in advance on your expectations regarding their behaviour and the issues covered by these guidelines.
- Do not allow an external photographer to have unsupervised access to young people or to arrange photo sessions outside the context of the event.
- Care must be taken in the storage of and access to images.

When publishing images, we will make sure they are appropriate and 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 prize-winners, 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 (e.g., 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.

The majority of the areas used by The Miracle Dinghy Association 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 child 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 is not permitted in any circumstances. Such use by young people should be regarded as a form of bullying, reported to the child welfare officer, and dealt with as a complaint of bullying.

Websites and Social Media

When promoting the club and encouraging 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 RYA guidance on the use of images of children (see Photography section above)
- ensure that the content and language on your 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.

Part 6 – Handling concerns, reports or allegations

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within the Class. It may involve the behaviour of a volunteer or employee, or something that has happened to the child outside the event, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease. It may include Low Level concerns about an adult and their behaviour towards a child. A Low Level concern can include any action or inaction that creates a sense of unease about an adult in relation to children, either within the MDA or in other circumstances.

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 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 The Miracle Dinghy Association child protection procedures.

NEVER:

- rush into actions that may be inappropriate
- make promises you cannot keep (e.g., 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 Child 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 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.

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 Child Protection Coordinator 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, e.g., 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 the club (*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 instructor or volunteer
- a procedure for handling a complaint about a member – see clause 18 of the RYA's Model Constitution at www.rya.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

If the club 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 RYA Child Protection Coordinator as soon as possible for guidance and support. Cooperate 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.

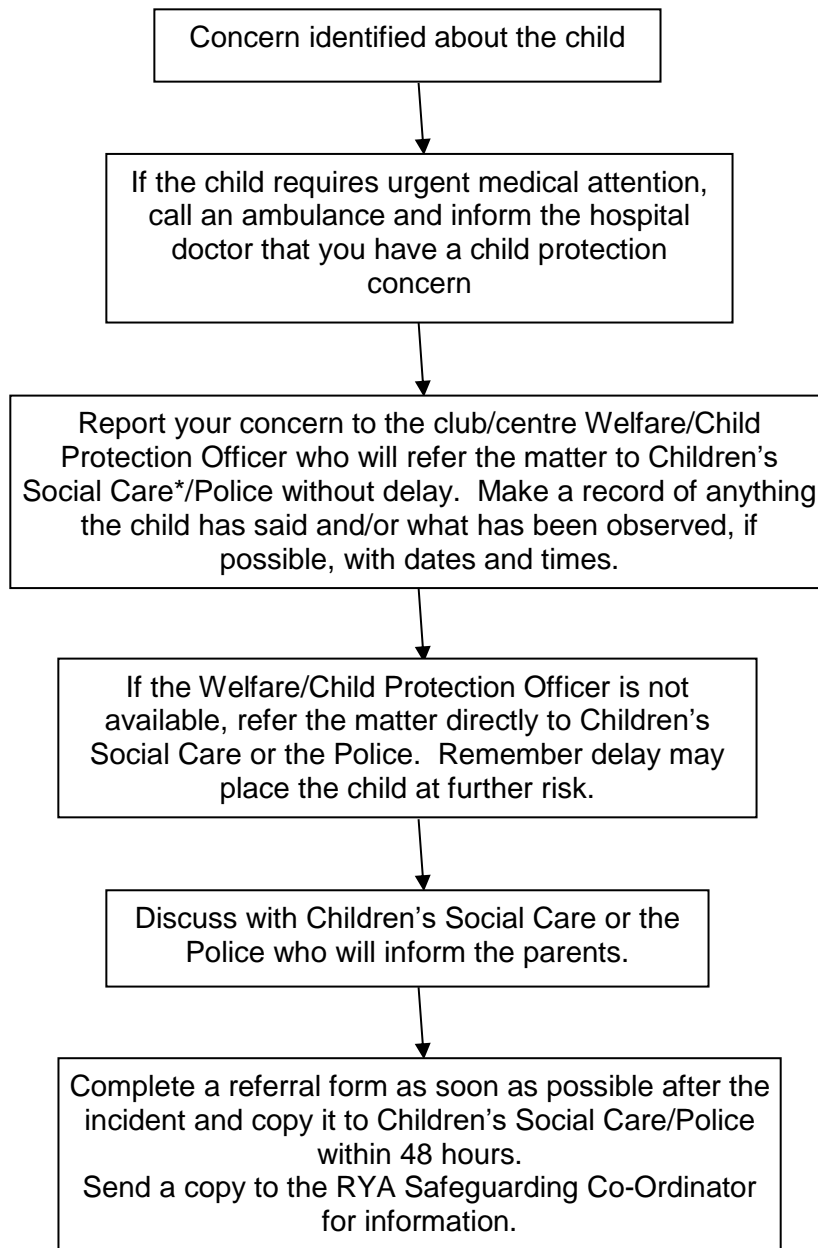
Reference to the Disclosure and Barring Service

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with Adults at Risks in England and Wales and in Northern Ireland. If the club 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 Adults at Risk or placed them at risk of harm, you have a duty to refer them to the DBS. *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 [Part 7 - Useful Contacts](#)) or contact the RYA Child Protection Coordinator.

Handling the Media

If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your 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 RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

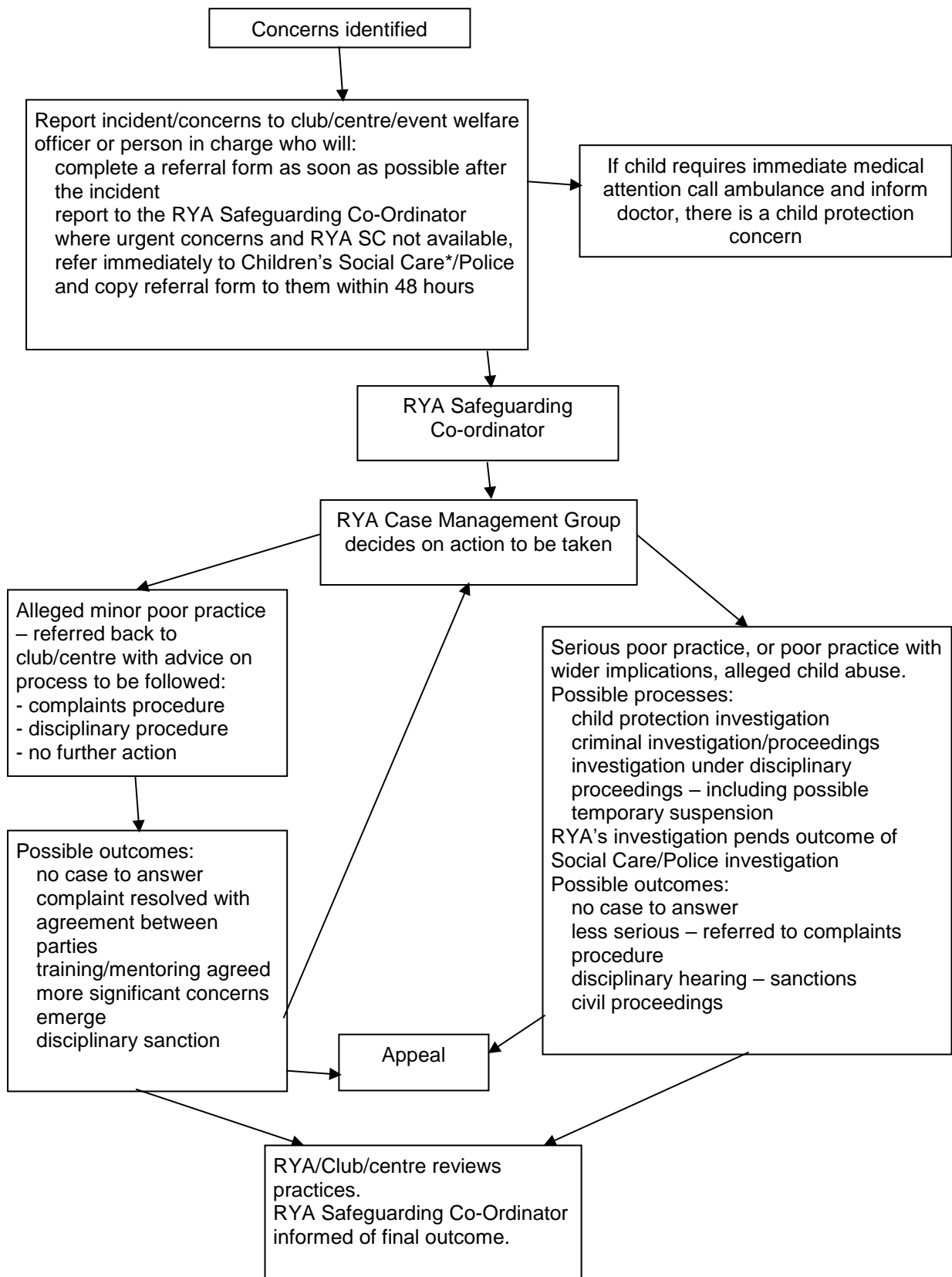
Flowchart 1 – What to do if you are worried that a child is being abused outside the sport’s environment (but the concern is identified through the child’s involvement in the sport)



If you are uncertain what to do at any stage, contact the RYA’s Child Protection Coordinator on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

* Details available from [RYA Safeguarding Coordinator](#) – details found in Part 3.

Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation



Part 7 – Useful Contacts

Class Welfare Officer

Wayne Atherton

Email: wayneatherton3383@hotmail.com

Tel: 07762937324

Royal Yachting Association Safeguarding Co-Ordinator

Jackie Reid, HR and Administration Manager

Address: RYA House, Ensign Way, Hamble, Southampton, SO31 4YA

E-mail: jackie.reid@rya.org.uk

Tel: 023 8060 4104

Website: www.rya.org.uk

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

If Jackie Reid is unavailable and the matter is urgent, contact:

Jackie Bennetts, RYA Volunteer Development Officer

Email: jackie.bennetts@rya.org.uk

Tel: 023 8060 4199,

Child Protection and Review Unit (CPRU):

Tel: 01480 375236

Out of hours, emergency duty team tel: 01733 234724

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

NSPCC Helpline

0808 800 5000

Childline

0800 1111

Website: www.childline.org.uk

Social Care Services

Head of Social care is Elaine Petch, tel. 01223 718056

Disclosure and Barring Service (formerly CRB)

Website: www.homeoffice.gov.uk/agencies-public-bodies/dbs

Tel: 0870 90 90 811

sportcoach UK – provide child protection training

Tel: 0845 601 3054

Website: www.sportTheMiracleDinghyAssociationchuk.org

The following appendices are useful information regarding Child Protection and are reproduced verbatim from the RYA guidelines on safeguarding policies for clubs, associations and training centres.

Appendix A: Definitions and Recognising Abuse

Definitions

Activity means any activity or series of activities, arranged by or in the name of the Club, for Children, Young People and/or Adults at Risk, or to be attended by Children, Young People and/or Adults at Risk.

Child, Children, Young Person and Young People means any person(s) who have not yet reached their eighteenth birthday.

Club means Delph Sailing Club.

Safeguarding Children and Young People is the action that is taken to promote the welfare of children and protect them from harm. This means:

- Protecting Children and Young People from abuse and maltreatment.
 - Preventing harm to their health or development.
 - Ensuring they grow up with the provision of safe and effective care; and
 - Taking action to enable all Children and Young People to have the best outcomes.
- Staff means any person employed or deployed by the Club whether in a paid, voluntary, consultancy or third-party capacity.

Physical abuse: is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse: is perpetrated by both men and women. Children can also abuse other children (Peer on Peer Abuse). Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Child sexual exploitation: (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

County lines: is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children (disabled children are particularly vulnerable) to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

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 occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Grooming: very commonly plays a key part in the sexual abuse of children. It refers to a process by which an individual manipulates those around them –typically (but not only) the child – to provide opportunities to abuse. It can involve communication with a child where this is an intention to commit a sex offence in person and/or online.

Extremism: goes beyond terrorism and includes people who target the vulnerable, including the young, by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the

rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of our armed forces is classed as extremist.

Female genital mutilation (“FGM”): Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act makes it illegal to practice FGM in the UK or to take women and girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

Bullying: is the use of aggression with the intention of hurting another person this may be by an adult towards a child or peer on peer abuse. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g., hiding sailing equipment, threatening gestures).
- Physical pushing, kicking, hitting, punching or any use of violence.
- Sexual unwanted physical contact or sexually abusive comments.
- Discriminatory comments, jokes about or targeted abuse aimed towards disabled children, homophobic, transphobic, sexist, gendered, racist or faith-based comments.
- Verbal name-calling, sarcasm, spreading rumours, teasing.

Cyberbullying: is when a person uses technology i.e., mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. This could take the form of posting derogatory abusive comments, videos or images on social media. Bullies often feel anonymous and ‘distanced’ from the incident when it takes place online and ‘bystanders’ can easily become bullies themselves by forwarding the information on.

Discriminatory abuse: Abusive or bullying behaviour because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual’s ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and ‘banter’. Discriminatory behaviour is unacceptable and will be reported to the RYA. This includes incidents online as well as in Club.

Poor practice: This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of Children, Young People and Adults at Risk are not afforded the necessary priority, compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing Children, Young People and Adults at Risk in potentially compromising and uncomfortable situations, failing to ensure the safety of Children,

Young People and Adults at Risk, ignoring health and safety guidelines, or giving continued and unnecessary preferential treatment to individuals.

Hazing: Any rituals, initiation activities, actions or situations, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional wellbeing of Children, Young People and Adults at Risk.

Peer-on-peer abuse: Children can abuse other children. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying).
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; • Sexual violence, such as rape and sexual assault.
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.
- ‘Upskirting’, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- Sexting (also known as youth produced sexual imagery); and
- Initiation/hazing type violence and rituals.

Infatuations: Children, Young People and Adults at Risk may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. They should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a Child, Young Person or Adult at Risk may be infatuated with him/her or with a colleague, should discuss this at the earliest opportunity with the Safeguarding Officer.

Domestic violence or abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- Can happen inside and outside the home.
- Can happen over the phone, on the internet and on social networking sites.
- Can happen in any relationship and can continue even after the relationship has ended.
- Both men and women can be abused or abusers.

Child Criminal Exploitation: is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

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 your 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 (e.g., 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 (e.g., 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 your 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 your concerns.

Appendix B – RYA Code of Ethics and Conduct for 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 RYA website at www.rya.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 RYA 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 (e.g., courtesy to other water users).
10. Consistently display high standards of behaviour and appearance.

Appendix C: RYA Coach Code of Ethics and Conduct

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 RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.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 RYA 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 cooperate fully with other specialists (e.g., 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 (e.g., 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: RYA Youth Racing Anti-Bullying Policy

1. INTRODUCTION

- 1.1 It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA 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 RYA 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 (e.g., 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 focusing 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 cannot 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, RYA Manager, the relevant class Child Protection Officer or the RYA Child Protection Coordinator.
- 5.2 This person will then follow the procedure laid down in the RYA 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 your identity without your 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 RYA Child Protection Coordinator and kept on record to monitor any future reports.

7. PREVENTION

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