



HURST CASTLE SAILING CLUB



CHILD & VULNERABLE ADULT PROTECTION & SAFEGUARDING POLICY AND GUIDELINES

1) Definitions

Children, Young People - For the purpose of this policy all reference to child, children or young people applies to anyone under the age of 18 years who are members or are approved users of the facilities of Hurst Castle Sailing Club.

Vulnerable Adults- for the purpose of this policy all references to vulnerable adults applies to someone aged 18 or over who is a member of Hurst Castle Sailing Club and is or may be:-

- in need of community care due to age, illness or mental or physical disability.
- unable to take care of himself/herself or unable to protect himself/herself against significant harm or exploitation.

Organised Activities – Activities organised exclusively for children, young people or vulnerable adults by the elected General Committee, Sailing Committee or Social Committee of Hurst Castle Sailing Club.

Regular Contact – Regular Contact with children, young people or vulnerable adults means once a week or four times in a period of a month.

2) The Policy

It is the policy of Hurst Castle Sailing Club (HCSC) to safeguard children, young people and vulnerable adults taking part in club Organised Activities from physical, sexual or emotional harm. Hurst Castle Sailing Club will take all reasonable steps to ensure that through appropriate procedures and/or training, children, young people and vulnerable adults participating in HCSC Organised Activities do so in a safe environment. Hurst Castle Sailing Club recognises that the safety and welfare of

children, young people and vulnerable adults taking part in Organised Activities is paramount.

3) Club Aims

Hurst Castle Sailing Club will:

- Create a safe and welcoming environment in the clubhouse and grounds where children, young people and vulnerable adults can relax, have fun and develop their skills and confidence.
- Recognise that safeguarding children, young people and vulnerable adults is the responsibility of everyone who is a member of the Club.
- Ensure that due consideration and attention is given to safety standards at all Organised Activities.
- Regularly review its ways of working to incorporate best practice and make necessary changes into the Child and Vulnerable Adult Protection and Safeguarding Policy to keep it up to date.
- Be guided by the latest safeguarding and child protection policies published by the Royal Yachting Association (RYA)
- Appoint a Designated Person - Club Welfare Officer - with specific responsibility for children, young people and vulnerable adult protection and safeguarding matters. The name and contact details of this person will be displayed in the clubhouse.
- Carefully select volunteers for Organised Activities Respond swiftly and appropriately to all complaints and concerns about poor practice in the context of safeguarding or protection of children, young people or vulnerable adults.
- Develop and support a culture within the Club where children, young people and/or vulnerable adults feel able to raise concerns, knowing they will be taken seriously, treated confidentially and will not make the situation worse for themselves.
- Make all members of the club aware of the Child and Vulnerable Adult Protection and Safeguarding Policy.
- Take disciplinary action under Club Rule 5(c) against any Club Member who fails to comply with the Child and Vulnerable Adult Protection and Safeguarding Policy.

4) Procedures

4.1) Designated Person – Club Welfare Officer

a) The Club Welfare Officer is Jean Woods. Her contact details are:-

Telephone – 01425 619536

Email – jwoods03@tiscali.co.uk

b) The Club Welfare Officer will:-

- Maintain an up-to-date Child and Vulnerable Adult Protection and Safeguarding Policy and procedure guided by the latest information published by the RYA.
- Present the policy for review to the General Committee once a year.
- Publicise their position, role and contact details to all members.
- Ensure that volunteers working on Organised Activities are:-
 - Selected carefully given the nature of the activity
 - Given relevant advice and information about their roles and responsibilities
 - Where their role in the Organised Activity involves Regular Contact with children, young people and/or vulnerable adults sign a self-disclosure form – See Annex A.
- Advise the General Committee on Protection and Safeguarding issues.
- Maintain contact details for local Children’s Social Care Services, Royal Yachting Association (RYA) and Police.
- Be the first point of contact for any concerns or allegations from children, young people or vulnerable adults ensuring that confidentiality is maintained in all cases.
- Store personal information securely and only share it with those who need to see it in the course of their duties or to protect children and vulnerable adults.
- Decide on the appropriate action to be taken in conjunction with the Commodore or in their absence the Vice-Commodore.

- Implement the agreed action.
- Keep the RYA informed. The RYA Designated Person and Child Protection Co-ordinator is:-

Jackie Reid
HR and Administration Manager
Telephone – 02380 604101
Email – jackie.reid@rya.org.uk

4.2) Volunteers

- a) In calling for volunteers to lead, take part or assist in the running of Organised Activities, the Club will:-
- Provide applicants with a clear role and description of what their work will involve.
 - In the case of sail training, check that the Sailing Instructor has the correct and current RYA Instructors certificate.
 - Provide training or mentoring to cover any aspects of the Organised Activity where they may lack experience or confidence.
 - Ensure they are aware of the content of the Club's Child and Vulnerable Adult Protection and safeguarding Policy and Guidelines.
 - Where their role involves Regular Contact with children, young people or vulnerable adults ask the applicant to complete and sign a self-disclosure form – see Annex A.
 - Where the role involves working with children, young people and/or vulnerable adults, provide applicants with a hand-out setting out Good Practice – see Annex B

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4.3) Parental/Carer/Guardian Responsibility

- a) Hurst Castle Sailing Club recognises its duty of care to all members and particularly to young people and vulnerable adults who cannot take full responsibility for their own safety or welfare.

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b) Parents, carers or guardians must however be responsible for their children's or vulnerable adult's welfare and behaviour on the club premises or designate another adult to take that responsibility.

c) During Organised Activities such as sail training, parents, carers or guardians designate the duty of care for their child or vulnerable adult to the organisers of the event while it is in progress but noting their particular responsibility in 2) below. Parents, Carers and Guardians have a responsibility to ensure that:-

1) The child or vulnerable adult is properly dressed and equipped for the event or activity and is fit to take part. The Club will not provide personal safety equipment such as buoyancy aids or wet suits and will not dress or undress those taking part in the activity other than in a life threatening situation.

2) They are present at the clubhouse or in the vicinity of the Activity and are contactable while it is in progress so that they can be called in the event of an incident.

3) Collect their child or vulnerable adult at the end of the Activity. The Club will not transport children or young people home.

4.4) Photography

It is important to minimise the risk of any one using images of children and vulnerable adults in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

a) Before taking any photos or video of Organised Activities involving children and or vulnerable adults the club will:-

- Obtain written consent from the individuals' parents carers or guardians.
- Send out a consent form (See Annex C) with the event entry or booking form.

b) In the event of a press or professional photographer being at the Organised Activity, they will be asked to wear identification at all times and made aware of the contents of this policy.

- c) A press or professional photographer must not be allowed unsupervised access to children, young people or vulnerable adults at Organised Activities or to arrange photo sessions outside of the event.
- d) The use of cameras or camera phones in the club changing rooms is not permitted under any circumstances.
- e) When publishing images of an Organised Activity involving children, young people or vulnerable adults the Club will:-
 - Use action images showing participants engaged individually or in groups in the Organised Activity or individual or group images of those receiving awards as part of the Organised Activity.
 - When recognising the achievement of an individual sailor, publish their name with the photograph, but provide **no other information**.
 - Ensure that young people pictured are suitably dressed.
 - Subject to parental /legal guardian agreement (see Annex C) only use the images in Hurst Castle Sailing Club leaflets and literature or on the Club website and Facebook page or reputable sailing media and press media such as RYA, Yachts & Yachting and The New Milton and Lymington Advertiser.

4.5) Confidentiality

- a) All personal information including self-disclosure forms from Volunteers, statements from children etc. will be stored securely by the Club Welfare Officer.
- b) Where data is no longer relevant it will be destroyed by shredding.

(Annex A)



Hurst Castle Sailing Club



Self disclosure form for volunteers applying to help with organised activities involving contact with children and/or vulnerable adults.

Name (please print).....

1) Have you 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 Family Social Care Department as being an actual potential risk to children?

YES

NO

If yes, please supply details

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

SignedDate
Name (please print)

(Annex B) **Hurst Castle Sailing Club**
Good Practice Guidelines

The following good practice guidelines have been produced from the Royal Yachting Association (RYA) literature on Child and Vulnerable Adult Protection and Safeguarding by sailing clubs.

The work of the Club should be planned to minimise situations where adult volunteers working with children or vulnerable adults during Organised Activities do so unobserved or could take advantage of their position of trust. Good practice protects everyone – children, vulnerable adults and volunteers.

Guidelines

- Avoid spending significant time working with children or vulnerable adults in isolation.
- Do not take children or vulnerable adults in a car on your own, however short the journey. In the event of having to transport children or vulnerable adults as part of an Organised Activity you must be accompanied by another responsible adult involved with that activity. Parents or guardians must be made aware of these transport arrangements.
- Do not take children or vulnerable adults to your home as part of the Organised Activity.
- Design training activities that are within the ability of the particular children or vulnerable adults.
- Do not assist children or vulnerable adults with dressing or undressing for a Organised Activity. This must be the responsibility of the parents or guardians.
- If in an emergency situation you have to help a child or vulnerable adult with their clothing or have to hold them or carry them, the circumstances and what happened must be reported to the parents or guardians as soon as possible after the event.
- Do not enter showers or changing rooms while children, young people or vulnerable adults are changing before or after an Organised Activity unless there are other adults present.

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 with children.

- Make sexually suggestive comments to a child or vulnerable adult, even in fun.
- Do things of a personal nature that children can do themselves.
- Fail to respond to an allegation made by a child; ALWAYS ACT and notify the Club Welfare Officer immediately.

Guidance on responding to a child or vulnerable adult who makes an allegation

- Do not panic – react calmly and do not frighten the individual.
- Acknowledge that what the child/vulnerable adult is doing is difficult but that they are right to confide in you.
- Reassure the child/vulnerable adult that they are not to blame.
- Make sure that from the outset you can understand what the child/vulnerable adult is saying.
- Be honest straight away and tell them that you cannot make promises you cannot keep.
- Do not promise that you will keep the conversation a secret. Explain that in order to help them you will need to involve other people and that you will need to write things down. Use the Safeguarding Incident Report Form (see Annex D of the Child & Vulnerable Adult Protection & Safeguarding Policy)
- Listen carefully to the individual; take them seriously.
- Do not allow your shock or distaste to show.
- Keep any questions to a minimum for you to clarify any facts or words that you do not understand. Do not speculate or make assumptions.
- Do not probe for more information than is offered.
- Encourage the child/vulnerable adult to use their own words.
- Do not make negative comments about the alleged abuser.
- At the end of the conversation, ensure the child/vulnerable adult is either being collected or is capable of going home on their own.
- Ensure confidentiality and share the information on a strict need to know basis. Use the Safeguarding Incident Report Form (see Annex D of the Child & Vulnerable Adult Protection & Safeguarding Policy) to record the allegation and inform the Club Welfare Officer immediately.
- Do not approach the alleged abuser

(Annex C)



Hurst Castle Sailing Club



Photography Consent Form

Hurst Castle Sailing Club recognises the need to ensure the safety and welfare of children, young people and vulnerable adults taking part in Organised Activities. In accordance with our child and vulnerable adults protection policy we will not arrange for photographs, video or other images of young people or vulnerable adults to be taken or published without the consent of the parents or guardians of said persons.

Hurst Castle Sailing Club will abide by the Conditions of Use below. If you have any concerns about the way the images are being used, please inform immediately:-

Jean Woods, Club Welfare Officer.

Telephone number 01425 619536.

Email jwoods03@tiscali.co.uk

Conditions of Use

- 1) We will only identify the child/vulnerable adult by their first name to accompany a photographic image or video on our website, in our literature or any other electronic or printed publication. The only exception will be to include their full name if their photograph is being published having won a trophy or award.
- 2) We will never include personal email or postal addresses, telephone or fax numbers, on our website, in our literature or in any other electronic or printed publication.
- 3) We will use action images showing participants engaged individually or in groups in the Organised Activity or individual or group images of those receiving awards as part of the Organised Activity.
- 4) We will only use images of children and vulnerable adults who are suitably dressed, to reduce the risk of such images being used inappropriately.



Declaration of parent or person with Legal Responsibility



Name of Child, Young Person, Vulnerable Adult (please print).....
.....

- 1) I agree that my son's/daughter's/vulnerable adult photograph may be used by Hurst Castle Sailing Club in its published literature.
- 2) I agree that my son's/daughter's/vulnerable adult image may be used on the Hurst Castle Sailing Club website and Facebook page.
- 3) I agree that my son/daughter/vulnerable adult may be photographed or filmed by authorised media and the images used in local or national press media, televised news programmes etc.
- 4) Certain sailing and newspaper media require full names in sailing reports and to accompany pictures of prize winners. May we give this information to reputable sailing media (such as RYA, Yachts & Yachting, The New Milton and Lymington Advertiser)? **Yes/No**

I have read and understood the Conditions of Use above.

I agree to notify Hurst Castle Sailing Club of any relevant changes in my child/vulnerable adult's circumstances.

I confirm that my child/vulnerable adult is not under a court order.

Signed **Date**

Name (Please print)

Annex D



Child/Vulnerable Adults Name

Date of Birth

Address

.....Post Code

Disability or Special Needs

Ethnicity

Parents/ Guardian's Name and Telephone Number

.....

Organised Event Name.....

Date of Incident

Date of Disclosure

Time of IncidentTime of Disclosure

If concerns were passed on by a third party, supply their details (name , address and contact telephone number) and record what was said:

.....
.....(continue overleaf)

If concerns arise from your observations/actions give details:
..... (continue overleaf)

If child/vulnerable adult made a direct disclosure, describe the circumstances and record what the child said (using their words):

.....(continue overleaf)

Name role, relationship to the child and contact details (if known) of any alleged abuser(s):

Name, role and contact details of any potential witnesses to the alleged incident:
.....

Any actions you have taken (include name, role, agency and contact number for person(s) with whom this information has been shared (**Remember – ensure confidentiality and share your concerns on a strict need to know basis. The main contact in the club is the Club Welfare Officer**)

.....

Your Name (please print) Role.....

Address

.....Post Code

Signature Date

Pass this form in a sealed envelope immediately to Jean Woods, Club Welfare Officer. Her address is 16,The Martells, Barton on Sea, New Milton, Hants BH25 7BG.

- **Remember – ensure confidentiality and share your concerns on a strict need to know basis. The main contact in the club on these matters is the Club Welfare Officer**
- You may wish to seek reassurance by discussing your concerns with someone outside the club.
 - The Royal Yachting Association designated person on Child and Vulnerable Adult Safeguarding is Jackie Reid, Telephone 02380 6041 (not 24 hours)
 - The NSPCC provides a free, 24 hour service on 0808 800 5000