

# **SAFEGUARDING CHILDREN and YOUNG PEOPLE POLICY**

To be read in conjunction with RYA safeguarding guidelines

## **This policy**

- Applies to all member and employees of the centre.
- All members should familiarise themselves with the provision of this policy and the reporting procedure set out at appendix 1.
- All instructors, coaches and volunteers should familiarise themselves with the provisions of this policy and the good practice guide at appendix 2.
- All participants, coaches, instructors, officials, parents and volunteers should familiarise themselves with the provisions of this policy and the YCTC code of conduct at appendix 3.
- Any member of the Club failing to comply with the Safeguarding Policy or any relevant Codes of Conduct may be subject to disciplinary action.

## **Definitions**

For the purposes of this policy

- A child or young person is anyone under the age of 18 in any way connected or involved with any aspect of the club or its activities
- Safeguarding is action that is taken to promote the welfare of a child or young person and protect them from harm.
- Harm includes ill treatment (including sexual abuse, exploitation and forms of ill treatment which are not physical); the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural); self-harm and neglect; unlawful conduct which adversely affects a person's well being.
- All safeguarding measures apply to any child or young person irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status.

## **York Cruiser Training Centre (YCTC) Safeguarding Statement for Children and Young People**

YCTC members are committed to safeguarding children and young people taking part in its activities from harm.

YCTC committee acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

All members will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children and young people.

This policy sets out agreed guidelines relating to the Centres responsibility to promote the welfare of a child or young person and protect them from harm.

All members and employees within the Centre have a responsibility to inform the Centre Welfare Officer or other appropriate person at the earliest reasonable opportunity if they have any safeguarding concerns relating a child or young person.

The executive committee will decide if the concerns should be communicated to the relevant Social Services Department or the police.

### **The Centre Welfare Officer is**

**Peter Richardson**

**welfare@yorkcruisertrainingcentre.co.uk**

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Centre, should inform the Centre Welfare Officer or suitable alternative person immediately who will discuss the matter with the executive committee, in strict confidence. In the event that the concerns relate to a member of the committee, the welfare officer (or suitable person) will raise the matter in the first instance with a member of the committee who has no connection to the concerns.

YCTC committee recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However, YCTC believes that the safety of the child and young person should override any doubts or hesitations. When worrying changes are observed in a child or young person's behaviour, physical condition or appearance staff will follow procedures outlined in appendix 1.

The Centre Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

**YCTC committee will**

- take all reasonable steps to ensure that, through safe recruitment of volunteers, appropriate operating procedures and training, it offers a safe and fun environment to children and young people taking part in its events and activities. All members of the Centre shall be aware of the policy.
- support the named Welfare Officers in their roles
- ensure that any concerns about an individual are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- record any reported incidents in relation to a safeguarding concern or breach of safeguarding policies and procedures. This will be kept in a secure place and its contents will be confidential.
- ensure that any procedures relating to the conduct of volunteers are implemented in a consistent and equitable manner
- provide opportunities for all volunteers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people
- ensure that the Centre Welfare Officer or their Deputy understands his/her responsibility to refer any safeguarding concerns to the relevant protection agencies (i.e. Social Services or Police)
- ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's Complaints Procedure
- endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people

**Volunteers and coaches will**

- be aware of the Guidance on Recognising Abuse.
- will receive appropriate training, an induction covering our safeguarding procedures, and have access to the RYA's full Safeguarding and Child Protection Guidelines
- understand their legal responsibility to protect children and young people from harm, abuse and exploitation
- understand their responsibility to work at all times towards maintaining high standards of practice

- ensure that they understand their duty to report concerns that arise about a child, young person or a volunteer's conduct towards a child or young person, to the organisation's Centre Welfare Officer or their Deputy

### **Members will**

- be offered safeguarding training
- follow the Good Practice Guidelines (Appendix 1 and 2) and agree to abide by the Centre Code of Conduct (Appendix 3).
- not enter the showers and changing rooms at times when children and young people are changing before or after junior/youth activities. If this is unavoidable it is advised that they are accompanied by another adult.

### **Parent/carers**

- are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures
- when members with children and young people join the club, the Centre will explain that there is a risk that children might be photographed at a YCTC event either in the club or at an outdoor event. Members have the right to refuse permission for photographs to be taken. The Centre will not publish photographs unless express permission is sought and given. If the Centre 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 Centre Welfare Officer

## **Appendix 1 Good Practice for all members**

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

- If a concern is identified and the child requires immediate medical attention call an ambulance and inform doctor there is a child protection concern as well as making an urgent referral to Social Services and/or Police.
- Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay?" But never use leading questions.
- Listen carefully to what the young person has to say and take it seriously.
- Never investigate or take sole responsibility for a situation where a child/ young person makes a disclosure.
- Always explain to children and young people that any information they have given will have to be shared with others.
- Members should record what was said as soon as possible after any disclosure, if possible with dates and times, making sure it is signed and dated.
- Respect confidentiality and file documents securely.
- Notify the YCTC Welfare Officer or their Deputy. They will take immediate action if there is a suspicion that a child or young person has been abused or likely to be abused by contacting Children's Social Care or the Police.
- If they are not available, discuss with one of the bodies above. Remember delay may place the child at further risk.

### **In addition if there is concern about the behaviour of someone at YCTC**

- The member must ensure that that the child or young person is safe and away from the person against whom the allegation is made.
- Report concerns to centre Welfare Officer or Deputy, as above, who will complete a RYA referral form as soon as possible and report to RYA Safeguarding Manager.
- Where urgent concerns and RYA SM not available they will refer immediately to Children's Social Care/Police and copy report form to them within 48 hours.
- It is important that concerns are reported to the RYA, especially if the person involved holds RYA instructor/coach qualifications. The RYA may be aware of other incidents involving the same individual, indicating a pattern of behaviour.

- RYA Safeguarding Manager RYA Case Management Group decides on action to be taken.

### **Alleged minor poor practice**

Will be referred back to centre with advice on the process to be followed i.e., following the complaints and/or the disciplinary procedure.

### **Possible outcomes**

- there is no case to answer and no further action is needed.
- the complaint is resolved between parties
- training or mentoring is agreed
- there are more significant concerns that are referred back to RYA SM
- a disciplinary sanction is put in place

### **Serious poor practice or alleged child abuse**

#### **Possible processes**

- Social Care child protection investigation which will involve the Local Authority Designated Officer (LADO)
- Police investigation
- investigation under disciplinary procedure – including possible temporary suspension RYA's investigation pends outcome of Social Care/Police investigation

#### **Possible outcomes**

- no case to answer
- less serious – referred to complaints and/or disciplinary procedure, sanctions may be put in place
- civil proceedings
- criminal proceedings
- referral to Disclosure & Barring Service
- RYA Safeguarding Manager informed of outcome
- Centre review practices

### **Useful contacts**

•**North Yorkshire Social Care/Safeguarding Children** Customer Service Centre 01609 780780 or ring 999 if you can't get through.

•**NSPCC** 24-hour National Child Protection Helpline on 0808 800 5000.

•**The Ann Craft Trust (ACT)** supports organisations in the statutory, independent and voluntary sectors across the UK to protect disabled children and adults at risk. They provide a range of resources and training.

Tel: 0115 951 5400

Website: <http://www.anncrafttrust.org/safeguarding-adults-sport-activity>

## Appendix 2

### Good Practice Guide for Instructors, Coaches and Volunteers – taken from RYA guidelines

This guide covers the essential points of good practice when working with children and young people and is for the protection of the coaches and volunteers as well as the safe wellbeing of children.

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 3

### YCTC Code of Conduct – Taken from RYA guidelines

It is the policy of YCTC 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 organisation.

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.

#### Children/Young People

- 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 centre/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 event venue.

#### 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.



## YORK CRUISER TRAINING CENTRE

- Work in an open environment.

## YORK CRUISER TRAINING CENTRE

- 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 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 Centre Welfare Officer or the person in charge of the activity.