

RIVAL SAILING

SAFEGUARDING POLICY

- 1.0 Safeguarding Policy Statement**
- 2.0 Safeguarding Officer**
- 3.0 Staff and Volunteers**
- 4.0 Support Staff**
- 5.0 Medical Declaration & Consent**
- 6.0 Confidentiality and Data Protection**
- 7.0 Good Practice**
- 8.0 Concerns**

1.0 SAFEGUARDING POLICY STATEMENT

It is the policy of Rival Sailing to safeguard children and vulnerable adults taking part in sailing and other activities from physical, sexual or emotional harm. We will take all reasonable steps to ensure that, through appropriate procedures and training, children and vulnerable adults participating in our activities do so in a safe environment.

We recognise that the safety and welfare of the child is paramount and that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse. For the purposes of this policy anyone under the age of 18 should be considered as a child.

All staff and volunteers should be aware of the policy. They should also be made aware of and adhere to the RYA Safeguarding and Child Protection Guidelines and RYA Safeguarding Vulnerable Adults Policy and Guidelines as applicable.

2.0 SAFEGUARDING OFFICER

The Safeguarding Officer should normally be the first point of contact regarding any concerns or allegations about the welfare of a participant.

Name: Sam Paterson
Position: RYA Principal & Chief Instructor
Contact: 07780 515 923 / sam@rivalsailing.co.uk

3.0 STAFF AND VOLUNTEERS

Instructors must agree to abide by the **Instructor Code of Conduct**.

All staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Safeguarding Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for a Protection of Vulnerable Groups (PVG) Scheme certificate.

4.0 SUPPORT STAFF

Individuals requiring assistance must be accompanied by support staff familiar with and appropriate to their needs, including administering medication as required. In some cases,

RIVAL SAILING SAFEGUARDING POLICY

more than one member of support staff may be required to accompany an individual. It may also be appropriate to ensure a female member of staff/volunteer is present during some courses or activities. We will liaise with support staff to complete a risk assessment prior to sailing with vulnerable adults or children to minimise the risk of harm to any individuals.

5.0 MEDICAL DECLARATION & CONSENT

A signed **Medical Consent Form** (Appendix 3c) must be received from each participant prior to the start of the course/cruise. All participants under the age of 18 must also have signed consent from a parent or guardian. The instructor/skipper will liaise with participants or support staff in cases where a medical condition, disability or impairment could affect an individual's ability to sail.

6.0 CONFIDENTIALITY AND DATA PROTECTION

Details of persons are not shared and are for emergency use only. Medical Consent Forms are destroyed or, if appropriate, retained by support staff after course/cruise.

7.0 GOOD PRACTICE

All staff and volunteers should follow the good practice guidelines. Those working or volunteering with young people should be aware of the guidance on recognising abuse (*see full RYA Safeguarding Guidelines*).

During RYA courses, participants aged 16 or 17 who are unaccompanied by a parent or responsible adult will be given sole use of the forecabin.

Adults are requested not to enter showers/changing areas at times when children are changing. If this is unavoidable it is advised that they are accompanied by another adult.

Rival Sailing 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. If we publish images of children, no identifying information will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Safeguarding Officer.

8.0 CONCERNS

Anyone who is concerned about an individual's welfare should inform the Safeguarding Officer immediately, in strict confidence. The Safeguarding Officer will follow the procedures outlined in Appendix 3: RYA Flowcharts 1 and 2.

If uncertain about what to do at any stage:

Contact the RYA's Safeguarding and Equality Manager:
023 8060 4104 / safeguarding@rya.org.uk
OR
Call the NSPCC free 24-hour helpline: 0808 800 5000.

RIVAL SAILING

SAFEGUARDING POLICY

Appendix 1: RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners (Revised Feb 2014)

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

RIVAL SAILING

SAFEGUARDING POLICY

Appendix 2: RYA 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 Safeguarding 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

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

RYA Reporting Procedures (Revised Jan 2015)

If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 / safeguarding@rya.org.uk or call the NSPCC free 24-hour helpline on 0808 800 5000.

Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if a child is at immediate risk, the Police.

Flowchart 1

Flowchart 2

