



# Child Protection Policy and Guidelines

*for clubs, class associations  
& recognised training centres*

**Updated April 2007**

**Royal Yachting Association**  
RYA House, Ensign Way  
Hamble, Southampton,  
SO31 4YA

[www.rya.org.uk](http://www.rya.org.uk)

Tel: 023 8060 4100  
Fax: 023 8060 4298

# Contents

	Page
1 Introduction	3
<b>PART 1 - POLICY</b>	
2 RYA Child Protection Policy Statement	4
<b>PART 2 - PROCEDURES</b>	
3 Designated person	5
4 Safe recruitment	6
5 Good practice guidelines	9
6 Handling concerns, reports or allegations	12
<b>PART 3 - INFORMATION</b>	
7 Useful contacts	16
8 Templates	
1 Application form	
2 Reference request	
3 Self-disclosure form	
4 Good practice guide	
5 Medical consent form	
6 Photography consent form	
7 Incident report form	
8 Sample club policy and procedures	
Appendices	
A What is child abuse?	
B RYA Code of Ethics and Conduct	

# PART 1 - POLICY

## 1 Introduction

Revised Dec 05

These guidelines have been produced by the RYA to help your organisation to enable children and vulnerable adults to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment. They can be copied or adapted to meet the requirements of your organisation. The document can be downloaded from the RYA's website, [www.rya.org.uk](http://www.rya.org.uk).

In the context of this document, 'child' refers to any young person under the age of 18. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care.

RYA Recognised Training Centres (TCs) are required to have a formal child protection policy which is checked as part of their annual inspection.

If your club or class is not a TC but provides training or activities for young people, it is strongly recommended that you adopt a similar **policy** and some straightforward **procedures** to put the policy into practice.

There are several good reasons for doing this:

- to protect children, both on and off the water
- to assure parents that their children are as safe at your organisation as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of your 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
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect the organisation, by showing that you have taken 'all reasonable steps' to provide a safe environment.

Your organisation is therefore strongly advised to take the following steps:

**Adopt a policy statement** that defines the organisation's commitment to providing a safe environment for children. You can use or adapt the RYA Policy Statement below, as appropriate. 'Child Protection' can be an emotive term because people associate it with the most serious kinds of child abuse. In a club context, 'Welfare Policy' might be more readily understood and accepted.

**Produce a simple code of practice and procedures** governing how the organisation runs (see *Template 8 for an example*). This should cover:

- the safe recruitment of staff or volunteers who will be in contact with children (see *Section 4*)
- good practice guidelines to ensure the safety and welfare of children at all times whilst at your site, both on and off the water (see *Section 5*)
- handling concerns, reports or allegations (see *Section 6*).

Everyone in the organisation should be aware of the policy and have access to the supporting procedures, and those working with children must be familiar with the procedures.

## 2 RYA Child Protection Policy Statement

Revised Dec 05

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 vulnerable adults.

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

The RYA actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that RYA-organised training 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 vulnerable adults in the course of their RYA duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the RYA Child Protection Co-ordinator.

## PART 2 – Procedures

### 3 Designated Person

Revised Jan 07

Although everyone has a role to play in ensuring that children are safe, it is recommended that a designated individual has specific responsibility for implementing your policy, and acts as the point of contact to receive information and advice from the RYA. You could use the term 'Child Protection Officer', or 'Club Welfare Officer'.

In a Training Centre this might be the principal or a senior member of staff. In a club it might be a volunteer, ideally someone with relevant knowledge and experience, who is perceived as being approachable and having a child-focused approach. They don't need to be an expert – that is the role of Children's Social Care Services\* and the Police. If they haven't received any previous training, there is information on where to find local child protection awareness training on the Child Protection in Sport Unit website [www.thecpsu.org.uk](http://www.thecpsu.org.uk) under PE, School Sport and Club Links, Clubs, Training and Education.

The designated person's general terms of reference could include:

- Maintaining an up to date policy and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the management committee on child protection issues.
- Maintaining contact details for local Children's Social Care Services\* and Police.

If there is a concern, the designated person 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 (Commodore, Principal etc).
- Keep the RYA informed as necessary (*see flowcharts in Section 6*).

\* Note Following the revision of the Government's guidance document 'Working Together to Safeguard Children' in 2006, in England and Wales the Children and Families services which formerly came under the Social Services departments of local authorities have been reorganised and merged with Education services. The names of the new departments vary from one authority to another but are generally known as Children and Families Services or Children's Social Care. In Scotland the terms Social Services or Social Work Department are still used, Northern Ireland already has integrated Health and Social Services Boards. If you are unable to obtain contact details from your local authority or the phone book, the RYA Child Protection Co-ordinator can provide this information on request.

#### **RYA designated person**

The RYA's Child Protection Co-ordinator is Jackie Reid, Personnel and Administration Manager, tel. 023 8060 4104, e-mail [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk).

If Jackie Reid is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Volunteer Development Officer, tel. 023 8060 4199, e-mail [jackie.bennetts@rya.org.uk](mailto:jackie.bennetts@rya.org.uk).

## 4 Safe recruitment

Revised Dec 05

If a good recruitment policy is adopted, and the issue of child protection covered in the organisation's risk assessment, 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 proportionate 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.

The organisation should agree a clear policy on:

- **who to check**
  - paid staff and/or volunteers
  - new applicants only or existing volunteers/staff as well
  - those with specific responsibilities (eg. instructor, centre principal, child protection/welfare officer, coach, rescue boat driver, head of cadet section) or anyone who helps with junior/youth activity
  
- the **level of check** to be conducted for each category
  - references
  - self-disclosure
  - Enhanced Criminal Records Disclosure

and then apply it fairly and consistently.

*(Note: legislation in Scotland makes criminal records checks mandatory in some circumstances, see page 7)*

### Are they competent?

You are more likely to recruit someone who is well suited to their role, and ensure equality of opportunity, if you:

- provide the applicant with a job or role description so that they understand what the work involves
- draw up a 'person specification' listing the key qualifications, skills, experience and qualities you're looking for
- check that the applicant is competent for the role, eg. they hold an appropriate and valid RYA instructor certificate or coach qualification if required.

### Are they safe?

If the role involves contact with children, you should at least:

- ask them to provide information about their past career or relevant experience (*see Template 1 for sample application form*)
- ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- explore their experience of and attitude towards working with children.

If the applicant will be working unsupervised and/or parents will not be present, you are strongly advised to:

- 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 (*see Template 2 for sample reference request*)
- ask the applicant to complete a self-disclosure form (*see Template 3*). Although they might make a false declaration, the fact that your organisation has these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- consider whether to ask the applicant to apply for an Enhanced Criminal Records Disclosure (see below).

## **What about existing volunteers?**

If you decide to conduct checks on existing volunteers, you should apply this policy consistently. The level of check should be proportionate to the nature of the role and the level of risk.

## **Criminal Records checks**

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If you are appointing someone to a high risk role, you can ask the prospective employee or volunteer to apply for a Criminal Records Disclosure. This can also be undertaken for existing staff or volunteers. Under the Rehabilitation of Offenders Act, you should not ask someone to apply for a Disclosure unless they are going to be in a position of trust, 'in close or unsupervised contact' with children, or in a role with influence over children's welfare (eg. Centre Manager, Club Welfare Officer). A Disclosure should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

Organisations affiliated to or recognised by the RYA can access the Disclosure process through the RYA. The procedure varies according to the home country and legal jurisdiction in which your organisation is located. Full up to date information is available from the RYA website, or contact the RYA's Child Protection Co-ordinator (see Section 7 for contact details).

### *England and Wales*

The Protection of Children Act 1999 requires people working in 'regulated childcare positions', for example teachers, medical staff, child minders, foster carers, to undergo a criminal records check. It is not a legal requirement in England or Wales for voluntary sports clubs or private employers. However there is a risk that determined offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If your organisation is a registered charity, the Charity Commission may require your trustees to be checked. If groups from local schools come to your site, the Local Education Authority may request that you check your instructors or volunteers so that they are subject to the same level of scrutiny as the children's teachers. The RYA is registered with the Criminal Records Bureau (CRB) as an 'Umbrella body' and can process Disclosure applications on behalf of affiliated organisations and TCs. The RYA does not make an administrative charge for this service, but a fee is payable to the CRB in the case of paid employees.

### *Scotland*

The Protection of Children (Scotland) Act 2003 makes it a criminal offence to knowingly employ someone (including a volunteer) in a 'childcare position' if their name is on the Disqualified from Working with Children List. If the normal duties of someone in your organisation include training, supervising or having unsupervised contact with children or young people under 18 and you cannot be certain that they are not on the Disqualified List, you can check by asking them to apply for a Disclosure Certificate. The RYA is registered with the Central Registered Body in Scotland (CRBS) as an 'Intermediary body' and can

process Disclosure applications on behalf of affiliated organisations and TCs. The RYA does not make an administrative charge for this service, but a fee is payable to Disclosure Scotland in the case of paid employees.

#### *Northern Ireland*

The Department of Health, Social Services and Public Safety in Northern Ireland operates a Pre-Employment Consultancy Service (PECS) to check employees or volunteers with substantial access to children or to adults with a learning disability. RYA Northern Ireland is able to use the PECS service and checks all RYA instructors in the province on qualification/revalidation. See p.16 for contact details.

## **Confidentiality**

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.

### ***RYA recruitment and induction policy***

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*The RYA requires all employees recruited to posts involving contact with children to provide references and to obtain an Enhanced Criminal Records Disclosure prior to confirmation of appointment. All Coaches and Nominated Junior Class Officials working on the RYA's Junior and Youth Racing programmes and Team15 Competition Co-ordinators will also be asked to obtain an Enhanced Disclosure. All RYA Instructors and Racing Coaches sign up to the Code of Ethics and Conduct (see Appendix B).*

*The Child Protection policy statement is contained in the RYA Staff Handbook issued to all new employees. All RYA employees and contractors whose work will involve contact with children are required to familiarise themselves with these Guidelines.*

## 5 Good practice guidelines

Revised Dec 05

### Culture

It is important to develop a culture within your organisation 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 (see *Good Practice Guide, Template 4*)

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

These common sense guidelines should be available to everyone within your organisation:

- 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.

### 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 both 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.

### Responsibilities of staff and volunteers

Make sure your staff or volunteers are given clear roles and responsibilities, are aware of your organisation's child protection policy and procedures and are issued with guidelines on:

- following good practice (see *above and Template 4*) and
- recognising signs of abuse (see *Appendix A*)

RYA Coaches and Instructors are expected to comply with the RYA Code of Ethics and Conduct (see *Appendix B*).

## **Child Protection Training**

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A three-hour basic awareness workshop 'Safeguarding and Protecting Children' (previously called 'Good Practice and Child Protection') is available across the UK from sportscoach UK, see Section 7 'Useful Contacts' for details. Some County Sports Partnerships, local authorities and Local Safeguarding Children Boards also offer open training. For more information see [www.thecpsu.org.uk](http://www.thecpsu.org.uk) under PE, School Sport and Club Links, Clubs, Training and Education. The RYA will be developing a network of tutors to provide sport specific training.

## **Parental responsibility and club liability**

Revised Dec 05

Although clubs have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities. For further information on club liability and duty of care, see the RYA's website [www.rya.org.uk](http://www.rya.org.uk), Working with Us, Clubs and Class Associations.

## **Changing rooms and showers**

It is preferable for adults to stay away from the changing rooms while there are children there. However bullying etc. can be an issue here, 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.

## **First aid and medical treatment**

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 (see *Template 5*).

## **Organising and hosting events**

When hosting an open junior or youth event at your club, liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed best practice guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these guidelines. The Child Protection in Sport Unit also publishes a comprehensive guide 'Safe Sports Events' (see Section 7 for contact details).

## **Away events**

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them. The RYA Racing Department has Sailor Supervision Guidelines for those involved with the national junior and youth squads.

## **Bullying**

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The RYA's anti-bullying policy is available on the website under Youth, About Youth Sail Racing Programmes.

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

There are two key principles to bear in mind:

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

- A consent form could be included with the event entry form (*see Template 6 for sample consent form*).
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Ethics and Conduct.
- Care must be taken in the storage of and access to images.

### **When publishing images, make sure they are appropriate and that you do 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 prizewinners, 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 (eg. 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.

Most sailing activity takes place in areas that 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 organisation's child protection/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 should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

## 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 your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

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. For guidance on recognising abuse, see Appendix A.

### Handling an allegation from a child

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#### 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 your organisation's child protection procedures.

#### Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. 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 designated Child Protection/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

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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 (see Template 7 for Incident Report Form).

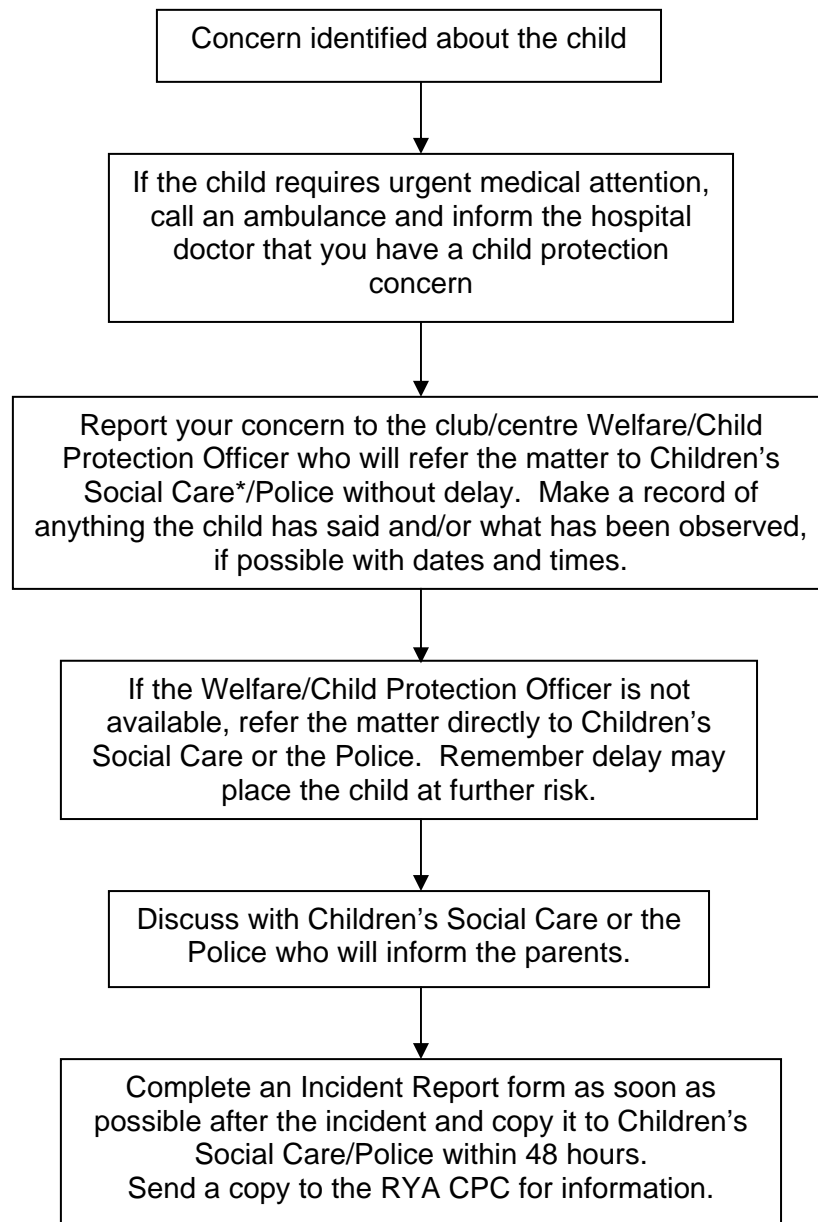
All information must be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Child Protection Co-ordinator 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.

## 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 your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in club rules or a staff handbook, depending on the nature of the organisation) setting out how an allegation of misconduct will be investigated and, if substantiated, acted upon.

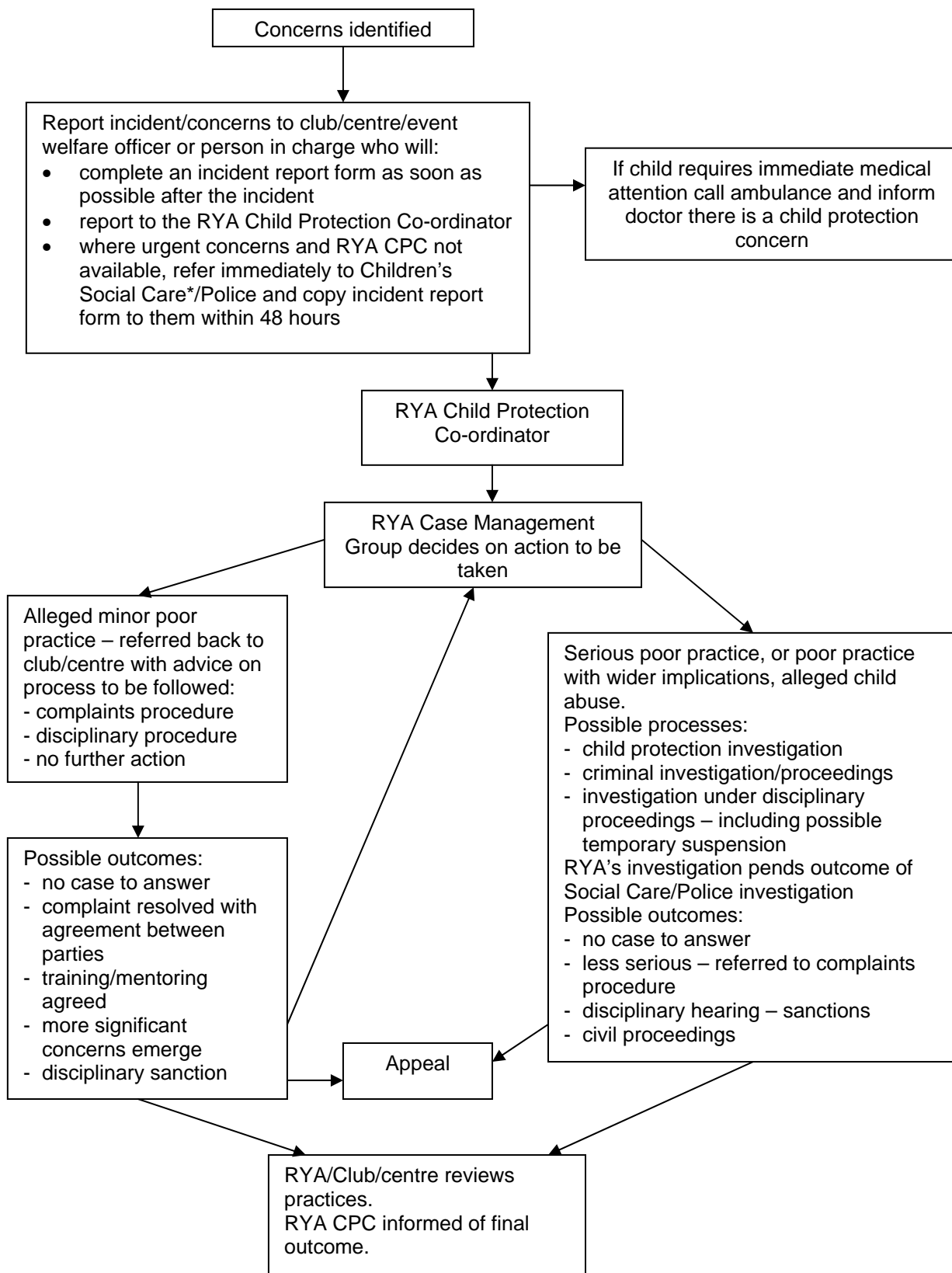
### **Flowchart 1 – What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)**



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

\* Details available from RYA Child Protection Co-ordinator - see note in Section 3 on page 5.

**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**



\* Details available from RYA Child Protection Co-ordinator - see note in Section 3 on page 5.

## **Handling the media**

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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.

## PART 3 – INFORMATION

### 7 Useful Contacts

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#### **Royal Yachting Association Child Protection Co-ordinator**

Jackie Reid, Personnel and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

Fax: 023 8060 4298

E-mail: [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk)

Website: [www.rya.org.uk](http://www.rya.org.uk)

#### **Welsh Yachting Association**

Tel: 01428 670738

E-mail: [admin@welshsailing.org](mailto:admin@welshsailing.org)

or contact Jackie Reid (see above)

#### **RYA Scotland**

Jane Scott, Development Manager

Tel: 0131 317 7388

E-mail: [jane@ryascotland.org.uk](mailto:jane@ryascotland.org.uk)

#### **RYA Northern Ireland**

Eamon Masterson, Training and Development Manager

Tel: 028 9038 3812

E-mail: [eamon.masterson@ntlworld.com](mailto:eamon.masterson@ntlworld.com)

#### **Child Protection in Sport Unit (CPSU)**

##### **England**

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

##### **Scotland**

Children 1st

Tel: 0141 418 5670

Fax: 0141 418 5671

Website: [www.children1st.org.uk](http://www.children1st.org.uk)

##### **Wales**

NSPCC

Tel: 029 20 267000

Fax: 029 20 223628

E-mail: [cpsuwales@nspcc.org.uk](mailto:cpsuwales@nspcc.org.uk)

##### **Northern Ireland**

NSPCC

Tel: 028 9035 1135

Fax: 028 9035 1100

E-mail: [pstephenson@nspcc.org.uk](mailto:pstephenson@nspcc.org.uk)

**Social Care Services**

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

**NSPCC Helpline**

0808 800 5000

**Childline**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

**sportscoach UK – provide child protection training**

Tel: 0113 274 4802

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

## 8 Templates

### Template 1 – Application form

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*To be adapted for voluntary role or paid employment*

#### APPLICATION FOR THE POST OF (JOB/ROLE TITLE)

When completed this form should be returned, marked 'Private and Confidential',  
to: .....

The closing date for applications is .....

PERSONAL DETAILS		
Title:	Surname:	Other names in full:

ADDRESS

TELEPHONE, FAX AND E-MAIL	
Home Tel: Fax: E-mail: Mobile:	Work Tel: Fax: E-mail: (please state if you do not wish to be contacted at work)

Do you hold a valid UK driving licence?	YES / NO
Do you have any unspent convictions (including motoring offences)? If yes, give brief details	YES / NO
Having a criminal record will not necessarily bar you from working with (organisation). This will depend on the position applied for and the nature of your offence. If you are applying for a position involving contact with children or vulnerable adults you will be required, at the offer stage, to apply for a Criminal Records Bureau Standard/Enhanced Disclosure.	

MEDICAL HISTORY	
In the last 12 months, how many days' absence have you had from work through illness or injury?	
Would you agree to complete a pre-employment medical questionnaire if offered employment?	YES / NO

IF APPOINTED WHEN COULD YOU START WORK?	HOW DID YOU HEAR OF THIS VACANCY?

**EDUCATION AND TRAINING**

Secondary School, College/ University and/or Training Centres attended	Dates	Academic and/or Vocational Qualifications

**SUMMARY OF PAST EXPERIENCE (start with most recent)**

Name of organisation, position held, dates	Brief description of responsibilities and duties

**Please state how you think your skills and experience match the requirements of this post and give your reasons for applying.**

--

**OTHER RELEVANT INFORMATION**

Recreational interests, hobbies, voluntary or community work

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**REFERENCES**

Please give names and addresses of two persons to whom application for a reference may be made. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted. Please indicate if you do not want us to seek a reference from any of your referees before interview or before an offer of employment.

NAME AND ADDRESS	CAPACITY IN WHICH KNOWN TO YOU

**DECLARATION**

Data Protection Act In order to recruit to this post [*insert name of organisation*] will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described.

Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature:	Date:
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# Template 2 – Reference request

Revised Dec 05

## CONFIDENTIAL

(Name) ..... has expressed an interest in working with (organisation) ..... in the role of ..... , and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person? .....
2. In what capacity? .....
3. What attributes does this person have which would make them suitable for this role?  
.....  
.....  
.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in contact with children or young people?

YES  NO  Please tick

If you answer 'Yes' we will contact you in confidence.

Name: (please print) ..... Tel. No: .....

Signed: ..... Date: .....

Please return this form, marked 'Confidential' to: .....

.....

**Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adults**

(Organisation name) ..... is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name .....

1. **Have you ever 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 Families Social Care Department as being an actual or potential risk to children?** YES  NO

**If yes, please supply details.**

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

Signed: ..... Date: .....

### **Handout for Instructors, Coaches and Volunteers – Good Practice Guide**

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child

#### **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.

# Template 5 – Medical consent and emergency contact form

Revised April 07

**THIS FORM IS DOUBLE SIDED – PLEASE ENSURE YOU TURN OVER**  
**Please complete all sections in Block Capitals**

## **SAILOR DETAILS:**

Sailor Name:	
Home Address:	
Date of birth:	
Age:	

## **EMERGENCY CONTACTS:**

### **Emergency Contact**

Name:	
Relationship:	
Home Number	
Work Number	
Mobile Number:	

### **Alternative Emergency Contact:**

Name:	
Relationship:	
Home Number	
Work Number	
Mobile Number:	

## **IF DIFFERENT FROM ABOVE:**

<b>Mother's</b> Name:		Mobile Number:	
Home Number		Work Number:	
<b>Father's</b> Name:		Mobile Number:	
Home Number		Work Number:	

## **DOCTOR DETAILS:**

Doctors Name:		Work Number:	
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It is your responsibility to make known any potential medical conditions that may affect you during the activities associated with the programme you will be taking part in. Please therefore provide as many details as possible. This information will be shared with the organisers and coaches at events and training.

Have you ever suffered from any of the following conditions:

- |                                   |     |    |
|-----------------------------------|-----|----|
| • Asthma/bronchitis               | Yes | No |
| • Heart conditions                | Yes | No |
| • Fits, fainting or blackouts     | Yes | No |
| • Severe headaches                | Yes | No |
| • Diabetes                        | Yes | No |
| • Travel sickness                 | Yes | No |
| • Allergies to medication         | Yes | No |
| • Any other allergies             | Yes | No |
| • Other illnesses or disabilities | Yes | No |

If you have answered yes to any of the above, please provide details in the box below.

When did you last have a tetanus vaccination? Year .....

Are you currently taking any medication? If so please specify:

Are you suffering/recovering from any injuries which may affect your sailing?

Are you vegetarian? Yes No Do you have any food allergies? If so, please specify:

**Consent**

I the parent/guardian of ..... give permission to the organisers of activities during the period ..... (dates of event) to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my son/daughter to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Signed: ..... (parent/guardian) Name: (please print) .....

Date: .....

## Template 6 – Photography consent form

Revised Dec 05

### Consent form for the use of photography or video

(Organisation) ..... recognises the need to ensure the safety and welfare of children and young people taking part in boating.

In accordance with our child protection policy we will not arrange for photographs, video or other images or young people to be taken without the consent of the parents/carers and children.

(Organisation) ..... will follow the guidance for the use of images, a copy of which is available from

(name) .....

(Organisation) ..... will take all steps to ensure that images are used solely for the purposes for which they are intended. If you become aware that images are being used inappropriately you should inform

(name/position) ..... immediately.

### Consent

I (name of parent/carer) .....

consent to (Organisation) .....

photographing or videoing (child's name) .....

Signed: ..... Date: .....

I (child's name) .....

consent to (Organisation) .....

photographing or videoing my involvement in sailing/windsurfing/powerboating.

Signed: ..... Date: .....

## Template 7 – Incident report form

Revised Jan 07

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

**This form should be copied, marked 'Private and Confidential', to the RYA Child Protection Co-ordinator and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**

## **Template 8 – Sample Club Child Protection Policy and Procedures**

*Note: this is an example of how a Club policy might be laid out. The exact content and level of detail should reflect the Club's own requirements and practices. Those working with young people should also have access to the RYA's Child Protection Guidelines.*

### **Policy Statement**

It is the policy of XXXXXX Sailing Club ....

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

### **Club Welfare Officer**

The Club Welfare Officer is .....  
(Telephone, e-mail, mobile etc)

### **Volunteers**

All Club volunteers whose role brings them into contact with young people will be asked to provide references or to complete a self-disclosure form. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

### **Good Practice**

All members of the Club should follow the good practice guidelines attached (see *RYA Template 4*). Those working with young people should be aware of the guidance on recognising abuse (see *RYA Appendix A*).

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

### **Concerns**

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (see *RYA Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action under Club Rule XX.

## Appendix A – What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to damage done to a child's physical or mental health. Child abuse can take many forms:

**Physical abuse** where adults or other children:

- physically hurt or injure children (eg. by hitting, shaking, squeezing, biting or burning)
- give children alcohol, inappropriate drugs or poison
- attempt to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Neglect** includes situations in which adults:

- fail to meet a child's basic physical needs (eg. for food, water, warm clothing, essential medication)
- consistently leave children alone and unsupervised
- fail or refuse to give children love, affection or attention
- neglect in a sailing situation might also occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

**Sexual abuse.** Boys and girls are sexually abused when adults (of the same or opposite sex) or other young people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

**Emotional abuse** can occur in a number of ways. For example, where:

- there is persistent lack of love or affection
- there is constant overprotection which prevents children from socialising
- children are frequently shouted at or taunted
- there is neglect, physical or sexual abuse
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

**Bullying** may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

## **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 (eg. 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 (eg. 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 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](http://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 sport's governing body 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.
- 5 Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- 6 Coaches should 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 should, 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 should co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- 10 Coaches should always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
- 11 Coaches must consistently display high standards of behaviour and appearance.