



Carlingford Lough Yacht Club Child and vulnerable person safeguarding Policy Guidelines

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PART 1 - POLICY

1 Introduction

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.

CLYC as an RYA Recognised Training Centre (TC) is required to have a formal child protection policy which is checked as part of their annual inspection.

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 CLYC Child and vulnerable person safeguarding Policy Statement

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

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

CLYC 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.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that CLYC-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 CLYC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the CLYC Child Protection Co-ordinator (Currently Liz McLaughlin).

PART 2 – Procedures

3 Designated Person

CLYC designated person

CLYC's Child Protection Co-ordinator is Liz McLaughlin, tel. 07972745994

If Liz McLaughlin is unavailable and the matter is urgent, contact Henry McLaughlin at 07966935352

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

- Maintaining an up to date policy and procedures.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment 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 RYA informed as necessary (*see flowcharts in Section 6*).

4 Safe recruitment

If a good recruitment policy is adopted, and the issue of child protection covered in the organisation's risk assessment and operating procedures, 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 level of checking you carry out should be proportionate to the role and the level of risk involved. The risk is 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.

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 clear 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 CLYC instructor certificate or coach qualification if required
- provide training, mentoring or supervision to cover any areas where they may lack experience or confidence.

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
- 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*).

If the role involves close or regular contact with children, training or supervising children or is a position of trust or authority over children's welfare, you are strongly advised to:

- 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
- ask the applicant to apply for an Enhanced Criminal Records Disclosure (see below).

Criminal Records checks

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 (see below). 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).

Northern Ireland

The Protection of Children and Vulnerable Adults (NI) Order 2003 makes it a criminal offence to knowingly employ someone (including a volunteer) in a 'regulated position' if they are disqualified from working with children and/or vulnerable adults. If your volunteers or staff regularly care for, train, supervise or are in sole charge of children and young people (under the age of 18), you can check that they are not on the relevant Lists by asking them to apply for an Access NI check. RYANI is registered with Access NI and can process applications on behalf of affiliated organisations and TCs. A fee is payable to Access NI in the case of paid employees.

Vetting and Barring Scheme

A new vetting and barring scheme is due to be introduced across the UK from October 2009. The legislation leading to this scheme arose from the Bichard Inquiry into the Soham murders, which recommended that people wishing to work with children or vulnerable adults should be required to register. The scheme will be overseen by the Independent Safeguarding Authority (ISA), but operated by the Criminal Records Bureau, Disclosure Scotland and Access NI alongside the existing Disclosure process. There will be definitions of 'regulated activity' and 'regulated positions' which are likely to include certain positions within sports clubs and training centres and will make it an offence to employ someone in such a position unless they have registered with the ISA Scheme.

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. When data is no longer relevant it should be destroyed securely, eg. by shredding.

CLYC recruitment and induction policy

CLYC 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 are also asked to obtain an Enhanced Disclosure. All CLYC 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 CLYC Staff Handbook issued to all new employees. All CLYC employees and contractors whose work will involve contact with children are required to familiarise themselves with these Guidelines.

5 Good practice guidelines

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, Section 8.4)*

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.
- 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 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

Staff or volunteers are given clear roles and responsibilities, are aware of this child protection policy and procedures and are issued with guidelines on:

- following good practice (*see above and Section 8.4*) and
- recognising signs of abuse (*see Appendix A*)

CLYC Coaches and Instructors are expected to comply with the CLYC Codes of Ethics and Conduct (*see Appendices B and C*).

Parental responsibility and club liability

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, 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.

Bullying

See *Section 8.5* for CLYC's Anti-bullying policy, which is also available on the RYA website under Youth, About Youth Sail Racing Programmes.

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 Section 8.7*).

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.

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.

Photography, images and video

Publishing articles, photos and videos in club newsletters, on websites, in 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's parents/carers for their images to be taken and used

- A consent form could be included with the event entry 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 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 could 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 recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing areas in any circumstances.

Coaches and Instructors

When working with children and young people you are advised to:

- avoid using over-familiar language and try to copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

- have a personal and a professional page for your social media
- do not allow young sailors to follow or be friends with your personal account
- set your privacy settings as high as possible on your personal account
- challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- educate young sailors about the boundaries between them and their Coach or Instructor.

Coaches working with the RYA's Youth and Junior squads are expected to comply with the [RYA British Youth Sailing Communication Policy](#).

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The recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing areas in any circumstances.

Children and young people

Children and young people use modern technology as a matter of course, but they don't always understand the risks involved and their parents are not always fully aware of their children's risky behaviour. Online communication and texting can often be used as a means of bullying. 'Cyberbullying' should be treated in the same way as any other form of bullying.

www.thinkuknow.co.uk and www.childline.org.uk provide guidance and support for children and young people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and 'sexting'.

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

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

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 leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. 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 Sample Document 7 for Referral Form).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the

Reviewed Feb 2025

child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the CLYC Safeguarding and Equality Manager should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

Confidential information must be processed, stored and destroyed in accordance with your organisation's Data Privacy Policy and Data Protection legislation.

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 a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee
- a procedure for handling a complaint about a member.

The RYA's information sheet on disputes with members and disciplinary procedures is available on the website in the Club Zone (you will need your club's or class association's login) under Club People, Members, or click on this link: [Disputes and Disciplinary Procedure](#).

Statutory Authorities

If your club or centre is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

Handling the media

If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

Insurance

If there is a serious allegation involving harm caused to a child either at your premises or as a result of taking part in your activities, the person in charge should consider notifying your insurers in case there is a subsequent claim against the organisation.

Historical allegations

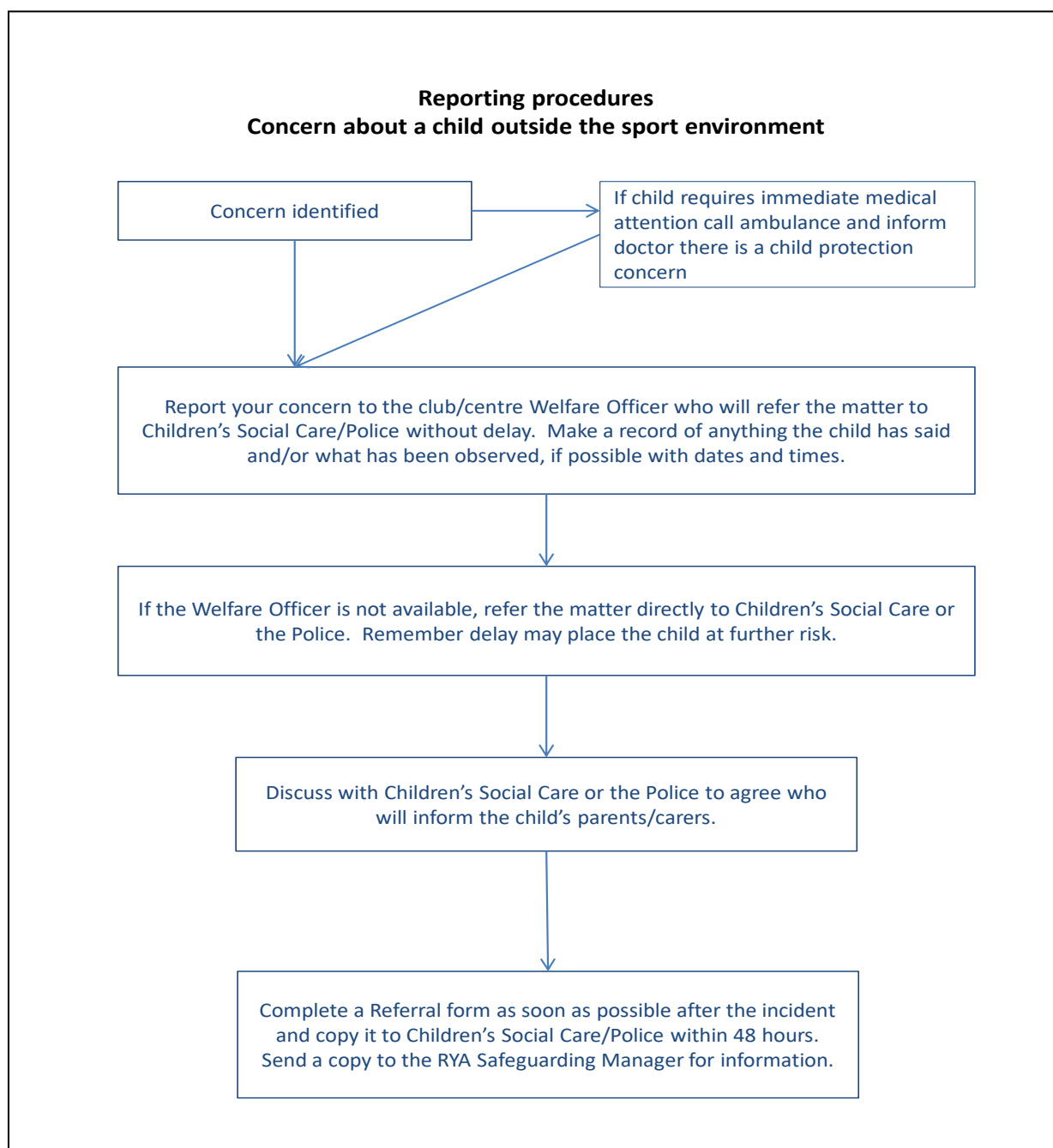
If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact

Reporting Procedures

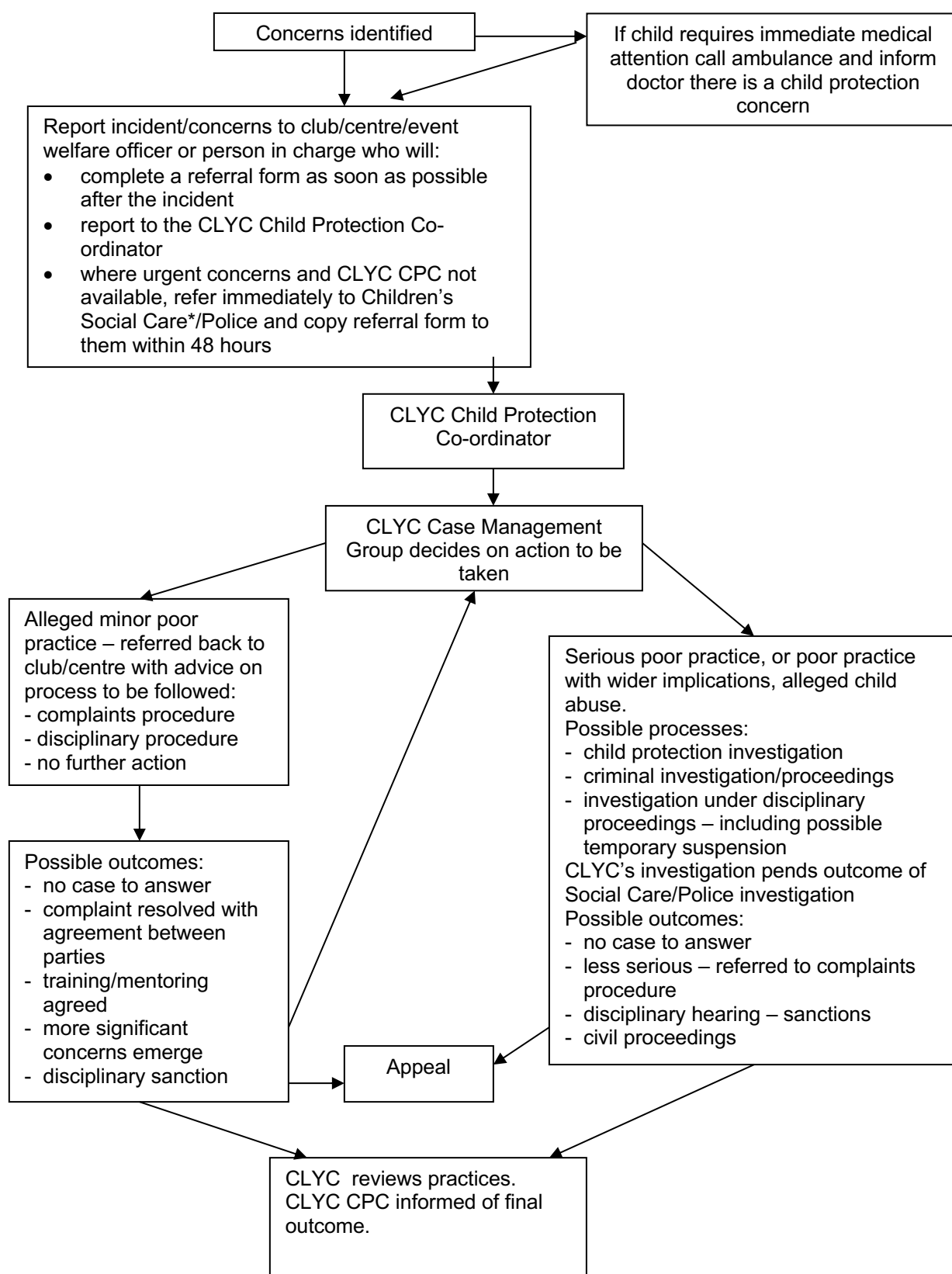
If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

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 and Equality Manager or, if a child is at immediate risk, the Police.

Flowchart 1



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



* Details available from CLYC Child Protection Co-ordinator - see note in Section 3 on page 4.

PART 3 – INFORMATION

7 Useful Contacts

NSPCC 24 hour free helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

Royal Yachting Association

Jackie Reid, Safeguarding and Equality Manager
RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk

Website: www.rya.org.uk/go/safeguarding

RYA Northern Ireland

Mary Farrell, Development Officer

Tel: 028 9038 3875

E-mail: ryani@rya.org.uk

Website: www.ryani.org.uk

Child Protection in Sport Unit (CPSU)

Northern Ireland

Tel: 028 9035 1135

E-mail: cpsu@nspcc.org.uk

AccessNI – RYA is Registered Body

Website: www.nidirect.gov.uk/accessni

sportscoach UK – provide Safeguarding and Protecting Children training

Website: www.sportscoachuk.org

8 Forms

Section 8.1 – Application form

APPLICATION FOR THE POST OF

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.	

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 role and give your reasons for applying.

--

OTHER RELEVANT INFORMATION

Recreational interests, hobbies, voluntary or community work

--

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:

Section 8.2 – Reference request

CONFIDENTIAL

(Name) has expressed an interest in working with CLYC 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:
.....

Section 8.3 – Self-disclosure form

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

CLYC 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:

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

Section 8.4 CLYC Good Practice Guide

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
- 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.

Section 8.5 – CLYC Youth Racing Anti-Bullying Policy

1. INTRODUCTION

- 1.1 It is the Policy of CLYC to safeguard children taking part in boating from physical, sexual and emotional harm. CLYC consider bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.
- 1.2 This document sets out what CLYC means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

- 2.1 The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

3. WHAT IS BULLYING

- 3.1 **Bullying is the use of aggression with the intention of hurting another person.**

The three key bullying behaviours are:

- 3.1.1 It does not just happen once; it is ongoing over time.
- 3.1.2 It is deliberate and intentional- it is not accidentally hurting someone.
- 3.1.3 It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

- 3.2 **Bullying can be:**

- Emotional being unfriendly, excluding, tormenting (eg. hiding possessions gear or equipment, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

- 3.3 **Why is it important to Respond to Bullying?**

- 3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.
- 3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

4. SIGNS AND SYMPTOMS OF BULLYING

- 4.1 A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:
 - Is frightened of being left alone with other children.
 - Changes their usual routine.
 - Suddenly doesn't wish to attend training or events.
 - Becomes withdrawn, anxious or lacking in confidence.

- Starts stammering.
- Has cuts or bruises that can not adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

4.2 These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

5. PROCEDURES

- 5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, CLYC Manager, the relevant class Child Protection Officer or the CLYC Child Protection Co-ordinator.
- 5.2 This person will then follow the procedure laid down in the CLYC Child Protection Policy and Guidelines.
- 5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.
- 5.4 Being found to know of bullying without reporting it is a disciplinary offence.

6. OUTCOMES

- 6.1 All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.
- 6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.
- 6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.
- 6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.
- 6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.
- 6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- 6.7 All incidents will be reported to the CLYC Child Protection Co-ordinator and kept on record to monitor any future reports.

7. PREVENTION

- 7.1 This Policy has been adopted by the RYA Youth Steering Group and is available to all as a reference via the website.

- 7.2 The RYA will run a session on the effects and consequences of bullying and how to prevent them at one of the first of any new squad's training camps. This will include a session for parents where possible.
- 7.3 The Anti-Bullying Policy will be addressed in the Sailor Supervision Guidelines and the squad paperwork and training provided for house parents.
- 7.4 The effects and consequences of bullying and how to prevent them will be added to Coach training and CPD.

8. MONITORING AND REVIEW

- 8.1 The Policy will be monitored by the RYA Junior and Youth Racing Managers and the RYA Child Protection Co-ordinator.
- 8.2 The Policy will be reviewed annually by the Chairman of YSG in consultation with the RYA Child Protection Co-ordinator and appropriate RYA Youth Managers.

Section 8.6 –Parental Consent form

EVENT DETAILS

Event name	
Venue	
Date	
Event Co-ordinator	
Event details	

PARTICIPANT CONTACT DETAILS

Name	
Address	
Contact no.	
Email address:	
If you are under 18, your parent or guardian must complete and sign the Parental/Guardian Agreement Form at page []	

ABOUT YOU

Do you have any previous boating experience or qualifications? If yes, please give brief details.	
Can you swim 25 metres?	
In the interests of your safety do you have any medical conditions or physical or mental impairments that the organiser needs to be aware of that may affect your ability to take part in the Event?	Yes/ No If you answer yes please provide further details in the Medical Information and Impairments section of this form at page [].
Telephone number of emergency contact.	

BOOKING TERMS

1. RISK STATEMENT

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the Event, you agree and acknowledge that:

- (i) You are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the Event;
- (ii) You will comply at all times with the instructions of the Event Co-ordinator/instructors particularly with regard to handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions;
- (iii) You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- (iv) You will not participate in the Event if your ability to participate is impaired by alcohol, drugs or if you are otherwise unfit to participate;
- (v) You will inform the Event Co-ordinator/ instructors if there have been any changes to the information provided on this form at the time of the Event.
- (vi) The provision of patrol boat cover is limited to such assistance as can be practically provided in the circumstances;
- (vii) You are aware of any specific risks drawn to your attention by the Event Co-ordinator/Instructors.

2. CANCELLATION

You understand that the Event Co-ordinator may cancel or postpone the Event at any stage in the event of bad weather, equipment failure or otherwise.

3. MISCONDUCT

You understand that the Event Co-ordinator /Instructor may exclude anyone from a particular session and evict anyone from the premises who refuses to comply with these Booking Terms or who misconducts themselves in any way or who causes damage or annoyance to other persons.

4. DATA PROTECTION

The Organiser has a Data Privacy Policy which can be found at www.clyc.info
Your data will be stored and used in accordance with that policy.

The information you provide in this form will be used to facilitate your participation in the Event and to contact you. The Organiser would also like to include your contact details on a mailing list in order to make you aware of membership opportunities and future events.

If you would like to be included on this mailing list please tick here

☐

If you wish to withdraw your agreement at any time, please contact Catherine McDonagh.

5. USE OF YOUR IMAGE

The Organiser may arrange for images or videos to be taken at the Event and published on the Event or Organiser's website or social media channels to promote the Event or Organiser.

If you agree to images of you being used for this purpose, please tick here.

☐

If you are taking part in the Event as a family, your family members, aged 18 and over, should indicate their agreement to the use of their image separately below.

Parental agreement for images of participants aged under 18 is included in the Parental/Guardian Agreement Form at page 32.

Family member

☐

Family member

☐

Family member

☐

If you later wish to withdraw your agreement, please contact Catherine McDonagh. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to your images being used, you agree to assign any copyright or any other right of ownership of these images to the Organiser.

AGREEMENT

I confirm that I have read and fully understand the above Booking Terms and agree to comply with them.

Signed..... (The Participant) Date.....

Section 8.7 – Medical consent and emergency contact form

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:

Mother's Name:		Mobile Number:	
Home Number		Work Number:	
Father's Name:		Mobile Number:	
Home Number		Work Number:	

DOCTOR DETAILS:

Doctor's 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:

Section 8.8 – CLYC Photography consent form

Consent form for the use of photography or video

CLYC 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 of young people to be taken or published without the consent of the parents/guardians and children.

CLYC will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform

CLYC Child Protection Co-ordinator, Liz McLaughlin, tel. 028 4173 9950, immediately.

Conditions of Use

1. We will normally only identify a child by reference to the child's first name.
2. We will not use personal details or full names (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or fax numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or footage with very general labels, such as 'Cadet Week'.
5. We will only use images of children 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:

1. I agree that my son's/daughter's photograph may be used in CLYC's brochure and other printed publications. **Yes / No**
2. I agree that my son's/daughter's image may be used on CLYC's website. **Yes / No**
3. I agree that my son/daughter may be photographed or filmed by the media and the images used in local or national newspapers, televised news programmes etc. **Yes/No**
4. Certain sailing magazines require full names in sailing reports and to accompany pictures of prizewinners. May we give this information to reputable sailing magazines such as Yachts & Yachting? **Yes / No**

I have read and understood the Conditions of Use above.

I agree to notify CLYC of any relevant changes in my child's circumstances.

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

Signed: Date:

Name:

Section 8.9 – Safeguarding and Child Protection referral form

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', completed and sent to the CLYC Child Protection Co-ordinator, and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Section 8.10 – CLYC Child Protection Policy and Procedures

Those working with young people should also have access to the CLYC's Child Protection Guidelines.

Policy Statement

It is the policy of Carlingford Lough Yacht Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. CLYC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in CLYC 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.

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 Liz McLaughlin, tel. 07972745994

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 CLYC CPPG Section 8.4*). Those working with young people should be aware of the guidance on recognising abuse (*see CLYC CPPG 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 CLYC Flowcharts 1 and 2*).

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 - CLYC Code of Ethics and Conduct for Instructors, Trainers and Coaches

Sports training and coaching helps the development of individuals through improving their performance

This is achieved by:

- Identifying and meeting the needs of individuals.
- Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

Instructors, Trainers and Coaches should comply with the principles of good ethical practice listed below. They must:

- If working with young people under the age of 18, have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk under Working with Us.
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the sport's governing body and hold appropriate insurance cover.
- Develop an appropriate working relationship with students (especially children), based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date and nationally recognised governing body qualifications.
- 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 their sport (eg. courtesy to other water users).
- Consistently display high standards of behaviour and appearance.

Appendix C – CLYC 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 CLYC Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy.
- 2 Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- 3 Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the 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.