



Child Protection policy

Child Protection Policy Statement:

- The child's welfare is paramount
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.
- The club's Child Protection Officer is Sue Wood, 01293 884039

A code of practice and procedures

Selection of instructors and helpers:

- All instructors and helpers should have completed a registration form, and should be made aware of the Club's policy and procedures.
- References should be requested and followed up for any adult new to the Club and previously unknown to the Training Committee. Where they have been club members for over 2 years, or personally known to Sailing Committee members for at least 2 years, then there is no need for formal scrutiny, providing there is someone in authority within the club prepared to vouch for them. It is the responsibility of the instructor running a course to check that any helpers are registered.

Prevention of Abuse

WWSC has appointed Sue Wood as child protection officer.

All instructors and volunteers will be:

- Made aware of the Club's Policy
- Given a copy of the good practice guide
- Made aware of the procedures should there be any complaints or concerns.



Handout for all instructors & volunteers

Good Practice Guide

- Do not spend time alone with children away from others, unless necessary, and keep this time to a minimum.
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in 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, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

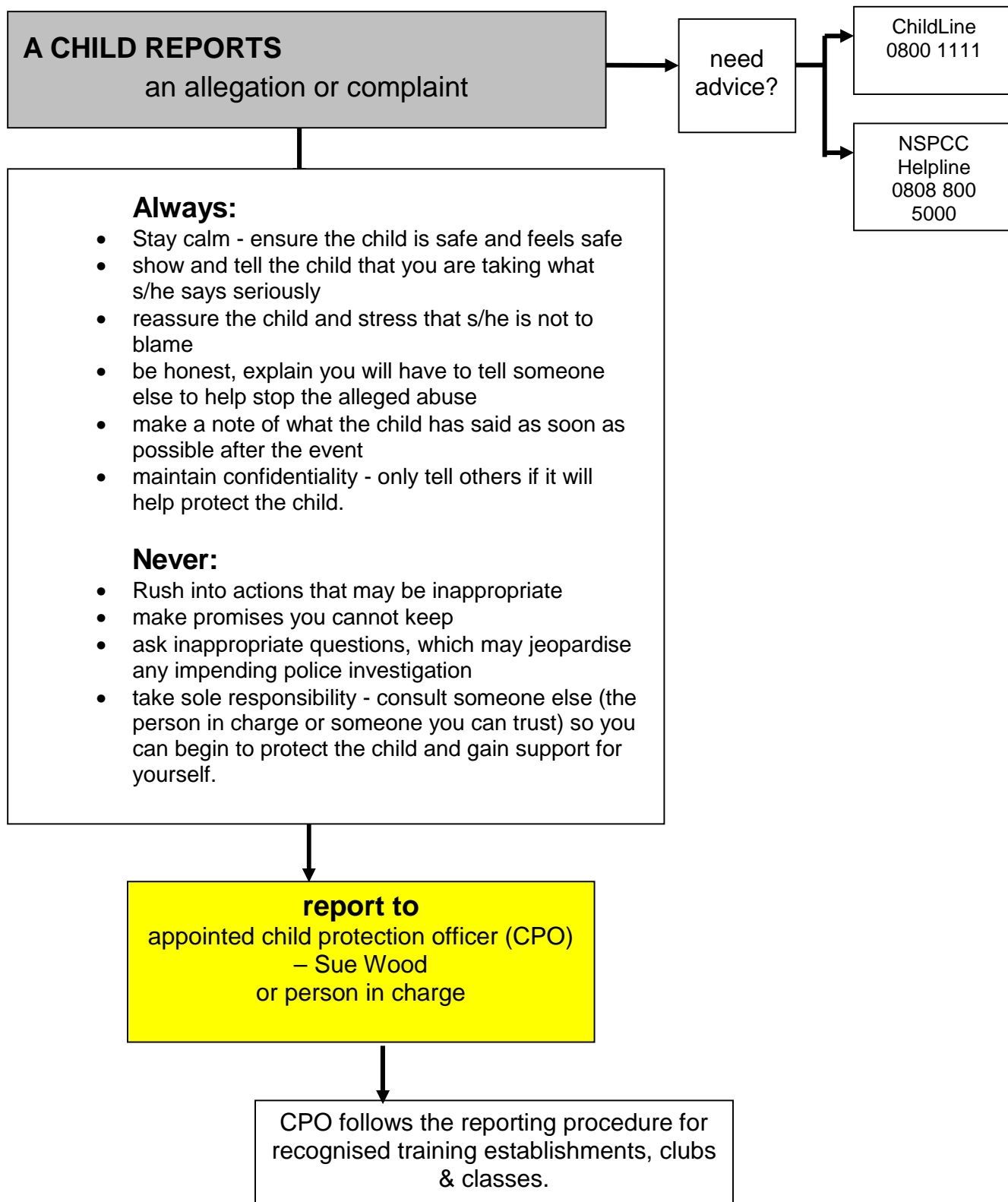
However, it may be sometimes necessary for instructors or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Important

All instructors and volunteers should read our comprehensive Child Protection Policy & Procedures. We keep a copy in a folder in the cupboards in the committee room. Spare copies will be available to take away and read. There is an up to date copy on the WWSC website, under Training, Instructor Information.

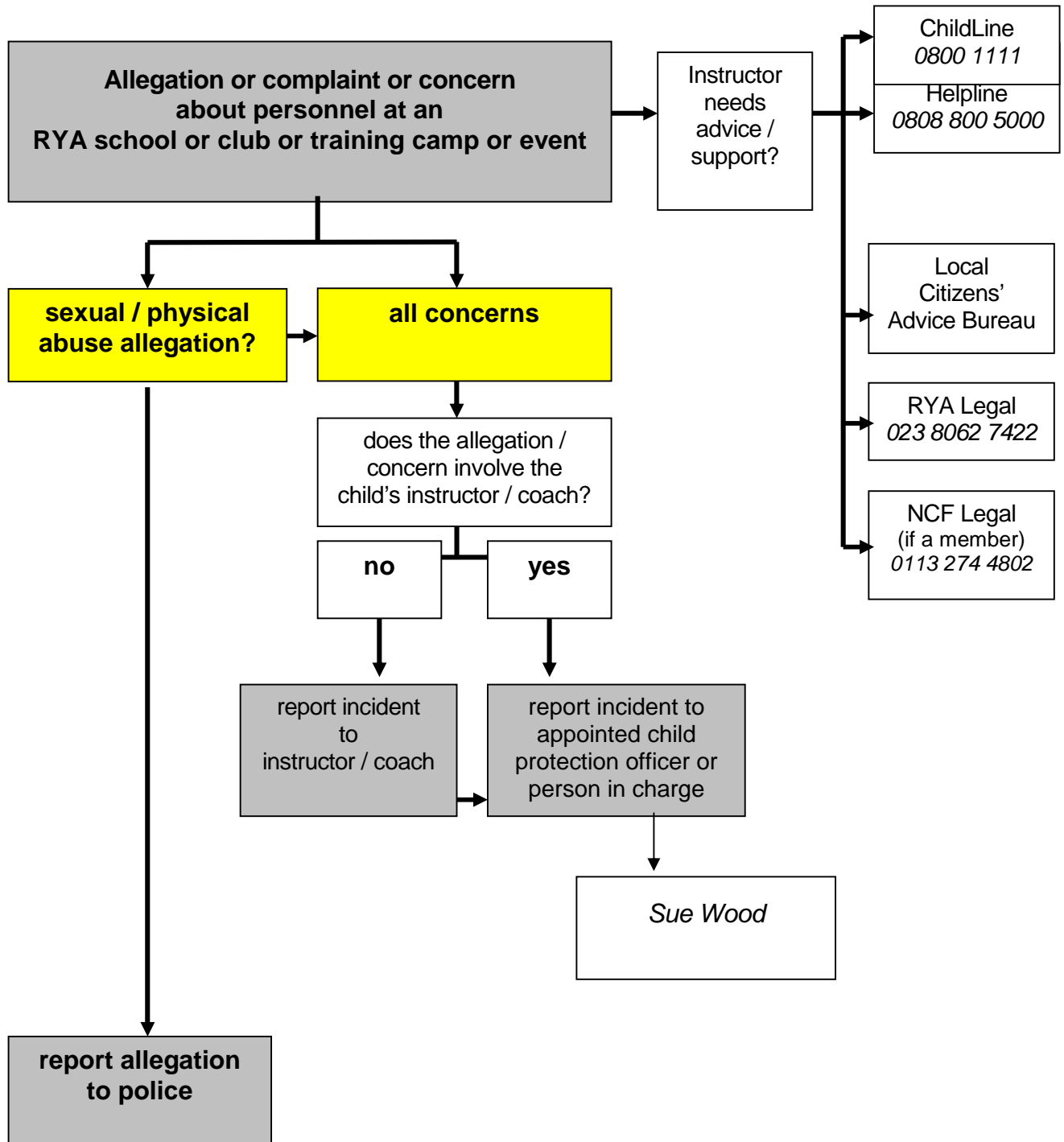


Reporting procedure for instructors, staff & volunteers



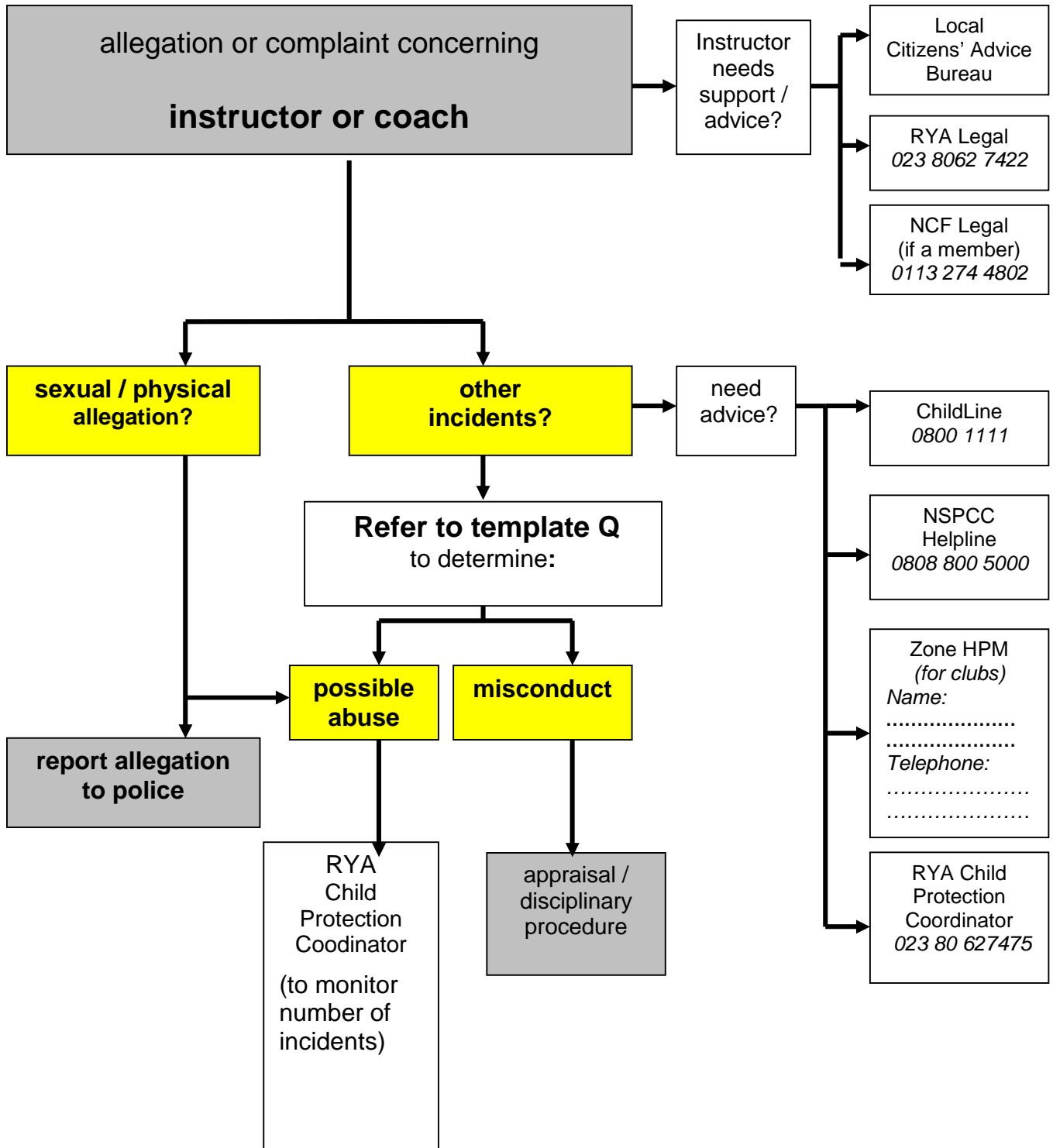


Reporting procedure - advice to children, parents and teachers





Reporting procedure - for RTEs, clubs & class associations





Recording information

In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

DO listen

- Do take notes
- Do tell the RYA and make sure that all information is passed onto the police

DON'T ask direct questions

- Don't try to stop the child telling you about their problem
- Don't make promises
- Don't allow anyone else outside the police or social services to interview or ask questions of the child
- Don't assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Make notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

COMMON QUESTIONS that could be used in some situations.

THE DOs - open questions and statements

- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it

THE DON'Ts – leading or closed questions and comments

- Who did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret



Incident report form

Try and keep the process friendly rather than a formal; you want the child to feel as comfortable as possible during this stressful process.

Interviewer's details

Name:

Position:

Child's details

Name:

. Date of birth:

Address:

Parents / Carers names:

Address:

Record what was said and reported (use additional paper, as required)

Action taken

POLICE: reported to which police station?

Officer reported to:

Date / time incident reported:

Details of advice received:

RYA: reported to Child Protection Officer?

YES /NO

Date / time incident reported:

Details of advice received:

OTHER: contacted other organisations for advice?

Date / time of call:.....

Which organisation(s):

Person advice received from:

Details of advice received:

Signed by interviewer, as above: Date:



Recognising abuse

This section explains what child abuse is, how to recognise it and what to do if you have concerns.

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 the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school and in a sports or community environment. Child abuse can take many forms:

Physical abuse where adults:

- physically hurt or injure children (e.g. 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 (e.g. for food, warm clothing, essential medication)
- consistently leave children alone and unsupervised
- fail or refuse to give children love, affection or attention
- neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or exposes them to undue cold or risk of injury

Sexual abuse. Boys and girls are sexually abused when adults (male or female) 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 (e.g. 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 being 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 unrealistic pressure to perform to high expectations.



Bullying

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

Although anyone can be a 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.

How would I recognise if a child is being abused?

It is not always easy to spot when children have been abused even for the most experienced carers. 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 (e.g. 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 (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially with whom a close relationship would be expected
- an unreasonable reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

However, it is important to note that a child could be displaying some of all of these signs, or behaving in a way which is worrying - this does not necessarily mean the child is being abused. Similarly, there may not be any signs, you may just feel something is wrong.

If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.

What should I do in general if I have concerns?

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, like a bereavement, which has caused the child to be unhappy. However, if your concerns are about sexual abuse or violence, talking to the parents or carers might put the child at greater risk.

If your concerns remain or you cannot talk to the parents/carers, consult your organisation's designated Child Protection Coordinator, if appointed, or person in charge. It is the responsibility of this person to make the decision to contact the police.



Where can I get further help?

If you want to talk things through to gain some advice, you can phone the following 24 hour free telephone numbers. You do not have to give your name but it is helpful if you can.

NSPCC helpline:

0808 800 5000

www.nspcc.org.uk

ChildLine:

0800 1111

www.childline.org.uk

If you are an instructor and have had an allegation made against you, advice and support can be gained from the following sources:

Local Citizens' Advice Bureau:

Refer to Yellow Pages for contact details

RYA Legal:

023 8062 7422

NCF Legal (if a member):

0113 274 4802



A bump on the head

Dear Parent/Guardian:

Your childreceived a bump on the head today

Date:

Time of incident:

Description of accident:-

An instructor with First Aid training assessed your child. Although no problems were seen at the time, we suggest you keep a close eye on your child for the next 48 hours for any of the following symptoms:

- Severe headache
- Blurred vision
- Unusual drowsiness
- Change in behaviour/confusion
- Nausea or repeated vomiting
- Clumsy walking, staggering, dizziness
- Unresponsiveness
- Slurred speech
- Bleeding or fluid from the ears or nose

Watching television or a computer screen is not recommended during this period.

Contact your family doctor or accident and emergency department immediately if you notice any of the above symptoms.



Medical consent form

I, the parent / guardian * of :

.....

give permission to the coaches participating in activities during the period

..... (date of event)

to administer any relevant treatment or medication to my child if necessary. I have listed all existing conditions and medication requirements.

I also authorise the members of staff to take my son or daughter to hospital if necessary and give full permission for the hospital to provide any necessary treatment. I understand that the Senior Instructor in charge will tell me as soon as possible of the hospital visit and any treatment given by the hospital.

Parent / Guardian's* consent

.....(signature)

Name..... (please print)

Relationship to participant

* delete as applicable