

HOLLOWELL SAILING CLUB

Hollowell Sailing Club, Hollowell Reservoir, Hollowell, Northants, NN6 8RL Tel: 01604 740328
www.hollowellsc.org.uk

CHILD PROTECTION POLICY

POLICY STATEMENT

Hollowell sailing club is committed to providing a safe environment for children in which:

- 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
- Anyone under the age of 18 years should be considered as a child for the purposes of this document.

To achieve the above policy statement, the club will adhere to the following guidelines for:

- i) Recruitment of senior instructors, instructors, assistant instructors, and helpers of any age who supervise children on planned junior and youth events within the club.
- ii) Issue the Good Practice Guide (appendix B) to all instructors, committee members, and people who help on planned junior and youth events. It is expected that all club members adhere to these guidelines.
- iii) Appoint a child protection officer who will be, where possible, a person with a working knowledge about child protection issues. This person will be one of the club's flag officers but will not be the principal of the Recognised Teaching Establishment. S/he will be responsible for:
 - overseeing the distribution of the guidance.
 - being a point of contact for advice for instructors and helpers.
 - overseeing that the guidance is adhered to.administering the recruitment process, holding copies of self-declaration forms and liaising with the RYA about checks with the criminal records bureau when necessary.

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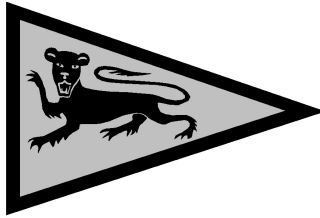
- reporting annually to the General Committee to review the administration of the policy. Confidentiality will be maintained appropriately.
- holding full copies of current guidance issued by the RYA for the direction of the club when necessary.

They should be the person contacted should there be any apprehension about a person's behaviour towards children or about a child.

Recruitment of senior instructors, instructors, assistant instructors and helpers

These guidelines should be applied to the persons listed above who supervise children on the club's planned junior and youth events. This includes:

- a) Junior start sailing training
 - b) Youth Team
 - c) Junior sailing week.
 - d) Any other planned junior or youth sailing event.
1. Senior instructors, instructors, assistant instructors and helpers of any age who supervise children on any of the specified events are normally required to complete a self declaration form and provide the names and addresses of 2 references (see appendix A). No referee should be a relative and one of the referees must not be a club member. Referees should be in a position to be able to comment on the applicant's previous experience with children.
 2. References will be followed-up. Instructors and helpers may be asked to obtain a criminal records disclosure following the guidelines of the RYA.



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Self-declaration form

Title: **Surname:** **First Names:**

Date of Birth: **Gender:**

Please provide evidence of your identity. Normally this will be a driving licence or passport.

Have you ever been convicted of any criminal offence against another person?
YES/NO

If yes, please supply details

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 against another person including "spent" convictions.

Are you a person known to any Social Services department as being an actual or potential risk to children?
YES/NO

If yes, please supply details:

Have you had any disciplinary sanction relating to child abuse?
YES/NO

If yes, please supply details

Do you hold a current criminal records disclosure certificate, police check or equivalent?
YES/NO

If yes, please attach copy or give details of who holds the information.

Important: I understand that I may be asked to apply for a Criminal Records Bureau Disclosure and agree to do so if required. I understand that the information contained in this form and in the Disclosure received by the RYA may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed by the above named person

Date.....

important – Cont.

References

Referee 1. Please note that referees should be able to comment on your experience with children; referees should not be a relative and only one referee can be a member of Hollowell Sailing Club.

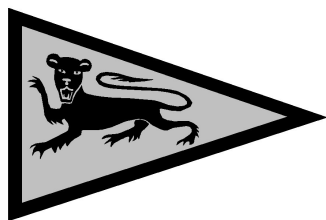
Please contact the following person for a reference:

Name	Job Title	Contact Address & Telephone Number

Referee 2 Please note that referees should be able to comment on your experience with children; referees should not be a relative and only one referee can be a member of Hollowell Sailing Club.

Please contact the following person for a reference:

Name	Job Title	Contact Address & Telephone Number



HOLLOWELL SAILING CLUB

Handout for all instructors & helpers

Good Practice Guide

- Do not spend excessive amounts of time alone with children away from others
- 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.

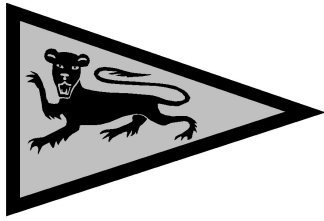
You should never:

- 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 and helpers to do things of a personal nature for children, particularly if they are 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 instructors and helpers are sensitive to the child and undertake personal care tasks with the utmost discretion. 2 adults of the same sex as the child should undertake personal care tasks.

Important

All instructors and helpers should read the club's comprehensive Child Protection Policy & Procedures and have access to it at all times. See appendix C



HOLLOWELL SAILING CLUB

What should I do if a child tells me s/he is being abused?

Always:

- Stay calm - ensure the child is safe and feels safe
- show and tell the child that you are taking what s/he says seriously
- reassure the child and stress that s/he is not to blame
- be honest, explain you will have to tell someone else to help stop the alleged abuse
- make a note of what the child has said as soon as possible after the event
- maintain confidentiality - only tell others if it will help protect the child.

Never:

- Rush into actions that may be inappropriate
- make promises you cannot keep
- confront the alleged perpetrator
- ask inappropriate questions, which may jeopardise any impending police investigation

See appendix D

- take sole responsibility - consult someone else (the person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself.

If I do something, might it make things worse?

Taking appropriate action if you are worried about abuse is never easy - it takes courage but it protects a young life.

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. The effects of abuse on children can be devastating, especially if children are left unprotected or do not receive help to cope with the abuse. The most serious effect is that children can and do die as a result of abuse. They can develop behavioural difficulties, problems at school, their

development can be delayed and they can become depressed and withdrawn. Some of these problems, if left untreated, can persist into adulthood.

Recording information

When recording information, it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation. Unnecessary interviews with child complainants could prejudice the integrity of evidence that may eventually have to be presented in court.

There are particular problems with regard to gaining information from children with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without “leading” the child.

The environment for recording information needs to be considered carefully. Try and ensure that you are in sight of another adult, but that your conversation won’t be overheard. You also need to be careful about physical contact during an interview because it may not be what the child wants. The rule is to let the child initiate any actions and to remain positive and supportive throughout. See appendix D

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 or other children:

- 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) 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 that 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. Discuss the situation with the club's child protection officer

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 Co-ordinator, or person in charge. It is the responsibility of this person to make the decision to contact the police. or the Social Services Department.

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

RYA Legal: 023 8062 7422

www.rya.org.uk

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. Makes 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/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/closed questions/comments

- Was it your father/coach/friend that 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:

SOCIAL SERVICES DEPARTMENT: reported to which Social Services
Department?
Officer reported to:
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:

Signed by interviewer, as above: Date: