



# *Dabchicks Sailing Club*

*The Clubhouse, 143 Coast Road,  
West Mersea, Essex CO5 8NX.  
Telephone: 01206 383786  
WWW.DABCHICKS.ORG*



Date: 13/06/2021

## **Dabchicks Sailing Club: Child and vulnerable persons protection – policy and procedures**

Revision 9 December 2016

### **1. Policy Statement**

#### **Policy Statement**

It is the policy of the Dabchicks Sailing club to safeguard children, young and vulnerable people taking part in boating from physical, sexual or emotional harm. The DSC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in DSC activities do so in a safe environment. We recognise that the safety and welfare of such persons is paramount and that all persons, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

The DSC 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 DSC 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 DSC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the DSC Child Protection Co-ordinator.

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

#### **Club Welfare Officer**

The Club Welfare Officer is Joanna Jackson  
Telephone 01206 386874



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## **2. A code of practice and procedures**

### **2.1.1 Recruitment of volunteers**

When a child participates in an organised activity there must be a parent or adult present who is responsible for that child. As volunteers will not be working alone or unsupervised and a parent (or designated adult) will be present volunteers will **not** normally be required to signify their consent to checks being made with the police and social services.

### **2.1.2 Recruitment of paid staff**

All applications for paid staff will be subject to some sort of scrutiny. Paid staff will not be working with children in an unsupervised capacity but all applicants will be required to signify their consent to checks being made with the police and social services (see appendix 1). [The RYA is registered with the Criminal Records Bureau (CRB) and can obtain a Disclosure Certificate from the CRB where necessary on behalf of an individual club. The RYA does not consider it necessary to obtain a Disclosure Certificate for all new staff]

## **2.2 Prevention of abuse**

There will be a designated protection coordinator to whom all allegations or incidents will be reported. If an instructor or helper is given information from a child suggesting possible abuse this information should be passed directly to "*The senior person on duty that day*" who will then contact the "*nominated person*" who will initiate the appropriate action as given in Appendix 5. The matter should not be discussed with any other persons."

## **2.3 What to do if abuse is suspected / alleged to have occurred**

### **2.3.1 What to do if an allegation has been made against a volunteer or member of staff?**

The RYA recommended reporting procedure will be followed (see appendix 5)

### **2.3.2 What to do if a person reports that s/he is being abused?**

#### **Always:**

- Stay calm – ensure they are safe and feels safe.
- Show and tell the person that you are taking what s/he says seriously.
- Reassure the person and stress that s/he is not to blame.
- Be honest, and explain that you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the person has said as soon as possible after the event, if possible complete an incident report form (appendix 5).
- Maintain confidentiality; only tell others if it will help protect the person.

#### **Never:**

- Rush into actions that may be inappropriate.
- Make promises that you cannot keep.
- Ask inappropriate questions, which may jeopardise any impending police investigations.



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- Take sole responsibility – consult someone else (normally the protection coordinator) so you can begin to protect the person and gain support for yourself.

Appendix 1: What is child abuse?

Appendix 2: Good Practice Guide

Appendix 3: Medical Consent form

Appendix 4: Photography consent form

Appendix 5: Incident report form

Appendix 6: Self disclosure form



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### **Appendix 1 – What is abuse?**

Abuse is a term used to describe ways in which children or adults are harmed, usually by adults and often by people they know and trust. It refers to damage done to a person'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:



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- 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 Social 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.



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## **Appendix 2**

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

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

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

#### **You should never:**

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.



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Appendix 3 – Medical consent form

Revised Feb 09

CONFIDENTIAL

Name: .....

Date of birth: ..... Age: .....

Next of kin: ..... Relationship: .....

Emergency contact numbers:

Home: .....

Work: .....

Mobile: .....

Doctor: ..... Tel: .....

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

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.

Are you currently taking any medication? If so, please specify.

Are you vegetarian? Yes No



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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.

Signed: ..... (parent/guardian)

Name: (please print) .....

Date: .....



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Appendix 4 – Photography consent form

Revised Dec 05

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

During this event we may wish to take photographs/video of all participants, both as prizes and for future publicity. Should you wish us **not** to take this media please tick the box.....

Name \_\_\_\_\_

Sail Number \_\_\_\_\_



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## Appendix 5 – Incident report form

Revised Dec 05

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 Social Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

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



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Template 3 – Self-disclosure form

Revised Feb 05

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

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

Name .....

1. Have you ever been convicted of any criminal offences?

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 Social Services Department as being an actual or potential risk to children?

If yes, please supply details.

3. Have you ever had any disciplinary sanction relating to child abuse?

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: .....



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Appendix 6 – Self-disclosure form

Revised Feb 05

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