

<b>SECTION 5: Child Protection Procedures</b>
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1. Policy Statement

- 1.1 Sidmouth Sailing Club has adopted the RYA policy statement on child protection as follows:
- 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.

2. Approval of new members

- 2.1 All applications for new membership will be considered by the general committee.
- 2.2 The general committee may seek additional information from the applicant's sponsors or request an additional reference.

3. Self-declarations and references for club members working as volunteers with children.

- 3.1 All members who contribute to the club's youth training activities, as instructors or rescue boat crews, do so subject to the satisfactory completion of a self-declaration form and 2 references. The self-declaration form will confirm that they do not have a criminal conviction, are not known to Social Services department as an actual or potential risk to children and have not had any disciplinary sanction relating to child abuse (Template A).
- 3.2 The Club's child protection co-ordinator will obtain the two references. (Template B).
- 3.3 In line with RYA guidance, the club will not seek Disclosure Certificates from the CRB for volunteers working with children. In the event of any concerns being raised, then the club will ask the member concerned to liaise with the RYA in order to obtain a Disclosure Certificate.

#### **4. Child protection co-ordinator**

- 4.1 A member of the general committee will be appointed as the club's child protection co-ordinator. Their primary duties will be to:-
- a. ensure that volunteers working with children have provided a self-declaration form and two referees.
  - b. ensure that all references have been followed up.
  - c. be the first point of contact for all club members (children or adults) if they have a concern of a child protection nature.
  - d. advise the committee on all child protection issues.

#### **5. Guidance for instructors and other volunteers**

- 5.1 This is set out in Template C, and will be given to all approved volunteers.

#### **6. Reporting procedures**

- 6.1 Any incident reported to a club officer or member should be recorded using the club's incident report form (Template D). Or be written up immediately in a similar format using the advise sheet on the back of the form.
- 6.2 The reporting procedure is set out in Template E.
- 6.3 For more serious incidents the child protection co-ordinator and commodore will be responsible for deciding on the actions to be taken.

## SIDMOUTH SAILING CLUB: Self-declaration form

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Title:                      Surname:                      First Names:

Date of Birth:                      Gender:

**Have you ever been convicted of any criminal offence?                      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.

**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:

**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 – P.T.O.**

**References**

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**Referee 1**

Please contact the following person for a reference:

Name	Job Title	Contact Address & Telephone Number

**Referee 2**

Please contact the following person for a reference:

Name	Job Title	Contact Address & Telephone Number

# SIDMOUTH SAILING CLUB

## Reference – child protection policy

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..... has volunteered to assist with the youth sailing activities at Sidmouth Sailing Club. As an organisation committed to the welfare and protection of children, we would be grateful if you would indicate below whether or not you have any reason at all to be concerned about the applicant being in contact with children or young people.

Please place a ✓ in the appropriate box

**YES\***

\*If you have answered “yes” you will be contacted **in confidence**

**NO**

Signed: .....

Name: ..... (please print)

Address: .....

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.....

Tel. No.: .....

Please return this form using the enclosed stamped, addressed envelope. Thank you for your assistance.

**SIDMOUTH SAILING CLUB: Handout for all instructors & volunteers**

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**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. (see "Physical Abuse" page 10)
- Do not take inappropriate photographs or video a child, or publish their pictures. Be sensitive to the risk, although it is probably slight in our sport, that images could be misused by a third party. Do not publish information, in print or on a website, that might enable someone to contact the 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 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 parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure that all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

**Recording information**

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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 / 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

## SIDMOUTH SAILING CLUB: Incident Report Form

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Try and keep the process friendly rather than 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:

**SSC:** reported to Child Protection Co-ordinator? YES / NO

Date / time incident reported:

Details of advice received:

**OTHER:** contacted other organisations for advice? Date / time of call: .....

Which organisations(s): .....

Person advice received: .....

Details of advice received:

Signed by interviewer, as above: ..... Date: .....

.....

**SIDMOUTH SAILING CLUB: Handout for all instructors & volunteers**

*Reporting procedure*

Advice to children, parents and teachers



