

LOCH TUMMEL SAILING CLUB

SAFEGUARDING AND CHILD PROTECTION

CODE OF CONDUCT

October 2017

LOCH TUMMEL SAILING CLUB ("THE CLUB")

CODE OF CONDUCT

Note: THIS DOCUMENT APPLIES TO ADULTS, CADETS, PARENTS, GUARDIANS or CARERS, COACHES, INSTRUCTORS, OFFICIALS and VOLUNTEERS in all categories whether members of or visitors to the Club.

GENERAL

All adults, cadets, parents, guardians or carers, coaches, instructors, officials and volunteers should:-

- show respect and understanding for each other.
- treat everyone equally within the context of sailing.
- behave in a way which reflects the principles of the Club.
- not swear or use abusive language.
- not intimidate or act aggressively towards any other person.
- not bully another person whether physically, orally, by telephone, in writing, on line or by social media.
- not abuse or discriminate against another person on grounds of his/her gender, race, ethnicity or religion.
- respect the property of the Club and of other persons.

NB Adults should use the utmost decorum and discretion (including, if possible, non-use) when using the Club's changing rooms and in particular the showers when there are children or young persons also present.

CADETS.

Cadets should: -

- listen to and accept what they are told to do to improve their performance and keep them safe.
- respect adults, other cadets, coaches, instructors, officials and volunteers.
- build relationships built on mutual trust and respect.
- work in an open environment.
- abide by the rules of sailing, participate/compete fairly and never cheat.
- always do their best.

PARENTS, GUARDIANS and CARERS.

- Parents, guardians and carers should:-
- support their children's involvement and help them enjoy the sport.
- encourage their children to respect the value of participation and performance and not just results.
- never force a child to take part in sailing.
- never punish or belittle a child for losing or making errors.

- encourage children to accept responsibility for their own conduct and performance.
- respect and support coaches, instructors, officials and volunteers.
- accept the judgement of coaches, instructors, officials and volunteers.
- use proper and established procedures where there is a genuine concern or dispute.
- inform the Club or event (including training) of any relevant medical information relating to their child.
- ensure that their child wears suitable clothing and has sufficient food and drink.
- provide immediate contact details and be available when required.
- take responsibility for their child's safety and conduct in and about the Club's facilities or the event (including training venue).

COACHES, INSTRUCTORS, OFFICIALS and VOLUNTEERS

Coaches, instructors, officials and volunteers should: -

- always treat the welfare and safety of those participating in events or training as being paramount and more important than performance.
- encourage participants to value participation and performance ahead of results.
- promote fair participation and never condone cheating.
- ensure that all activities are appropriate to the age, ability and experience of participants.
- avoid unnecessary physical contact with children, young persons or vulnerable adults.
- be excellent role models and display consistently high standards of behaviour and appearance.
- not drink alcohol or smoke when working with children or young persons.
- communicate clearly with participants, parents, guardians or carers.
- be aware of medical information relative to participants.
- follow RYA and club/class guidelines and policies, comply with RYA's Codes of Conduct (including, if appropriate, that relative to race officials). In particular they shall comply with the RYA Good Practice Guide for Instructors, Coaches and Volunteers, an annotated copy of which is annexed hereto (Appendix 1)

If any person is concerned that someone is not following this Code of Conduct he/she should inform the Club's Welfare Officer (insert name and contact details) or the person in charge of the event or activity.

GENERAL

All persons to whom this policy applies are to have regard to and comply with the RYA Practice Guidelines, an annotated copy of which is also annexed hereto (Appendix 2)

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/young people in isolation
- Do not take children/young people alone in a car, however short the journey
- Do not take children/young people 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 and/or the child/young person's parents
- Design training programmes that are within the ability of the individual
- If a child/young person 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/young person, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the individual's parent or carer.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children/young people to use inappropriate language unchallenged, or use such language yourself when with children/young people
- make sexually suggestive comments to a child/young person, even in fun
- fail to respond to an allegation made by a child/young person; 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/young people, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child/young person and undertakes personal care tasks with the utmost discretion.

Good practice guidelines

Culture

It is important to develop a culture within the Club where everyone – children, young people 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.

Minimising risk

Plan the work of the Club 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 the Club:

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Additional vulnerability

Some children/young people 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 deaf young person may not be able to express themselves or speak confidentially if they need an interpreter
- a child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.

Grooming

Grooming is when someone develops a relationship with a child/young person over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child/young person than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the UK Government's 'Prevent' strategy teachers and others working with young people are receiving training on recognising the warning signs.

Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated.

Children and young people could be asked to sign up to the Club Code of Conduct or to agree their own Code as a group.

Managing challenging behaviour

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website www.rya.org.uk/go/safeguarding , under RYA Safeguarding and Child Protection Guidelines.

Responsibilities of staff and volunteers

Make sure your staff or volunteers are given clear roles and responsibilities, are aware of your organisation's safeguarding policy and procedures and are issued with guidelines on:

- following good practice and
- recognising signs of abuse

All RYA Coaches and Instructors are expected to comply with the RYA Codes of Conduct for Instructors, Trainers and Racing Coaches regardless of where they are coaching/instructing.

Parental responsibility and club liability

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the young person under too much pressure or give rise to friction between families or interference in coaching.

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.

When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. If the club/class/centre requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

For information on a Club's legal liability and duty of care, please go to the Clubs section of the RYA website (you'll need your club's login) and select Support, Club Management, Health & Safety, Organising and Managing Events, or click on the link below.

<http://www.rya.org.uk/clubs/support/management/healthandsafety/Pages/organisingandmanagingevents.aspx>

Changing rooms and showers

Shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. As a minimum there should be separate male and female changing rooms and, if relevant, unisex disabled changing. If there is an opportunity to redevelop or refurbish changing facilities, clubs/centres should endeavour to provide some family changing areas similar to those provided at public swimming pools.

It is preferable for adults to stay away from the changing rooms while there are children/young people there. If this is unavoidable because adults are sailing at the same times, or the site is open to the public, it is better if one adult is not alone. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers.

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 sex.

First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

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.

A free poster for you to display at your event, giving the contact details of the event welfare officer, can be downloaded from www.rya.org.uk/go/safeguarding or contact the RYA Safeguarding and Equality Manager, e-mail safeguarding@rya.org.uk <mailto:jackie.reid@rya.org.uk>, tel. 023 8060 4104.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these guidelines. The Child Protection in Sport Unit also publishes a comprehensive guide 'Safe Sports Events' (see Section 7 for contact details).

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.

The RYA Racing Department has Sailor Supervision Guidelines and other detailed policies for the RYA junior and youth squad programmes. These are available on the RYA website, see Racing, Youth and Junior, Information, Policies, or click on www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx They may be a useful reference for events organised by bodies other than the RYA but should not be taken as prescriptive.

Communicating with young people

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are: www.nspcc.org.uk/shareaware

www.net-aware.org.uk
www.getsafeonline.org

www.internetmatters.org

Club websites and social media

When promoting your club and encouraging your members to interact online, there are a few issues to bear in mind in relation to children and young people:

- follow the RYA guidance on the use of images of children (see Photography section below)
- ensure that the content and language on your site or page, including contributions to blogs, forums etc., is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

Coaches and Instructors

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

- where possible have a business phone and a personal phone
- only contact sailors on your business phone (or using your organisation's text system)
- 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 on the RYA's Youth and Junior squad programmes are expected to comply with the RYA Youth Racing Communications Policy.

Children 1st have produced the following social media guidelines for sports coaches -

<https://www.children1st.org.uk/media/5987/socialmediaguidelinesforsportscoaches.pdf>

Parents

Organisations are responsible for the content published on their sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links at the top of this section for guidance.

Children and young people

Unfortunately 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 provides guidance for children and young people in different age groups.

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 and their 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 prize winners, 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 use of cameras or smart phones/tablets in changing areas should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.