



Safeguarding and Child Protection Policy

HSC is committed to safeguarding children taking part in its activities from physical, sexual, or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of the child are paramount and that any child, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

HSC takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to children taking part in its events and activities.

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 Officers are: Mrs Paddy Wildman (paddywildman1962@gmail.com 07889 808878) DBS
Mrs Sian Harmer (sianharmer@gmail.com 07940 541820) Safeguarding

Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching, or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

Good Practice

All members of the Club should follow the good practice guidelines on page 20 and agree to abide by the Club Code of Conduct (*see Appendix O*) and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse (*see Appendix N*).

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. All members are requested to not use their phone in the changing rooms/toilets. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Concerns

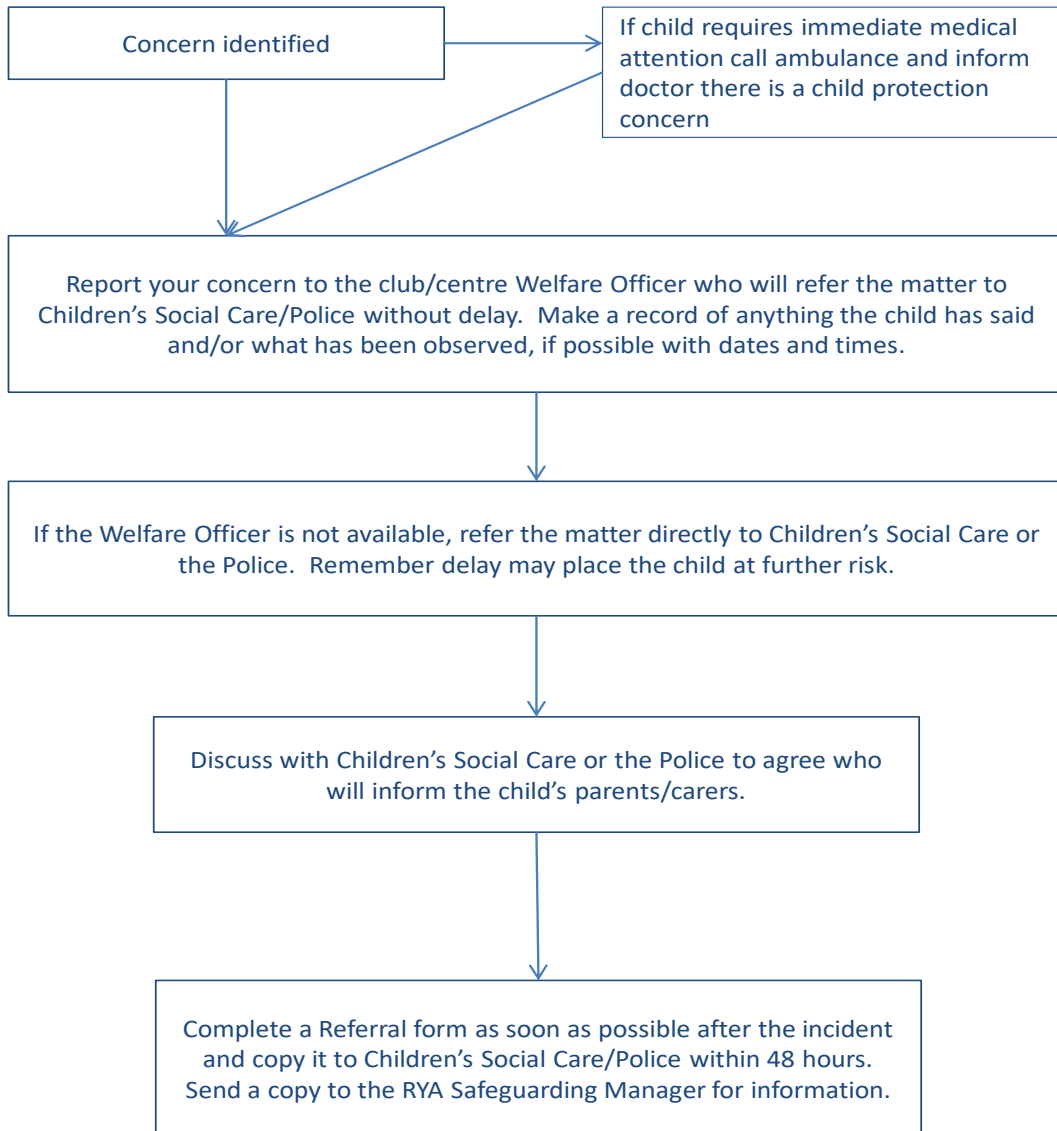
Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (*see RYA Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Safeguarding policy, or any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 18a.



Flowchart 1

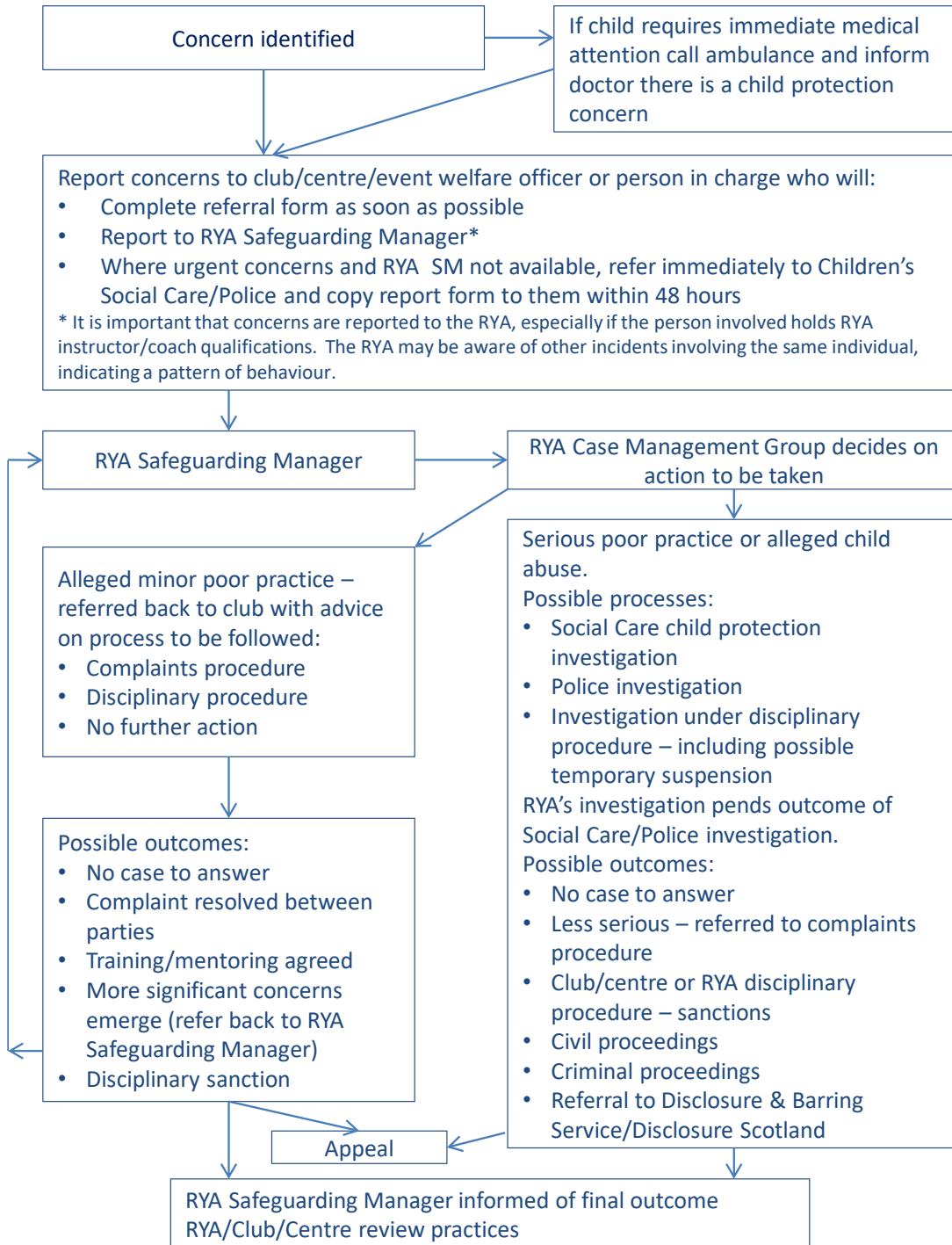
Reporting procedures Concern about a child outside the sport environment





Flowchart 2

Reporting procedures Concern about the behaviour of someone at a club/centre





Good Practice Guide for Instructors, Coaches and Volunteers

These guidelines apply to everyone within Horning Sailing Club

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 always available for reference.

- 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
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if possible
- If you do have to help a child, 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 child'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 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.



Adults at Risk Policy

HSC is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, financial or discriminatory abuse or neglect. We recognise that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status, has a right to protection from discrimination and abuse.

HSC takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe environment to adults at risk participating in its activities. All participants will be treated with dignity and respect.

All members and volunteers should be aware of the policy.

Club Welfare Officer

The Club Welfare Officers are: Mrs Paddy Wildman (paddywildman1962@gmail.com 07889 808878) DBS
Mrs Sian Harmer (sianharmer@gmail.com 07940 541820) Safeguarding

Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with adults at risk will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching, or supervising adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure. Those providing personal care will be asked to apply for an Enhanced Disclosure with Barred List check.

Good Practice

All members of the Club should follow the good practice guidelines on page 24. Those working with adults at risk should be aware of the guidance on recognising abuse (*see RYA Appendix N*).

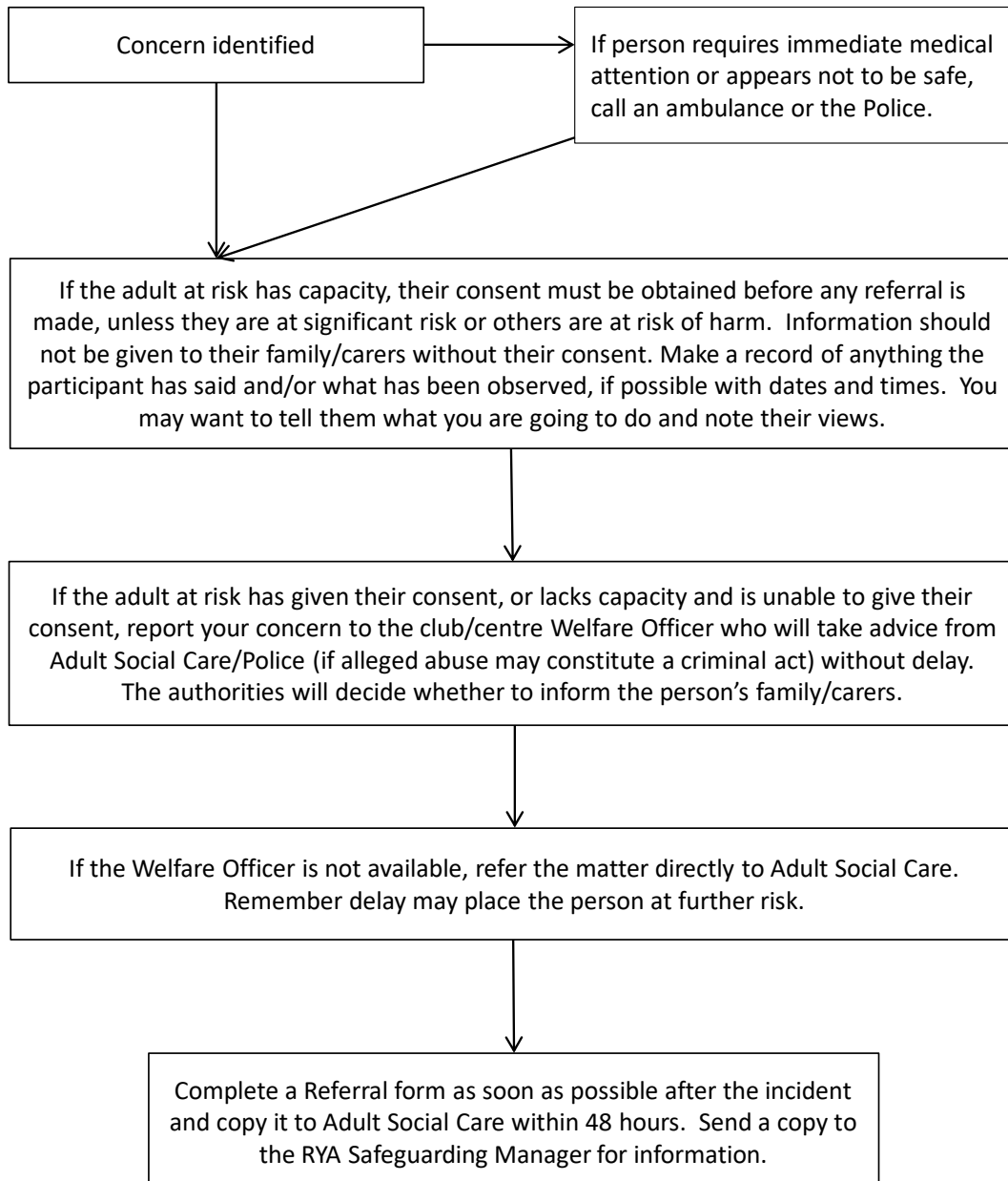
Concerns

Anyone who is concerned about the welfare of an adult, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (*see RYA Flowcharts 1 and 2*). Any member of the Club failing to comply with the Safeguarding Adults policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 18a.



Flowchart 1

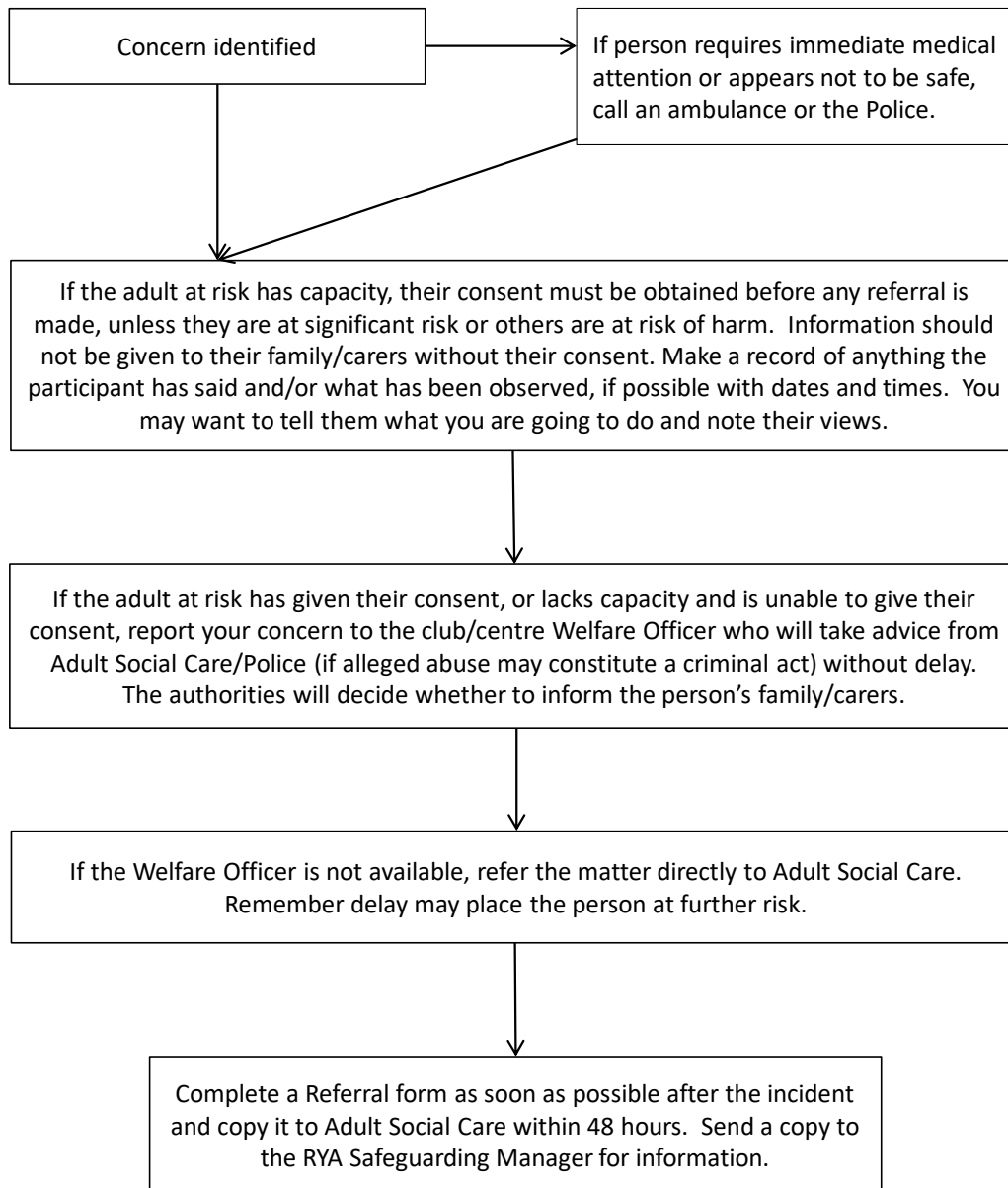
Reporting procedures Concern about an adult at risk outside the sport environment





Flowchart 2

Reporting procedures Concern about an adult at risk outside the sport environment





Good Practice Guide for Instructors, Coaches and Volunteers

These guidelines apply to everyone within Horning Sailing Club

This guide only covers the essential points of good practice when working with adults at risk. You should also read the organisation's Safeguarding Policy and Procedures which are always available for reference.

- Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations
- Always try to work in an open environment in view of others
- Avoid spending any significant time working with adults at risk in isolation
- Do not take an adult at risk alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift
- Do not take an adult at risk to your home as part of your organisation's activity
- Where any of these is unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the organisation or the person's carers
- Design training programmes that are within the ability of the individual
- If you need to help someone with a wetsuit or buoyancy aid or provide physical assistance or support, make sure you are in full view of others
- Take great care with communications via mobile phone, e-mail or social media that might be misunderstood or shared inappropriately. In general, only send group communications about organisational matters using these methods. If it's essential to send an individual message to a person who has a learning disability or other impairment that might affect their understanding, copy it to their carer.

You should never:

- engage in rough, physical, or sexually provocative games or activities
- allow or engage in inappropriate touching of any form
- use inappropriate language
- make sexually suggestive comments, even in fun
- fail to respond to an allegation made by an adult at risk; always act
- do things of a personal nature that the person can do for themselves.

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers. In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.



Managing Challenging Behaviour

Prior to the activity:

You should establish before taking a group of young people on an activity whether any child has a specific behavioural diagnosis, ie Autistic spectrum, ADHD, Tourette's syndrome etc. Specialist advice and support should be sought for working with these children.

The following guidelines are for working with young people displaying challenging behaviour. Always confirm the group's agreement:

- Establish behaviour expectations from the outset, explain who is in charge and why (safety etc)
- Explain boundaries and respect for property and each other
- Explain sanctions and consequences for inappropriate behaviour

During the activity:

When working with groups or individuals with challenging behaviour:

- Employ your own method for memorising individual names – but do so as soon as possible
- Try to establish a relationship with your group, particularly those exhibiting challenging behaviour, eg by showing an interest in them
- Give positive reinforcement, ie praise „good“ behaviour and achievements
- Keep challenging members of the group busy by giving them small tasks of responsibility
- Avoid confrontation
- Avoid physical contact, punishment or threat of such
- Avoid physical restraint – use only for safety of the young person or other members of the group (see below)
- Avoid negative instructions ie instead of “Stop doing” say, “It would be better if”

Possible options and sanctions:

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual „contracts“ or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be „at risk“ or „in need of protection“).
- Temporary or permanent exclusion.

**Should problems arise:**

- Do not humiliate or verbally abuse the young person
- Discuss the problem one-to-one, ensure you always have another adult present and never in front of the whole group
- Do not criticise the young person, only their behaviour
- Remind them of consequence s/sanctions, employing your own policies, ie „three strikes and you're out" or second/ final warning etc
- Always give them a choice (and therefore responsibility) if they fail to comply, for how things turn out, ie "If you choose not to follow my instructions, then you are accepting the consequences" or "If you make the right choice it would be a really good result for you and the group". Give them some time to make their decision without further discussion.

Physical Intervention:

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour. Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves "Is this the only option in order to manage the situation and ensure safety?". It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

For your own protection:

- Never be alone with a student
- Keep a written record of any specific behavioural incidents
- Note the names of witnesses to such incidents

A policy for managing challenging behaviour:

In conclusion, all organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour or consider incorporating this into their child protection policy.

Taken from the RYA's Safeguarding and Child Protection Policy and Guidelines (Feb 2020)



Code of Conduct

It is the policy of Horning Sailing Club that all participants, coaches, instructors, officials, parents/carers and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the organisation. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour, or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials, and volunteers
- Abide by the rules and play fairly
- Always do your best
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/organisation, or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

Carers

- Accept that adult participants have a right to take risks and to take decisions about their welfare, unless they lack the capacity to do so as defined by the Mental Health Act 2005
- Support the participant's involvement and help them enjoy their sport
- Help the participant to recognise good performance, not just results
- Never force the participant to take part in sport
- Never punish or belittle the participant for losing or making mistakes
- Encourage and guide the participant to accept responsibility for their own conduct and performance
- Respect and support the instructor/coach
- Accept officials' judgements and recognise good performance by all participants



- Use established procedures where there is a genuine concern or dispute
 - Inform the club or event organisers of relevant medical information
 - Ensure that the participant wears suitable clothing and has appropriate food and drink
 - Provide contact details and be available when required
 - Take responsibility for the participant's safety and conduct in and around the clubhouse/event venue
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- **It is the parent or carers responsibility to ensure that their children are appropriately supervised while using all club facilities.**

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young or vulnerable people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with participants and carers
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your organisation's Welfare Officer or the person in charge of the activity

Coaches on the RYA's Youth & Junior Squad Programmes are expected to comply with the RYA Youth Racing Communications Policy.



Anti-bullying Policy

We are committed to providing a caring, friendly, and safe environment for all our members so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Horning Sailing Club. If bullying does occur, all victims and parents/carers should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING club*. This means that *anyone* who knows that bullying is happening is expected to tell the **Club Welfare Officer** or the **Principal** (or, in his absence, the Senior Instructor).

The three key bullying behaviours are:

- It does not just happen once; it is on-going over time.
- It is deliberate and intentional - it is not accidentally hurting someone.
- It is unfair / there is an unequal power balance (imbalance of power). The person or people doing the bullying is / are stronger, or there are more of them, or they have 'influence' (higher status or power).

We recognise all forms of bullying these can be (but not exclusively):

- Emotional - being unfriendly, excluding, tormenting (e.g., hiding possessions, gear or equipment, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments because of, or focussing on, the issue of sexuality - name-calling, sarcasm, spreading rumours, teasing & upskirting
- Homophobic - because of, or focussing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing, banter either face to face or by electronic methods such as, texting, e-mailing, videoing or by use of social networking sites
- Unwanted physical contact

The acronym **STOP** – **Several Times On Purpose** - can help you to identify bullying behaviour

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Those who are bullying need to learn different ways of behaving. This Club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

All Club members, irrespective of position should have an understanding of what bullying is.

- All Committee Members, Coaches and Instructors should know what the Club Policy is on Bullying and follow it when Bullying is reported.
- All children and parents/carers should know what the Club Policy is on Bullying, and what they should do if bullying arises.
- As a Club we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.



Social Media & Cyber-bullying - Online Safety

Parental Responsibility

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.

Cyber-bullying of Children and Young People

Unfortunately texting, instant messaging and social media such as Facebook, YouTube or Twitter and apps like Instagram and Snapchat are often 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.

Online Safety - Grooming (can be Online or Face-to-face).

Grooming is when someone develops a relationship with a child 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. 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 than would normally be the case. For more information on possible signs of grooming, see

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/>

Online Safety - Radicalisation

Similar behaviour can 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 government's 'Prevent' strategy, teachers and others working with young people are receiving training on recognising the warning signs.

What to do if you're being bullied on a social network

Tell your parents, our Child Welfare Officer or an Instructor! They can help you. For further help and advice if you are being bullied on

- Facebook,
- Twitter,
- YouTube,
- WhatsApp,
- Instagram
- Snapchat
- Or another social network

Go to Bullying UK - <http://www.bullying.co.uk/cyberbullying/what-to-do-if-you-re-being-bullied-on-a-social-network/>.

The following websites also give helpful advice:

- The National Crime Agency "Think You Know" guidance for different age groups <https://www.thinkuknow.co.uk/>
- NSPCC "Net Aware" <https://www.net-aware.org.uk/>



Signs and Symptoms of being bullied

- A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:
- Says he/she is being bullied
- Is unwilling to go to Club sessions
- Becomes withdrawn anxious, or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or equipment damaged
- Has possessions that go "missing"
- Asks for money or starts stealing money (to pay bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Reporting and Investigating Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. Horning Sailing Club follows the RYA's Safeguarding Policies which includes anti-bullying.

Procedures

1. Report bullying incidents to the Principal or Club Welfare Officer.
2. In cases of serious bullying, the incidents will be referred to the RYA for advice.
3. Parents should be informed and will be asked to come to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the Club will initiate disciplinary action under the Club Constitution.

Recommended Club action

If the Club decides it is appropriate for them to deal with the situation, they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails / is not appropriate a small panel of three people (made up from Chairman, Principal, Welfare Officer, Secretary, Committee Members, Instructors) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same three persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place, the offender should be warned and put on notice of further action, i.e., temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases, the parent of the bully or bullied child can be asked to attend training sessions, if they are able to do so, and if appropriate. The Club Welfare Officer should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches / instructors involved with both children should be made aware of the concerns and outcome of the process i.e., the warning.

In the case of adults reported to be bullying children under 18

The RYA should always be informed and will advise on action to be taken. It is anticipated that in most cases where the allegation is made regarding a coach / instructor, child protection awareness training may be recommended. More serious cases may be referred to the police or social services.



Prevention of Bullying

Horning Sailing Club has a written Constitution which includes what is acceptable and proper behaviour for all members, of which this Anti-Bullying Policy is one part. The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with children / adults to discuss the issue openly and constructively.

Bullying/inappropriate behaviour can be an issue in changing rooms and showers (RYA advice)

To prevent this, 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. It is preferable for adults to stay away from the changing rooms while there are children 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. 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.

Horning Sailing Club Advice

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.



Reporting Procedure



REPORTING PROCEEDURE IF YOU ARE CONCERNED ABOUT A CHILD OR ADULT AT RISK WITHIN THE CLUB SETTING

