

Safeguarding Policy

Bury Lake Young Mariners



1 Policy Statement

As defined in the Children's Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults. Where it states "child" or "children" in this policy it includes and applies to vulnerable adults.

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

BLYM 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 BLYM-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 volunteers, including instructor teams and contractors.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

2 Procedures

2.1 Designated Person

BLYM Welfare Co-ordinator & Officers

Welfare Advisor for BLYM is:

Philippa Parks

E: safeguarding@blym.org.uk

T: 07855207476

The designated person's general terms of reference are:

- Maintaining up-to-date policies and procedures.
- Ensuring that relevant volunteers, staff and contractors are aware of the policy and follow the procedures including implementing safe recruitment procedures.
- Advising the Chairman of any incidents (whilst maintaining appropriate confidentiality as required by Social Services/Police).
- Advising the BLT on child protection issues as appropriate
- Attending training workshops to keep current with issues and legislation.

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Maintaining contact details for local Children's Social Services and Police. If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisations procedures and in conjunction with the person in charge at the time (Senior Instructor/ Principal/Chairman etc).
- Keep the RYA informed as necessary (see Flowchart).

2.2 Safe Recruitment

2.2.1 Recruitment

All volunteers who work with children at BLYM, will be subject to some form of scrutiny and will be expected to have the relevant experience for the role/job and to be clear about what it entails.

BLYM will make all reasonable efforts to find out if the volunteer has any conviction for criminal offences against children. They will be asked to consent to checks being made with the Criminal Records Bureau and complete the relevant form with the BLYM Welfare Advisor.

2.2.2 Competence

To ensure that a volunteer is suited to a role with specific responsibilities and to meet equality of opportunity BLYM will, where appropriate:

- Provide a job or role description.
- Draw up a "person specification" listing the key qualifications, skills and experience required.
- Check that the person is competent for the role e.g. they hold appropriate and valid RYA instructor certificates.

2.2.3 Disclosure & Barring Service (DBS)

It is BLYM's policy that volunteers over the age of 16 involved in close or regular contact, training or supervising of children or are in a position of trust or authority will be DBS checked and an Enhanced Criminal Record Disclosure sought. Pending the DBS check results, the club may ask that a Self-declaration form be signed and kept by the Welfare Advisor. (Ref: Part 3/ B page 12)

The BLYM Welfare Advisors are the designated persons authorised to issue and ensure the completion of the DBS forms and forward them to the RYA.

The RYA operates as a registered umbrella body with the DBS and with Disclosure Scotland, who can provide details of a person's criminal record (with the individual's consent) in the form of a Disclosure certificate. The certificate is sent to the individual and the club is informed of the outcome by the RYA and given the DBS number and date. This data is held by the Principal and Welfare Advisors

It is the club's policy that DBS checks are carried out every three years or via subscription to continual updates.

2.3 Good Practice Guidelines

2.3.1 Culture

It is important to develop a culture within BLYM where both children 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.

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Some children and adults may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child or vulnerable adult 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 child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

2.3.2 Minimising Risk

(Ref: Part 3 -See Good Practice Guide – Information C page 11)

BLYM will endeavour to plan the work of the organisation 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.

The common-sense guidelines in the Good Practice Guide – Information C should be followed by everyone within the BLYM organisation and made available to all those concerned.

2.3.3 Instructor Responsibilities

The BLYM officers, instructor team and volunteers should be given clear roles and responsibilities, and be aware of the organisation's child/vulnerable adult protection policy and procedures and are issued with guidelines on:

- Following good practice
- Recognising signs of abuse
- RYA Coaches and Instructors are expected to comply with the RYA Codes of Ethics and Conduct.

2.3.4 Parental Responsibilities

Although BLYM has a duty of care to its 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. For further information on club liability and duty of care as an RYA Training Centre, see the RYA's website www.rya.org.uk, Information and Advice, Clubs and Associations.

2.3.5 Changing Rooms & Showers

BLYM have 4 separate changing facilities (changing rooms, showers and toilets), one room each for Adult Males, Adult Females, Under 18 Males and Under 18 Females. There are additionally Male and Female Disabled Changing Rooms, primarily reserved for the use of CVSS but currently awaiting fit out with full disabled facilities.

It is preferable for adults to stay out of Under 18 Changing Rooms while there are children in them. However, bullying can be an issue here and a balance should be struck depending on the situation. 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 gender.

2.3.6 Bullying

(Ref: Part 3/H page 17) The BLYM Anti-bullying policy is a separate policy and based upon the RYA "Youth Racing and Anti-Bullying Policy" which can be found on the RYA website.

2.3.7 First Aid & Medical Treatment

First aid is part of our normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carers. Check for details on the booking form or consent form.

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2.3.8 Events & Expeditions

Everyone taking part in an open event will be a temporary member of BLYM and should be made aware that there is someone designated to be responsible for child welfare.

It is essential that those accompanying young people to away events, and those attending, have a clear understanding of their responsibilities and the conduct expected of them.

2.3.9 Photography

Publishing articles and photographs is an excellent way of recognising young people's achievements and of promoting BLYM 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.

With the published Terms and Conditions, BLYM Officers may take photographs or videos of those taking part in any BLYM activity and may use and/or store this media for coaching and/or promotional purposes in perpetuity.

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, should be reported to the organisation's welfare advisor/warden/senior instructor 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 camera phones in changing areas are not permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

2.3.10 Handling Concerns, Reports & Allegations

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone in BLYM or an external body. It may involve the behaviour of a volunteer, member of the training team, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If there is a concern that a child is being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to a BLYM Welfare Advisor. If they cannot be contacted then it must be reported to the senior person in charge of BLYM that day that will refer the matter to the BLYM Welfare Advisor or in an emergency to the appropriate statutory or regulatory authorities.

2.3.10.1 Handling an Allegation

Always:

- Stay calm – ensure that the child is safe and feels safe
- Show and tell the child that you are taking what he/she says seriously
- Reassure that child and stress that he/she is not to blame
- Be careful about physical contact, it may not be what the child wants
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what the child has said as soon as possible after the event
- Follow BLYM's child protection procedures.

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Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. you won't tell anyone)
- Ask more questions than are necessary for you to be sure that you need to act
- Take sole responsibility – consult someone else (ideally the designated BLYM Welfare Advisor or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

What a child has said can be upsetting or a concern about the consequences of actions taken in response to an alleged abuse such as calling the police. However, one thing is certain – it cannot be ignored.

2.3.10.2 Recording Information

If there is a suspicion that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to a BLYM Welfare Advisor who will refer the matter as appropriate to the statutory or regulatory authorities who have trained experts to handle such cases.

Asking questions should be avoided as this may jeopardise any formal investigation. Listening and keeping a record of anything the child says or that has been observed or any other information should be passed on to BLYM Welfare Advisor preferably on a Referral Report Form (Part 3 /D page 12)

All information is treated as confidential, stored securely and only shared with those who need to know.

If the allegation or suspicion concerns someone within BLYM only the child's parents/carers, the BLYM Welfare Advisor and Chairman of BLYM (unless they are the subject of the allegation) and the relevant authorities will be informed. The RYA Child Protection Co-Ordinator may also be consulted for advice.

If the alleged abuse took place outside of BLYM, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within BLYM other than the person who received or initiated the allegation and, if different, the person in charge.

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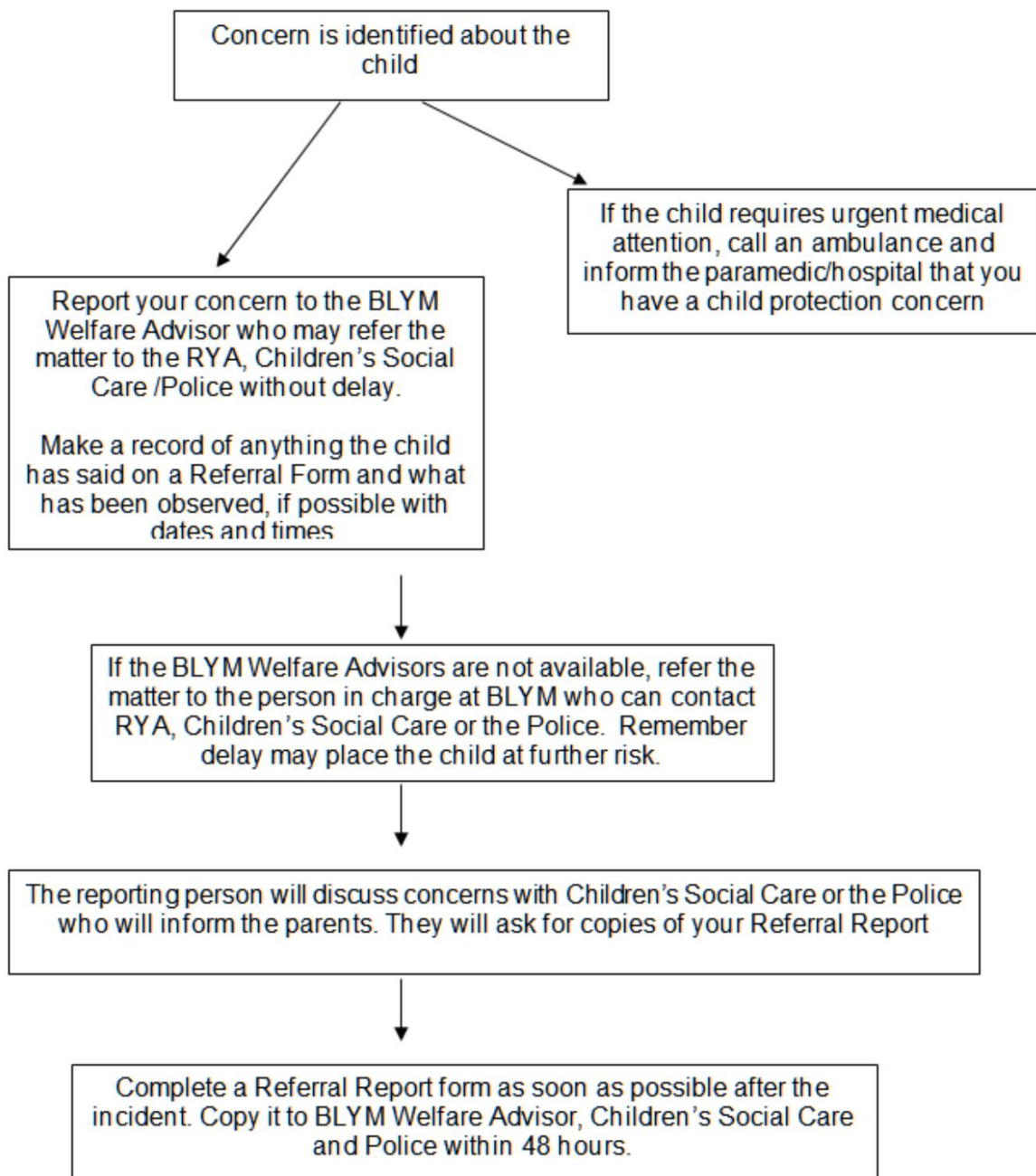
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2.4 Procedure Flowchart



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3 Information

3.1 Useful Contacts

To talk things through or to gain some advice the following offer 24-hour free telephone numbers.

Hertfordshire Social Services	01923471500 03001234043 03001234042
Police Child Protection Team	08453300222
NSPCC	08088005000 02078252500
ChildLine UK	08001111
NSPCC Child Protection in Sport	01162347278 01162347217
Samaritans	08457909090
Sportscoach UK	08456013054
RYA Child Protection	02380604104
BLYM Child Protection	07855207476
BLYM Principal	07596253510
BLYM Chairman	07725939802

3.1.1 Good Practice Guide

This guide only covers the essential points of good practice. You should also read BLYM's Child and Vulnerable Adults Protection Policy and Guidelines available on the website and at BLYM.

N.B. Where it states "child" or "children" it includes and applies to vulnerable adults.

You should:

- 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
- Design training programmes that are within the ability of the child.
- If a child is having difficulty with a wetsuit, ask them to ask a friend to help if at all possible.

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/guardians or the or vulnerable adult's carer

If you have to help a child, make sure you are in view of others, preferably another adult.

You should never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children or vulnerable adults 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.

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- Unless an authorised BLYM Officer, photograph or video children, or publish their pictures. Authorised BLYM Officers must do so with the knowledge and consent of their parents/carers. Be sensitive to the risk, that a third party could misuse images.

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/carers 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.

3.1.2 Abuse Definition

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

3.1.2.1 Physical Abuse

Physical abuse may involve adults or other children causing physical harm:

- By hitting, shaking, squeezing, biting or burning
- Giving children alcohol, inappropriate drugs or poison
- Attempting 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.

3.1.2.2 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment
- Respond to a child's basic emotional needs

Neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

3.1.2.3 Sexual abuse

Sexual abuse involves an individual forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to meet their own sexual needs. The activities may involve:

- Physical contact (e.g. full sexual intercourse, masturbation, oral sex, fondling)
- Showing children pornographic books, photographs, videos or online images
- Taking pictures of children for pornographic purposes
- Encouraging children to behave in sexually inappropriate ways

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Sport situations which 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.

3.1.2.4 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- Conveying to children that they are worthless, unloved or inadequate
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- Overprotection and limitation of exploration and learning
- Preventing the child from participating in normal social interaction
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- The exploitation or corruption of children

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. Some level of emotional abuse is involved in all types of maltreatment of a child.

3.1.2.5 Bullying

Bullying (including cyber 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.

3.1.2.6 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:

- 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 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

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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.

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