

Health and Safety Policy – Section 6

Child Safeguarding Policy, Procedures and Codes of Conduct

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1 Introduction

This is Section 6 of Newcastle Yacht Club's Health and Safety policy, which sets out our Children and Young Persons protection policy.

These policies, procedures and codes of conduct have been produced by Newcastle Yacht Club (NYC) to enable children and young people to enjoy the sport of sailing in a safe environment.

Further information on the general rules, bylaws and policies of the club are available in a separate document available on the club website.

The Children (Northern Ireland) Order 1995 defined any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as 'children', although they are still children in the eyes of the law.

1.1 Safeguarding Adults

Many of the safeguarding principles in these guidelines also apply to 'vulnerable adults' or 'adults at risk', but the categories of abuse and the statutory procedures to be followed in the case of a concern are different. **We recommend that you refer to our separate guidance on Safeguarding Adults which can be found on our club website.** RYA guidance is available at www.rya.org.uk/go/safeguarding.

1.2 RYA Requirements

RYA Recognised Training Centres (RTCs) that teach under 18s, including all OnBoard and Team15 clubs and centres, are required to have a formal safeguarding and child protection policy which is checked as part of their annual inspection. RYA British Youth Sailing (BYS) Recognised Clubs and Recognised Junior and Youth Class Associations are also required to adopt and maintain a safeguarding and child protection policy.

1.3 Recommended Actions

NYC has adopted a policy and procedures to put the policy into practice.

There are several good reasons for doing this:



Newcastle Yacht Club

- to safeguard children from physical or emotional harm, both on and off the water
- to assure parents that their children are as safe at our club as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of our members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to:
 - o the child's welfare at our site or
 - o something happening outside the sport that a child discloses to someone they trust at our club or centre
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect the club and RYA, by showing that we have taken 'all reasonable steps' to provide a safe environment.

NYC has therefore taken the following steps:

1. Adopted a policy statement that defines the club's commitment to providing a safe environment for children. The policy is adopted by the club committee and efforts are made to ensure that all members are made aware of it, not just those directly involved in children's training and activities. 'Safeguarding is everyone's responsibility' (Statutory guidance 'Working Together to Safeguard Children' 2018).
2. Produced a simple code of practice and procedures governing how the club runs. This covers:
 - the safe recruitment of staff/volunteers who will be in contact with children (see Section 4)
 - good practice guidelines to ensure the safety and welfare of children at all times whilst at our site, both on and off the water (see Section 5)
 - handling concerns, reports or allegations (see Section 6).



2 Policy Statements

2.1 NYC Child Safeguarding Policy Statement

This policy refers to anyone under the age of 18, defined as a child by the Children (Northern Ireland) Order 1995¹. The policy applies to all NYC members and volunteers (and employees and contractors if appropriate).

Newcastle Yacht Club 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.

Newcastle Yacht Club 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.

The child's experience of the sport is our priority. We will create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence. We will treat all children with respect, celebrate their achievements and listen to their views and experiences.

Newcastle YC:

- Recognises that safeguarding children is the responsibility of everyone, not just those working directly with them.
- Carefully recruits and selects all NYC employees, contractors and volunteers in roles involving close contact with children and provides them with appropriate information or training.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to external agencies as necessary.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.

This policy will be reviewed by the NYC Safeguarding Officer annually and will be inspected annually by the RYA as long as NYC remains a Recognised Training Centre.

The NYC Safeguarding Officer should be notified of all relevant concerns, allegations or complaints.

¹ The Children (Northern Ireland) Order 1995 www.legislation.gov.uk/nisi/1995/755/contents/made



The Club Safeguarding Officer is Stephen Foster

Mobile: 07753 427984

E-mail : stephen.foster22@btopenworld.com

2.1.1 Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with young people will be asked to provide references and/or complete a self-disclosure form.

The Club Safeguarding Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure (AccessNI check), with Barred List check if appropriate.

2.1.2 Good Practice

All members of the Club should follow the *Good Practice Guide for Instructors, Coaches and Volunteers* (see section 5) and agree to abide by the Club Code of Conduct (see Part 3) and the RYA Racing Charter contained in the Racing Rules of Sailing <https://www.rya.org.uk/racing/Pages/racingcharter.aspx>.

Those working or volunteering with young people should be aware of the guidance on recognising abuse (see Appendix A).

Note: Those working with young people should receive appropriate training, an induction covering our safeguarding procedures, and have access to the NYC and RYA's full Safeguarding and Child Protection Guidelines.

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. 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 Safeguarding Officer.



2.1.3 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 Safeguarding Officer immediately, in strict confidence. The Club Safeguarding Officer will follow the attached procedures (*see RYA Flowcharts 1 and 2 in Section 6*).

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 (5) (i).

2.2 Newcastle YC policy on the recruitment of ex-offenders

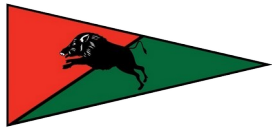
1. Newcastle Yacht Club complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.

3. Newcastle Yacht Club are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

4. Newcastle Yacht Club actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

5. We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or



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not a Standard or Enhanced Disclosure is available to the position in question. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Newcastle Yacht Club will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check.

6. In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), Newcastle Yacht Club will only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

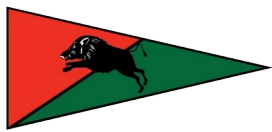
7. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned e.g. the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

8. Newcastle Yacht Club may consider discussing any matter revealed in a Disclosure Certificate.

9. We ensure that all those in Newcastle Yacht Club who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

10. We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

Having a criminal record will not necessarily debar you from working with Newcastle Yacht Club. this will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.



2.3 Policy on the secure handling, use, storage, retention and disposal of AccessNI Disclosures and Disclosure information

2.3.1 General Principles

As an organisation using AccessNI to help assess the suitability of applicants for positions of trust, Newcastle Yacht Club (NYC) complies fully with the 1 AccessNI Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with our obligations under the Data Protection Act 2018 and other relevant legislative requirements with regards to the safe handling, use, storage, retention and disposal of Disclosure information and have a written 2 Data Privacy Policy on these matters, which is available to those who wish to see it on request.

2.3.2 Consent

Written consent will be obtained from the applicant when requesting and/or retaining a (copy of a) Disclosure certificate.

2.3.3 Storage and Access

Disclosure information is kept securely, in lockable, non-portable, storage containers or on a password-protected computer system, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

2.3.4 Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information have been revealed. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

2.3.5 Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

2.3.6 Retention

Once a recruitment (or other relevant) decision has been taken, we do not keep Disclosure information for any longer than is necessary. We comply with AccessNI's Code of Practice requirement to ensure that it is not retained longer than is required for the specific purpose of taking a decision on the applicant's suitability. Disclosure certificates will be



returned to the applicant once a decision, recruitment or otherwise, has been made and will be retained no longer than the agreed period.

2.3.7 Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, for example by shredding, pulping or burning, or by securely deleting from the computer system. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (eg. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure Certificate and the details of the recruitment decision taken.

¹AccessNI Code of Practice <https://www.nidirect.gov.uk/publications/accessni-code-practice>

²NYC Data Privacy Policy <https://www.newcastleyachtclub.co.uk/forms-and-documents>

3 Procedures

3.1 Safeguarding Officer

NYC should appoint a Safeguarding Officer with a specific role to ensure that children are safe and who is responsible for implementing club policy. They should inform the RYA Safeguarding Manager when they are appointed, to ensure that they receive relevant information and advice.

Ideally this should fall to someone with relevant knowledge and experience, who is perceived as being approachable and having a child-centred approach. They don't need to be an expert – that is the role of Children's Services and the Police. Refer to RYA guidance for information on training.

The designated person's role description includes:

- Maintaining up-to-date policy and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.



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- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's 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 club's procedures and in conjunction with the person in charge (Commodore etc).
- Keep the RYA informed as necessary (*see flowcharts in Section 6*).

Everyone in the club should know who the Safeguarding Officer is and how to contact them. An RYA poster for clubs and training centres to display this information can be downloaded from the RYA website www.rya.org.uk/go/safeguarding or contact the Safeguarding and Equality Manager (see below).

RYA designated person

RYA Safeguarding and Equality Manager, tel. 023 8060 4104,
RYA Safeguarding Officer, tel. 023 8060 4226, e-mail safeguarding@rya.org.uk

RYA Northern Ireland
Gayle Logan, Office Administrator
Tel: 028 9182 7154
E-mail: dsco.ryani@gmail.com
Website: www.ryani.org.uk

3.2 Recruitment and Training

All applications to work with children, whether paid or voluntary, shall be subject to an appropriate level of scrutiny.

The club will agree and regularly review a clear policy and apply it fairly and consistently:

- **who to check**
Safeguarding officer, coach and anyone who regularly helps with junior/youth activity
- the **level of check** to be conducted for each role will be determined by the club and may include:
 - interview



- references
- self-declaration
- AccessNI check

3.2.1 Competencies

In order to identify someone well suited to their role NYC will:

- provide the applicant with a clear job or role description so that they understand what the work involves
- draw up a 'person specification' listing the key qualifications, skills, experience and qualities that the club is looking for
- check that the applicant is competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required
- provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with the club's operating procedures.

3.2.2 Safeguarding Training

The club will ensure that all staff or volunteers working with children have undertaken training appropriate to their role.

3.3 Good Practice Guide for Instructors, Coaches and Volunteers

This guidance only covers the essential points of good practice when working with children and young people. You should also read the Codes of Conduct which are available in Part 3.

- 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 club'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 at all 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.

3.3.1 Culture

It is important to develop a culture within our club 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.

3.3.2 Bullying

If a child alleges bullying or shows signs of being bullied, this will be investigated. For a definition of bullying, see Appendix A. The Newcastle Yacht Club Bullying and Harassment Policy is available on the NYC website <https://www.newcastleyachtclub.co.uk/forms-and-documents>.

The RYA's Anti-bullying policy is available on the website under Racing & Performance, British Youth Sailing, Information, Policy Guidance or click on this link: [Youth and Junior Racing Policies](#).

Children/young people shall be expected to sign up to the relevant Code of Conduct (*see Part 3*).



3.3.3 Responsibilities of staff and volunteers

Staff or volunteers with duties going beyond that of ordinary members are to be given clear roles and responsibilities, made aware of our club's safeguarding policy and procedures and issued with guidelines on:

- following good practice (*see Good Practice Guidelines above*) and
- recognising signs of abuse (*see Appendix A*).

RYA Coaches and Instructors are expected to comply with the RYA Codes and Conduct (*see Appendices B and C*).

3.3.4 Parental responsibility and club liability

Parents should sign up to NYC Code of Conduct for Parents/Guardians (*see Part 3*).

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/guardians must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.

3.3.5 Changing rooms and showers

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, it is recommended that adults avoid being alone in a changing room with children. 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.

3.3.6 First aid and medical treatment

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

3.3.7 Communication and Images

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.internetmatters.org

www.saferinternet.org.uk

www.thinkuknow.co.uk and www.childline.org.uk provide guidance and support for children and young people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and 'sexting'.

3.3.8 Parents

NYC is responsible for the content published on its sites or pages, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links above for guidance.

3.3.9 Club websites and social media

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

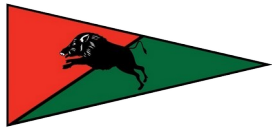
- Parents and others should report inappropriate content or online bullying and request that content is removed.
- The Safeguarding Officer, Commodore or Webmaster will assess such a report or request and act promptly to remove the offending content.
- Any member of the Club failing to comply with the Safeguarding Policy or any relevant Codes of Conduct may be subject to disciplinary action under Club Rule (5) (i).

3.3.10 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 our club and the sport as a whole. Video can be useful as a coaching aid.

Before taking photos or video, the club will obtain written consent from the child's parents/carers for their images to be taken and used.

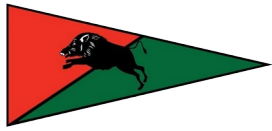
- A consent form should be completed.
- An image is personal data and shall be treated in accordance with the club's Data Privacy Policy.



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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 Club Safeguarding 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 recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, is not permitted in showers or changing areas in any circumstances.



3.4 Handling Concerns, Reports or Allegations

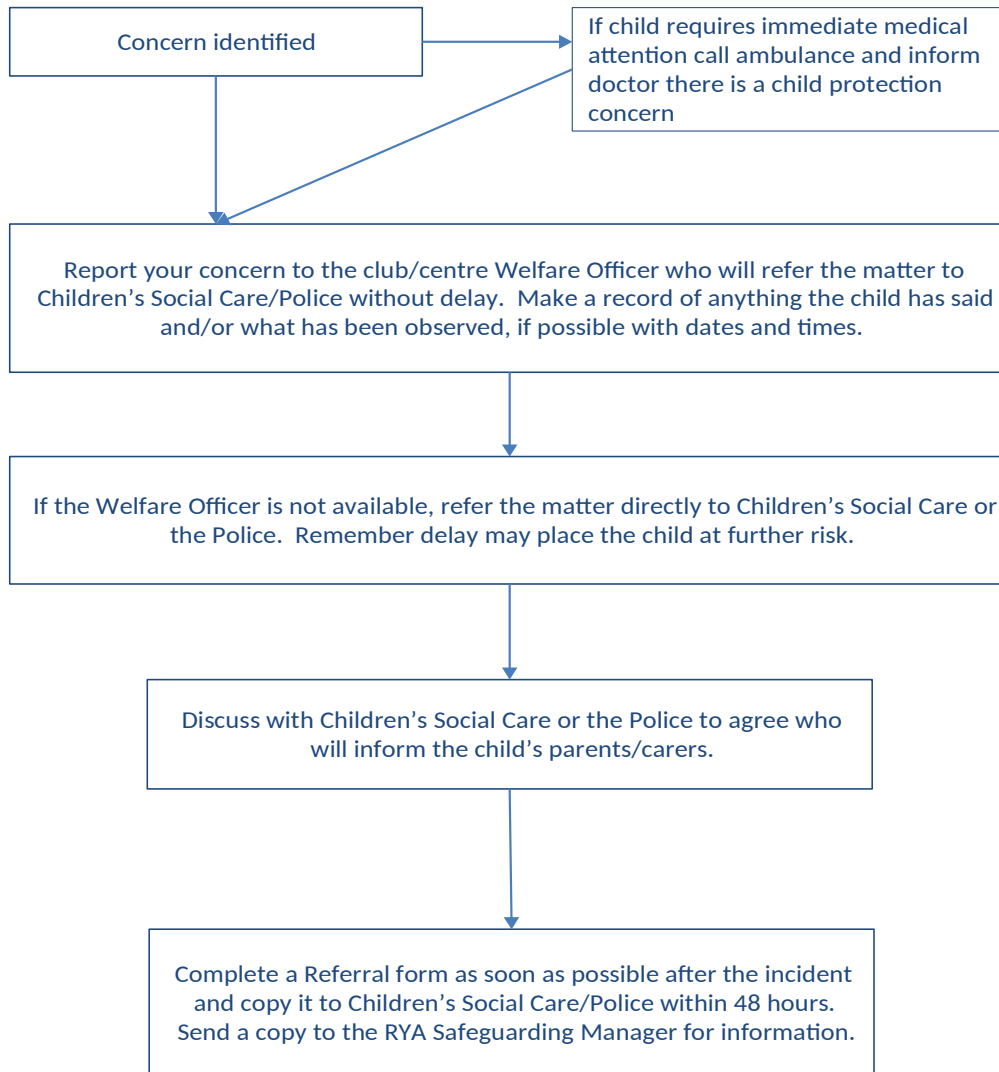
Everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

3.4.1 Reporting Procedures

Flowchart 1



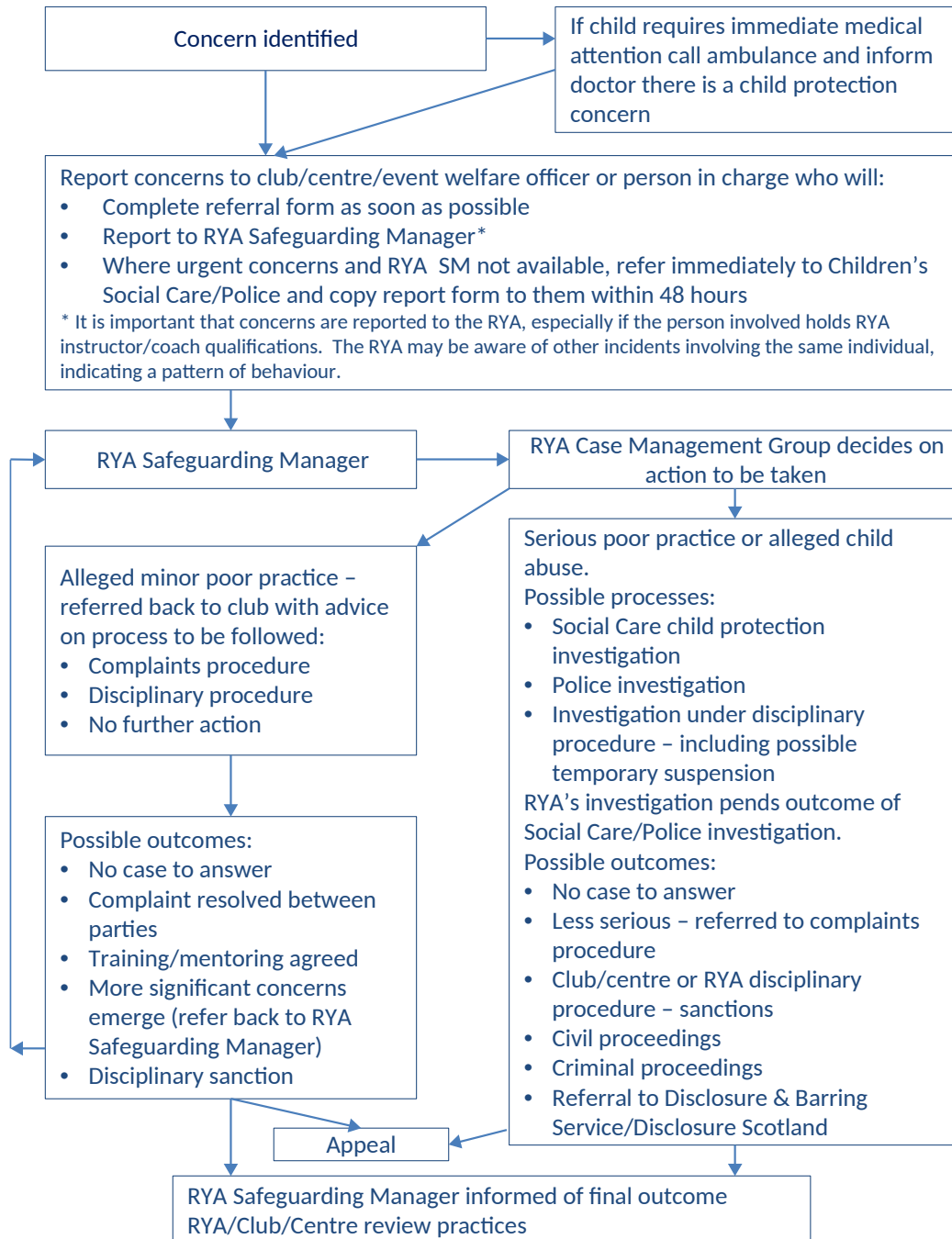
Reporting procedures Concern about a child outside the sport environment

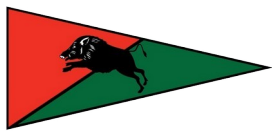


Flowchart 2



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





4 Codes of Conduct

4.1 Children and Young People

NEWCASTLE YACHT CLUB is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, instructors, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the **Commodore Victoria Singer** or the **Safeguarding Officer Stephen Foster**.

Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment. As a member of **NEWCASTLE YACHT CLUB**, you are expected to abide by the following junior code of practice:

Children/young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other members, offer comfort when required.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the racing/training area.
- Behave and listen to all instructions from the Instructor. Keep within the rules and respect the official and their decisions.
- Take care of equipment owned by the club.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Refrain from bullying or persistent use of rough and dangerous play.
- Members should keep to agreed timings for training and competitions or inform their instructor if they are going to be late.
- Members must wear suitable kit – **e.g. Buoyancy aid**– for training and races, as agreed with the instructor.
- Members must pay any fees for training or events promptly.



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- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- Show respect to other youth members/leaders and show team spirit.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Challenge or report the bullying of your peers.
- Respect opponents.
- Not cheat or be violent/aggressive.
- Not use violence.
- Make your club a fun place to be.

Children/young people have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

Any misdemeanours and general misbehaviour will be addressed by the immediate instructor and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club sport. Parents will be informed at all stages.

Dismissals can be appealed by the instructor with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.



Newcastle Yacht Club

: _____ : _____ : _____

Signature of Young Person

Printed name

Date

: _____ : _____ : _____

Signature of Parent/Guardian

Printed name

Date

Parental consent is defined by the children (NI) Order 1995 Article 6 (i)

- Natural mother always has parental responsibility.
- Natural father gains parental responsibility:
 - If married to the mother at the time of birth or subsequently marries her.
 - Through an agreement witnessed by solicitor or a Parental responsibility Order.
 - Post 15 April 2002 if they jointly register the baby's birth.

4.2 Parents/Guardians

NEWCASTLE YACHT CLUB is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, instructors, administrators and parents/guardians associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, parents/guardians are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the **Commodore Victoria Singer** or the **Safeguarding Officer Stephen Foster**.

Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment. As a parent/guardian associated with **NEWCASTLE YACHT CLUB**, you are expected to abide by the following code of practice:

Parents/guardians are expected to:

- Positively reinforce their child/young person and show an interest in their chosen activity. Support your child's involvement and help them to enjoy their sport.
- Do not place their young person under pressure or push them into activities they do not want to do.
- Complete and return the Health and Consent Form pertaining to their child's participation with "**Newcastle Yacht Club**" (see parental consent).
- Ensure your child can cope with the expected weather conditions (Check with Race Officer)



Newcastle Yacht Club

- ▢ On every occasion when hiring club boats please ensure that a) the Race Officer is allowing club boats on the water and b) in the case of daily hire a club boat is available e.g. club picnic. These points must be adhered to before you leave your child at the club.
- ▢ Parents are expected to ensure that club boats hired on behalf of their children should be properly returned and stored in the dinghy park.
- ▢ Deliver and collect the child punctually to and from sailing.
- ▢ Ensure their child is properly and adequately attired for the weather conditions of the time by providing proper clothing and equipment e.g. wetsuit, sun protection.
- ▢ Ensure that a buoyancy aid is worn at ALL times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- ▢ Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the instructor prior to coaching sessions.
- ▢ To inform the instructor prior to departure from the club if child is to be collected early from a coaching session.
- Encourage their child to sail by the rules and teach them that they can only do their best. Help your child to recognise good performance, not just results.
- Set a good example by recognising fair play and applauding good performances of all.
- ▢ Behave responsibly in the Club; do not embarrass your child.
- Never punish or belittle a child for losing or making mistakes.
- Use correct and proper language at all times.
- ▢ Encourage and guide performers to accept responsibility for their own performance and behaviour.
- ▢ Show appreciation and support the instructor.
- ▢ Ensure their child is punctual.
- ▢ Be realistic and supportive.
- ▢ Ensure their child's hygiene and nutritional needs are met.
- ▢ Accept the Race Officer's judgement.
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club.
- Promote their child's participation in sailing for fun.



Parents/Guardians have the right to:

- Know their child is safe.
- Be informed of problems or concerns relating to their children.
- Be informed if their child is injured.
- Have their consent sought for relevant issues.
- Contribute to decisions within the club.
- Complain if they have concerns about the standard of coaching.

Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by **NEWCASTLE YACHT CLUB**. Persistent concerns or breaches will result in the parent/guardian being asked not to attend if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the **NEWCASTLE YACHT CLUB** officials regrettably asking the child to leave the club.

:_____ :_____ :_____

Signature of Parent/Guardian

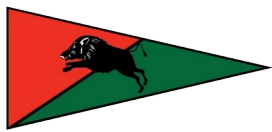
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4.3 Club Members

NEWCASTLE YACHT CLUB is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, instructors, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the **Commodore Victoria Singer** or the **Safeguarding Officer Stephen Foster**.

It is the policy of Newcastle Yacht Club that all participants, coaches, instructors, officials, parents 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 club and RYA. 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 - young and adult sailors, windsurfers and powerboaters

- ▢ 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
- ▢ Do your best at all times
- ▢ Never bully others either in person, by phone, by text or online
- ▢ Take care of all property belonging to other participants, the club 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

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



Newcastle Yacht Club

- 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 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 parents and participants
- Be aware of any relevant medical information
- Follow RYA and club guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of 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 the Club Safeguarding Officer or the person in charge of the activity.

: _____ : _____ : _____

Signature of Club Member

Printed name

Date



4.4 Appendix A – What is child abuse?

Revised Jan 2019

(Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

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 others (including via the internet). They may be abused by an adult or adults, or another child or children.

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

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- 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.

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 a child 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, or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- 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.



Sexual abuse. Sexual abuse involves an individual (male or female, or another child) 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 gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- 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 and position of trust over young people.

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 sport 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.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade



others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Bullying (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) 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 is often 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 or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture

Bullying can include:

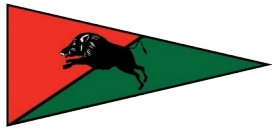
- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

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

4.4.1 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 (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.

4.4.2 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 Welfare/Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care 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.

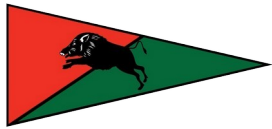


4.5 Appendix B – RYA Instructor Code of Conduct

RYA Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre



Newcastle Yacht Club

- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

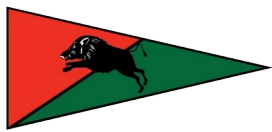
Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

:_____ :_____ :_____

Signature of Instructor

Printed name

Date



4.6 Appendix C – RYA Coach Code of Ethics and Conduct

Revised Dec 2018

Sports Coaching helps the development of individuals through improving their performance. This is achieved by:

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressive programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the RYA Child Protection Policy as detailed on the RYA website at www.rya.org.uk/go/safeguarding . If you are unable to access the website please contact coachingdevelopment@rya.org.uk
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the sailor above the development of performance. They should follow all guidelines laid down by the RYA, follow Operating Procedures and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with sailors based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide sailors to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with sailors (and where appropriate their parents) exactly what is expected of them and what sailors are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the sailor.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.



12. Coaches must notify the RYA immediately of any court imposed sanction that precludes the coach from contact with a specific user group (eg. children and vulnerable adults).
13. Coaches must not carry out coaching activities whilst under the influence of alcohol or drugs, or when they have received medical advice not to continue activities that are connected with their coaching (eg. driving).
14. Coaches must not behave in a way which brings the sport into disrepute.

Failure to adhere to the RYA Coach Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments and will be dealt with in line with the RYA Coaches' Performance Guidelines – To access these please contact coachingdevelopment@rya.org.uk

: _____ : _____ : _____
Signature of Coach Printed name Date

4.7 Appendix D - Code of Conduct for Volunteer Welfare Officers

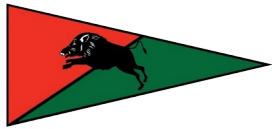
Apply to NYC Safeguarding Officer

The role of the welfare officer is to:

1. Be clear about the club's responsibilities when running activities for children and young people
2. Help those actively involved with children and young people to understand what their duty of care means on a day to day basis

As a Welfare Officer you agree to act as a role model to others in accordance with the roles and responsibilities outlined in the role description and person specification. In taking up the position of Welfare Officer you are agreeing with this code of conduct and will accept that within the role of welfare officer you will:

- Undertake an enhanced disclosure check
- Be child centred at all times and promote a safe and fun environment for children and young people
- Implement the RYA's safeguarding children policies and guidelines within your club
- React in a calm and collected manor if safeguarding concerns are brought to your attention
- Champion best practice within your club



Newcastle Yacht Club

- Engage with the RYA safeguarding team and pass on any serious poor practice or safeguarding concerns in line with the “When to refer to the RYA” guidance
- If required, attend board meetings with the club committee
- Manage and deal with poor practice issues in an appropriate and timely manner
- Ensure appropriate levels of confidentiality and data security are always maintained
- Assist with the implementation of safe recruitment for paid staff and volunteers within your club. This includes, ensuring that anyone in regulated activity is subjected to the appropriate disclosure check
- Be open to personal development opportunities provided by the RYA safeguarding team

: _____ : _____ : _____

Signature of Safeguarding Officer

Printed name

Date