

Annex B to ASC Risk Assessment 2013

The Avon Sailing Club Child Protection Policy (CPP) – First Draft

The ASC has a Child Protection Policy for the following reasons:

- To protect children on and off the water.
- To assure parents that their children are safe.
- To raise awareness amongst members of child protection issues.
- To protect the ASC and members by taking all reasonable steps to provide a safe environment.

This Child Protection Policy uses the RYA CPA as guidance. It actively seeks to:

- Create a safe welcoming environment for children both on and off the water.
- Recognise that safeguarding children is everyone's responsibility, not just those who work with children. A child is defined as anyone under 18; however it must be recognised that differing standards may apply across this age range.

The ASC will:

- Treat all children with respect and celebrate their achievements.
- Ensure that those who work with children understand their responsibilities.
- Respond quickly to concerns and complaints concerning children.

The ASC will nominate a designated person to act as Club Welfare Officer. This person will:

- Need to have read and be aware of the RYA child protection procedures.
- Maintain an up to date CPP.
- Advise the committee on child protection issues.
- Be the first point of contact for any concerns or problems regarding child protection.
- Be a member of the committee.
- Decide on appropriate action in conjunction with the Commodore.

Recruitment.

The ASC does not have any paid staff. Teaching of children is undertaken by volunteers. A prime requirement of the club has always been and will continue to be that no child under 15 can remain at the club without a parent being present. Children between the ages of 15 and 16 can only remain at the club without a parent being present if in the care of a nominated adult who should not be part of the training team. Over 16 must ensure that their parents are aware that they are at the club alone.

As such it is not felt that any formal pre recruitment checks on training volunteers are necessary. However volunteers will be asked whether there is anything in their background which could in any way reflect upon their suitability to work with children. Any positive response will be considered by the Commodore and Club Welfare Officer.

All trainers or others working closely with children are to be given a copy of the Good Practice Guide for Training Volunteers.

Good Practise Guidelines.

All club members should follow these common sense guidelines:

- Parents are responsible for the welfare of their children at all times.
- 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 ASC activities.
Design training programmes that are within the ability of the child.
Never engage in rough, physical or sexually provocative games.
Never engage in inappropriate touching in any form.
Never allow children to use inappropriate language unchallenged, or use such language yourself when with children.
Never make sexually suggestive comments to a child, even in fun.
Never fail to respond to any allegation made by a child; always act.
Never do things of a personal nature for a child that the child or their parent can do.
It is better if adults can ensure that they are not left alone in changing rooms with other people's children, particularly individual children.
First aid is normally best given by a parent but if it is given by a first aider the parent or other designated adult should be present.
Parents must inform trainers of any potential medical problems before training begins.

All members should be aware of the general principle of caution in their dealing with children. Thought is required to ensure that actions are not misconstrued. Common sense and openness will normally indicate a good way forward.

Photography

Publishing articles and photos in club newspapers, websites or local newspapers is a good way of promoting the club and the sport. However any photograph which includes children should follow the certain guidelines:

It is preferable to use general shots showing participants on the water or group shots of prize winners.

If recognising individual achievement captions should not include any details which would allow someone to contact the individual.

Ensure that young people are suitably dressed.

If photographs of children are to be taken the consent of parents should be gained particularly if the photographs are to be used for any form of publicity.

At open events official photographers should be identified by badges.

All photography must take place in an open environment.

There must be absolutely no photography with cameras, phones or any other means in changing areas.

Care should be taken in the storage and access to images of children

The general principle is not to stop the taking of photographs of children but for all members to be aware that this can be a sensitive subject and photography without thought of the consequences can create problems for the individual and the club.

Handling concerns, reports or allegations.

Any complaint, concern or allegation must be taken seriously and is to be reported as quickly as possible to the Club Welfare Officer and the Commodore. Guidance on the handling of complaints is given in the RYA Child Protection and Policy Guidelines, Section 6 and is to be followed.

Good Practice Guide for Training Volunteers.

This guide only covers the essential points of good practice when working with children and young people. You should also read the club's Child Protection Policy and are recommended to read the RYA's CPP Guidelines.

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 home as part of the club's activity

Where these are unavoidable, ensure they only occur with the consent and knowledge of someone in charge of the organisation or the child's parents.

Design training programmes that are within the ability of the individual child.

You should never:

Engage in rough, physical or sexually provocative games

Allow or engage in inappropriate touching in any form

Allow children to use inappropriate language unchallenged, or use such language yourself when with children

Make sexually suggestive comments to a child

Fail to respond to an allegation made by a child; always act

Do things of a personal nature that children can do for themselves or their parents can do for them

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 and their parents or 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.