**Covenham Sailing Club**

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| **Name** | **Prepared by** | **Date** | **Version** |
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| Review  | Annually  |  |  |

**Safeguarding Policy and Procedures**

**Policy Statement**

Covenham Sailing Club is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children and vulnerable people who are taking part in its activities.

It is noted that any person can become vulnerable due to accident of an episode of ill health. We recognise that the safety, welfare and needs of the child or vulnerable person are paramount and that all children and vulnerable people, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

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. The policy is displayed on the club web site, facebook page and is available in the club house.

**Club Welfare Officer**

The Club Welfare Officer is: Simon Thompson

**Staff and Volunteers**

All Club staff and volunteers whose role brings them into regular contact with children or vulnerable 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 . This will be obtained through the RYA service that supports accredited training centres.

**Good Practice**

All members of the Club should follow the good practice guidelines attached and agree to abide by the Club Code of Conduct and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with all participants should be aware of the guidance on recognising abuse.

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 the child / vulnerable person and their parents/carers before taking photos or video 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 Welfare Officer.

**Concerns**

Anyone who is concerned about a child or vulnerable persons 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*.*

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 2.6 and 2.7.

# Covenham Sailing Club Code of Conduct

It is a requirement of Covenham Sailing 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. The aim is for all participants to enjoy their sport and to improve performance.

**Failure to abide by this code of conduct, 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 – sailors, windsurfers and paddleboarders**

* 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 and its members
* If using Covenham Sailing Clubs social media sites use appropriately and for the purposes intended for and with parental knowledge

**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
* 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
* Do tell other instructors where you are and what you are doing, where possible avoid unnecessary situations where you are working with young people but out of sight/hearing of other adults.
* Do remember someone else might misinterpret your actions, even if you mean well.
* Do take any allegations or concerns of abuse seriously and refer them to the Principal or Child Protection officer immediately.
* 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/class guidelines and policies
* Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct (CSC/DOC/02)
* Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.
* Do not communicate with participants on a one to one basis via social media – Always copy their parents/guardians into the conversation.
* Where a junior or youth sailor is a member of a closed social media group their parents should also be able to access the group. Along with the Centre Principal and the Child protection officer.

If you are concerned that someone is not following the Code of Conduct, you should inform your Club Welfare Officer or the Senior Instructor in charge of the activity.

**Coaches and Volunteers – Good Practice Guide**

This guide only covers the essential points of good practice when working with children and vulnerable people young people. You should also read the organisation’s Child Protection Policy and Procedures which are available for reference at all times.

* Avoid spending any significant time working with children 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 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. The club operates a policy of including children in training activities from an age where they are able to prepare themselves for activities. In the case of vulnerable people, their carers are encouraged to take the lead in preparing them for their activities. In the case of the rare occasions that small children participate in any activities Parents will be expected to provide and personal care/ assist with dressing / undressing. . 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.



