CSC - Code of practice

* **Do**remember that you are a role model at ALL times, inside and outside Sailing. Set a good example for others to follow.
* **Do**treat everyone with dignity and respect.
* **Do**treat all young people equally - do not show favouritism.
* **Do**follow the Instructor/Adult to young person ratios at all times
* **Do**remember that you have been placed in a position of trust - do not abuse this
* **Do**report all allegations, suspicions, and concerns immediately.
* **Do**remember that someone may misinterpret your actions
* **Do**respect a young person’s right to personal privacy.
* **Do**act within appropriate boundaries, even in difficult circumstances.
* **Do**encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours
* **Do**make everyone (young people, parents and carers, Assistant instructors, and other helpers) aware of our safeguarding arrangements and share our Code of Behaviour
* **Do**create an environment where young people feel safe to voice their concerns.
* **Do**have separate sleeping accommodation for young people, adults and Young Adults working with a younger section.
* **Do**plan activities that involve more than one other person being present, or at least within sight and hearing of others.
* **Do not** plan to be alone with a young person.
* **Do not**drink alcohol when you are directly responsible for young people and never allow young people on training activities to drink alcohol
* **Do not**trivialise abuse or let it go unreported.
* **Do not**join in physical contact games with young people.
* **Do not**overstep the boundaries between yourself and young people by engaging in friendships or sexual relationships
* **Do not**allow activities that encourage bullying behaviour including initiation ceremonies, dares or forfeits
* **Do not**use inappropriate, suggestive or threatening language, whether verbal, written or online
* **Do not**rely on your reputation or position to protect you

# What do I do if…?

If a young person tells you they are being abused, you must:

1. Allow them to speak without interruption and accept what they say.
2. Be understanding and reassuring – do not give your opinion.
3. Tell them you will try to help but must pass the information on
4. Tell the Safeguarding officer or senior instructor immediately.
5. Write careful notes of what was said using the actual words.
6. Include the time and date and full names of those involved.
7. Sign and pass your notes to the safeguarding office or Senior instructor.
8. Make sure that the activity poses no further risk to their welfare.

This card contains essential information for all adults involved in CSC Club activity. Please keep it with you at all times.

If you are concerned about the welfare of a young person or there is a concern, complaint or allegation about an adult or yourself, inside or outside of Sailing/Club activity, you must:

1. Tell your Safeguarding officer, Senior Instructor or RYA Safeguarding team immediately
2. Write careful notes of what you witnessed, heard or were told.
3. Include the time and date and full names of those involved.
4. Sign and pass your notes to your safeguarding officer or senior instructor
5. Make sure that Scouting poses no further risk to their welfare.

**It is your duty to report ALL safeguarding concerns as a matter of urgency following the correct process.**

If a young person is at immediate risk of significant harm

* Call 999 and request Police. Inform your Group Scout Leader or District Commissioner once you have done this.
* You must refer any concern or complaint to your GSL or DC as a matter of urgency. DO NOT investigate it yourself.

If you are in any doubt about what to do, contact the RYA Safeguarding team - [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) - 02380 012796

You can also contact the NSPCC on 0808 800 5000 or help@nspcc.org.uk

There are other organisations that you can also go to for further information and advice, such as the NSPCC.

Other organisations can be found on our website.