

**Pennine Sailing Club**

**Safeguarding and**

**Child Protection**

**Policy and**

**Guidelines**

**Updated July 2020**

**PSC Safeguarding and Child Protection Policy and Guidelines**

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Child Protection Policy and Procedures

**Policy Statement**

Pennine Sailing 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.

The 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.

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.

**Club Welfare Officer**

The Club Welfare Officer is Emily Tredoux

Tel: 07779681565

Email: theprincessabroad@gmail.com

**Volunteers**

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

**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 with young people 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 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 Welfare Officer.

**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 Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (see RYA Flowchart)

Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action.

Self-declaration form for roles involving contact with children

**Private and Confidential**

Pennine Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-declaration form. If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

**Name** …………………………………………………………………………………………..

**1. Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?**

 **YES/NO**

**If yes, please supply details.**

**2. Have you ever had any disciplinary sanction relating to child abuse?**

 **YES/NO**

**If yes, please supply details.**

Declaration: I declare that to the best of my knowledge the information given above is correct and I understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.

If required I agree to provide a valid Criminal Records Disclosure

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: ………………………………………………………….. Date: ……………………………

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

Instructors, Coaches and Volunteers - Good Practice Guide

This guide only covers the essential points of good practice when working with children and 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. 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.

Pennine Sailing Club Code of Conduct

It is the policy of Pennine 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/class. 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 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/class 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
* 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/class guidelines and policies
* Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and 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 Child Protection Officer or the person in charge of the activity.

Parental Consent form (for participants under 18 years)

Please complete all sections in Block Capitals

**Participant’s details**

|  |  |
| --- | --- |
| First name | Surname/family name |
| Home Address |  |
| Date of birth | Age |

**Parent/guardian/person with legal responsibility**

|  |  |
| --- | --- |
| First name | Surname/family name |
| Relationship to child |  |
| Home Number |  |
| Mobile Number |  |

**Alternative Emergency Contact:**

|  |  |
| --- | --- |
| First name | Surname/family name |
| Relationship to child |  |
| Contact number during sessions |  |

**Medical information**

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

|  |
| --- |
| Has your child ever suffered from any of the following conditions:Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NOIf YES please provide details, including any specific medical advice to be followed in an emergency: |

|  |
| --- |
| Is your child currently taking any medication? YES / NOIf YES please specify: |
| When did your child last have a tetanus vaccination? Year:  |

|  |
| --- |
| Is your child currently suffering/recovering from any injuries which may affect their sailing? YES / NOIf YES please provide details: |

|  |
| --- |
| Is your child vegetarian? YES / NODoes your child have any food allergies? YES / NOIf YES please provide details: |

|  |
| --- |
| Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)? YES / NOIf YES please provide details: |

**Declaration of parent or person with legal responsibility**

I the parent/guardian of ……………………………………….…………………….. hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

**Medical consent**

I give permission to the organisers of activities during the period ...................................... (dates of event) to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital’s diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

**Consent for use of images**

The Organiser may arrange for images or videos to be taken at the Event and published on the Event or Organiser’s website or social media channels to promote the Event or Organiser. If you agree to images of you being used for this purpose, please sign here. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you later wish to withdraw your agreement, please contact a Member of The Committee.

Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to your images being used, you agree to assign any copyright or any other right of ownership of these images to the Organiser.

**Data Protection**

The Organiser has a Data Privacy Policy which can be found at https://pennine-sc.co.uk/data-privacy-policy/

Your data will be stored and used in accordance with that policy.

The information you provide in this form will be used to facilitate your participation in the Event and to contact you.

If you wish to withdraw your agreement at any time, please contact the event organisers .

**AGREEMENT**

I confirm that I have read and fully understand the above Booking Terms and agree to comply with them.

Signed…………...................................................……… (The Participant)

Signed…………....................................................……… (Parent/Guardian )

Name …………........................................................…… (Please Print) Date…………......................................……

 **Training Session Booking Conditions**

Training sessions will be delivered by Pennine SC in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

1. Pennine SC reserves the right, at all times, to cancel bookings at our discretion.
2. All participants MUST be between the ages 8 and 16, wear the buoyancy aid provided and be confident in the water.
3. All children must be accompanied by a parent or guardian at the beginning and end of the session. Parents or guardians must also be contactable (for example by mobile phone) for the duration of the session.
4. Neither Pennine SC nor any of its employees or agents shall be liable in any way whatsoever in respect of loss or damage to property.
5. Pennine SC must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. Pennine SC reserves the right to refuse any booking on medical grounds.
6. All bookings are accepted on the understanding that any instructions or directions given by any member of the centre’s staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
7. Pennine SC reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
8. Participants are to wear suitable clothing and footwear when going on a boat. Suitable footwear means flat soft soled shoes or trainers. Please bring a change of clothing as sailing can be wet.
9. If any injuries are sustained or damage to valuables occurs, participants are to notify the centre’s staff immediately.

**Conditions of Use of photography or video**

In accordance with our child protection policy Pennine SC will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform Dominic Barnes, TC Principal immediately.

1. We will normally only identify a child by reference to the child’s first name.
2. We will not use personal details or full names (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. ‘Good reason’ includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels, such as ‘Cadet Week’.
5. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
7. Commercial sale of any form of media will be limited to the organisers or their official photographers.

Safeguarding and Child Protection referral form

|  |  |
| --- | --- |
| Date and time of incident  |  |
| Name and position of person about whom report, complaint or allegation is made |  |
| Name and age of child involved |  |
| Nature of incident, complaint or allegation (continue on separate page if necessary)t |  |
| Action taken by organisations (continue on separate page if necessary) |  |
| If Police or Children’s Social Care Services contacted, name, position and telephone number of person handling case |  |
| Name, organisation and position of person completing form |  |
| Contact telephone number and Email  |  |
| Signature of person completing form |  |
| Date and time form completed |  |
| Name and position of organisation’s child protection/welfare officer or person in charge (if different from above) |  |
| Contact telephone number and Email  |  |

**This form should be copied, marked ‘Private and Confidential’, to the RYA Safeguarding Co-ordinator, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**

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.

**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.

**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.

**Appendix B − RYA Instructor Code of Conduct**. Revised Feb 2014

**for 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
* 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.

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 Guidelines please contact coachingdevelopment@rya.org.uk

RYA Youth Racing Anti-Bullying Policy August 2016

**INTRODUCTION**

It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA considers bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18. This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

*

**OBJECTIVES**

The objective of this Policy is to prevent bullying occurring, however, in the event that it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

**WHAT IS BULLYING**

**Bullying is the use of aggression with the intention of hurting another person,** whether **on social media** by text, in person, by phone or on-line or by any other means**.**

The three key bullying behaviours are:

1. It does not just happen once; it is ongoing over time.
2. It is deliberate and intentional - it is not accidentally hurting someone.
3. It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have ‘influence’ (higher status or power).

**Bullying can be:**

* Emotional being unfriendly, excluding, tormenting (e.g. hiding possessions gear or equipment, threatening gestures.)
* Physical pushing, kicking, hitting, punching or any use of violence.
* Racist racial taunts, graffiti, gestures.
* Sexual unwanted physical contact or sexually abusive comments.
* Homophobic because of, or focussing on the issue of sexuality.
* Verbal name-calling, sarcasm, spreading rumours, teasing.

**Why is it important to respond to Bullying?**

1. Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.
2. Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

**SIGNS AND SYMPTOMS OF BULLYING**

A child’s behaviour may offer indications or signs that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

* Is frightened of being left alone with other children.
* Changes their usual routine.
* Suddenly doesn’t wish to attend training or events.
* Becomes withdrawn, anxious or lacking in confidence.
* Starts stammering.
* Has a cut or bruises that can not adequately be explained.
* Attempts or threatens suicide.
* Attempts or threatens to run away.
* Cries themselves to sleep or has nightmares.
* Feels ill in the mornings.
* Begins to perform poorly without good reason.
* Comes home with clothes torn or belongings damaged.
* Has possessions suddenly start go missing.
* Asks for money or starts stealing money (e.g. to give to the bully)
* Continually ‘loses’ money.
* Become aggressive, disruptive or unreasonable.
* Is bullying other children or siblings.
* Stops eating.
* Is frightened to say what is wrong.

Gives improbable excuses or reasons for any of the above. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

**PROCEDURES**

1. If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Manager, the relevant class Child Safeguarding Officer or the RYA Child Safeguarding & Equality Manager.
2. This person will then follow the procedure laid down in the RYA Child Safeguarding Policy and Guidelines.
3. Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.
4. Being found to have been aware of bullying without reporting it is a disciplinary offence.

**OUTCOMES**

1. All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.
2. The child who is alleged to be bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.
3. If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.
4. Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary – the procedure followed will be as per the RYA Racing Disciplinary Policy.
5. After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
6. All incidents will be reported to the RYA Safeguarding & Equality Manager and kept on record to monitor any future reports.

**PREVENTION**

This Policy has been adopted and ratified by RYA Youth Racing Committee and is available to all as a reference via the website, and RYA recognised, supported and pathway classes are encouraged to endorse the policy and publish on their web-sites.

The RYA will encourage coaches and participants to familiarise themselves with the policy, and refer to it within the relevant contracts and guidelines.

**MONITORING AND REVIEW**

The Policy will be monitored by the RYA Youth Racing Manager, the RYA Safeguarding Steering Group and the RYA Safeguarding & Equality Manager.

The Policy will be reviewed regularly by the RYA with the support of the YRC and in consultation with the RYA Safeguarding & Equality Manager and appropriate RYA Youth Managers.