**Craignish Boat Club Safeguarding Policy and Procedures**

**Policy Statement**

Craignish Boat 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.

Craignish Boat 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 and Child Protection Officer is Helen Hampton. Contact Details: welfare@craignishboatclub.org.uk

**Staff and Volunteers**

All Club staff and volunteers whose role brings them into regular contact with young 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 PVG Scheme Membership through Craignish Boat Club.

**Good Practice**

All members of the Club should follow the Craignish Boat Club Good Practice Guidelines 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 young people should be aware of the guidance on recognising abuse.

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 Craignish Boat Club Welfare and Child Protection 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. They will follow the procedures set out by the RYA.

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

**SAFEGUARDING PROCEDURES**

**Recruitment**

All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny. All staff and volunteers whose role brings them into regular contact with young people, or who hold a position of trust, will be subject to our Safer Recruitment procedures.

The Child Protection Officer and those regularly instructing, coaching or supervising young people (regulated work) will be required to apply for PVG scheme membership, or a scheme update, through Craignish Boat Club.

All volunteers supporting an event which is targeted at young people will be required to apply for PVG scheme membership or a scheme update through Craignish Boat Club, including onshore volunteers and First Aiders.

Craignish Boat Club Recruitment Procedure:

* Volunteer Agreement
* 2 references (at least one of which must be external to Craignish Boat Club)
* membership of the Protection of Vulnerable Groups Scheme or Scheme Update, applied for through Craignish Boat Club

RYA Instructors and Coaches are required to sign up to appropriate RYA Codes of Conduct.

**Safeguarding Training**

The RYA safeguarding course ‘Safe and Fun’ is a mandatory requirement for those intending to qualify as RYA and SCA Instructors. The RYA recommends that volunteers in regular contact with children or in positions of trust also undertake Safeguarding training appropriate to their role.

Refresher Safeguarding training for Instructors will be provided by the club.

**Good Practice Guidelines**

All members of the Club should follow the good practice guidelines:

* Avoid spending any significant time working with children/young people in isolation
* Do not take children/young people alone in a car, however short the journey
* Do not take children/young people 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 and/or the child/young person’s parents
* Design training programmes that are within the ability of the individual
* If a child/young person is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if possible
* If you do have to help a child/young person, 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 is essential to send an individual message, copy it to the individual’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/young people to use inappropriate language unchallenged, or use such language yourself when with children/young people
* make sexually suggestive comments to a child/young person, even in fun
* fail to respond to an allegation made by a child/young person; 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/young people, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child/young person and undertakes personal care tasks with the utmost discretion.

**Bullying**

Bullying is behaviour that can make a person feel frightened, threatened, left out or hurt and it can happen face to face and online.Something only needs to happen once to make an impact on a person’s capacity to feel in control of themselves and make a person feel worried or scared to go to training or competition.

Bullying behaviour can include:

* Being called names, teased, put down or threatened face to face and/or online
* Being hit, tripped, pushed or kicked
* Having belongings taken or damaged
* Being ignored, left out or having rumours spread about them (face to face and/or online)
* Sending abusive messages, pictures or images on social media, online gaming platforms or phone
* Behaviour which makes people feel like they are not in control of themselves or their lives
* Being targeted because of who you are or who you are perceived to be (face to face and/or online)

All members of the club should follow the RYA Scotland Anti-bullying policy.

If a child alleges bullying or shows signs of being bullied, this will be investigated as set out in the RYA Scotland Anti-Bullying policy.

**Managing Challenging Behaviour**

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA Safeguarding and Child Protection Guidelines at <https://www.rya.org.uk/about-us/rya-policies/safeguarding/Pages/CP-policy-guidelines.aspx>

**Parental Responsibility**

All members of the club and the parents of cadet members should abide by the Craignish Boat Club Code of Conduc**t.** This will be shared with parents when they complete our Under 18 Consent Form.

Parents are responsible for their children’s welfare and behaviour, or may designate another adult to take that responsibility, outside formal club-organised activities.

When children are attending an organised training or coaching session or activity, Craignish Boat Club will make it clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

We will ensure that start and finish times are clear and that the arrangements for collection are understood by all. We will ensure parents/carers know how to contact the club if they are held up.

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and he/she will not be left alone. If attempts to contact an adult who is responsible for the child fail, the Child Protection Officer and social work will be informed. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the Child Protection Officer and parents/carers as soon as possible.

**Transporting Children**

Craignish Boat Club does not take responsibility for the transport of participants to and from events/venues. Further information is available from RYA Scotland Safeguarding and Child Protection Policy and Guidelines 2020.

[www.rya.org.uk/scotland/initiatives/Pages/safeguarding-vulnerable-groups.aspx](http://www.rya.org.uk/scotland/initiatives/Pages/safeguarding-vulnerable-groups.aspx)

**First Aid and Medical Treatment**

First aid, provided by an appropriately trained and qualified person, is part of our normal duty of care. Consent if medication or medical treatment is required in the absence of the parent/carer is included in our Membership and Consent Form.

**Confidentiality and Data Storage**

All personal information, including Disclosure Information, will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children, in accordance with PVG Codes of Conduct.

**Club Website and Social Media**

Craignish Boat Club will

* follow its policy on use of images (see Photography section below)
* ensure that the content and language, including contributions, is not inappropriate

and does not link directly or indirectly to unsuitable content on other sites

* provide a clear process for parents and others to report inappropriate content or

online bullying and to request that content is removed

* follow a robust procedure for handling and assessing such a report or request

and acting promptly to remove the offending content.

Coaches, Instructors and volunteers are required to follow the relevant sections of Craignish Boat Club Good Practice Guidelines and RYA Codes of Conduct.

**Photography, Images and Video**

The Club will seek written consent from the child/young person and their parents/carers to use photos or video for training feedback purposes and for appropriate publicity which may include the club website and the local press. This consent is included in our Membership and Consent Form.

We will take care in the storage of and access to images. An image is personal data and will be treated appropriately.

When publishing images, we will make sure they are appropriate and that we do not include any information that might enable someone to contact the child.

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, will not be permitted in showers, toilets or changing areas in any circumstances.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

Any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to Craignish Boat Club’s Child Protection Officer and treated in the same way as any other child protection concern.

**Volunteers aged 17 or under**

Instructors aged 17 or under will be supervised by an adult onsite at all times. The adult should be able to:

* monitor activity on the water
* deal with any issues arising
* brief and debrief young instructors at the start and end of each session.

The supervising adult should be competent to provide back-up in a powerboat if required.

**Handling Concerns**

Anyone who is concerned about a young member’s or participant’s welfare, either outside the sport or within the Club, should inform Craignish Boat Club’s Child Protection Officer immediately, in strict confidence. They will follow the procedures set out by the RYA.

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