

# **Safeguarding and Child Protection**

## TATA Steel Sailing Club Code of Conduct

It is the policy of TATA Steel SC 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.

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 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.

### 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

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- Avoid unnecessary physical contact with young people
- Avoid entering changing rooms unaccompanied while young persons are changing
- 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 your Club Welfare Officer / Deputy Welfare Officer or the person in charge of the activity.

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## Good Practice Guide for Instructors, Coaches and Volunteers

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**, 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.

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## 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 / NO

If YES please provide details, including any specific medical advice to be followed in an emergency:

Is your child currently taking any medication? YES / NO

If 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 / NO

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If YES please provide details:

Is your child vegetarian? YES / NO

Does your child have any food allergies? YES / NO

If 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 / NO

If 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

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

I have read and understood the Conditions of Use attached.

I agree to notify the organisation of any relevant changes in my child's circumstances.

I confirm that my child is not under a court order.

Signed: (participant) .....

Signed: (parent/guardian).....

Name: (please print) ..... Date: .....

## Conditions of Use of photography or video

In accordance with our child protection policy TATA Steel Sailing Club 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:

The senior person in charge of the event, immediately or Young Person's Welfare Officer - see poster for contact details.

1. A consent form will be included with the event entry form (event organisers responsibility)
2. We will normally only identify a child by reference to the child's first name.
3. We will not use personal details or full names (i.e. 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.
4. 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.
5. We may use group photographs or video with very general labels, such as 'Cadet Week'.
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
8. Any photographer or member of the press or media attending an event will be required to wear identification at all times and will be fully briefed in advance on TATA Steel expectations regarding his/her behaviour and the issues covered by these guidelines.
9. A photographer will not have unsupervised access to young people at the event or to arrange photo sessions outside the event.

**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).	
Action taken (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	
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	

**This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding Manager, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**



## Useful Contacts

Revised Dec 2022

### **NSPCC 24 hour free helpline**

0808 800 5000

E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Childline 24 hour free helpline**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

### **MIND – Mental health charity**

03001233393

Text – 86463

Email – [info@mind.org.uk](mailto:info@mind.org.uk)

Website – [www.mind.org.uk](http://www.mind.org.uk)

### **Social Care Services**

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

### **Royal Yachting Association**

Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### **RYA Cymru Wales**

Pete Muskett, Chief Executive Officer

Tel: 01248 670814 Mob: 07824990694

E-mail: [pete.muskett@ryacymruwales.org.uk](mailto:pete.muskett@ryacymruwales.org.uk)

Website: [www.ryacymruwales.org.uk](http://www.ryacymruwales.org.uk)

## **Child Protection in Sport Unit (CPSU)**

### **Wales**

Tel: 0116 366 5590

E-mail: [cpsuwales@nspcc.org.uk](mailto:cpsuwales@nspcc.org.uk)

### **Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body**

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **UK Coaching – provide Safeguarding and Protecting Children training**

Website: [www.ukcoaching.org](http://www.ukcoaching.org)

## Changing rooms and showers

Shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. As a minimum there should be separate male and female changing rooms and, if relevant, unisex disabled changing. If there is an opportunity to redevelop or refurbish changing facilities, clubs/centres should endeavour to provide some family changing areas similar to those provided at public swimming pools.

It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable because adults are sailing at the same times, or the site is open to the public, it is better if one adult is not alone. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers.

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite sex.

## First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

## Organising and hosting events

When hosting an open junior or youth event at your club, liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

A free poster for you to display at your event, giving the contact details of the event welfare officer, can be downloaded from [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding) or contact the RYA Safeguarding and Equality Manager, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk), tel. 023 8060 4104.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these guidelines. The Child Protection in Sport Unit also publishes a comprehensive guide 'Safe Sports Events'

## **TATA Steel SC Policy Statement on the secure storage, handling, use, retention and disposal of DBS Disclosures and Disclosure information**

### **General Principles**

As an organisation using the Disclosure and Barring Service (formerly CRB) service to help assess applicants' suitability for positions of trust, TATA Steel SC undertakes to comply with the DBS's (formerly CRB) Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies with its obligations under the current legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This written policy is available to those who wish to see it on request.

### **Storage and Access**

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information have been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, ie. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

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## Self-declaration form

Tata Steel Sailing Club is committed to safeguarding children from physical, sexual and emotional harm.

As part of our Safeguarding 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. Have you ever been known to any Children's Services Department as being an actual or potential risk to children? YES / NO If yes, please supply details.

2. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? YES / NO If yes, please supply details.

Declaration I declare that to the best of my knowledge the information given above is correct and 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**