



Chipstead Sailing Club

Handout for all Instructors and Volunteers

Good Practice Guide

This guide only covers the essential points of good practice when working with adults at risk and children and young people. You should also read the Chipstead Sailing Club's (CSC) Safeguarding Protection Policy and Code of Practice (which are circulated to training Centre Instructors and Volunteers annually) which are available for reference at all times.

- Avoid spending any significant time working with adults at risk or children in isolation and always try to work in an open environment in view of others
- Do not take adults at risk or children alone in a car, however short the journey
- Do not take children or adults at risk away from the CSC premises (which includes Chipstead Lake)
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at CSC or the child's parents or the adult at risk's carers
- Design training programmes that are within the ability of the individual
- If the adult at risk or 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 an adult at risk or child, make sure you are in full view of others, preferably another adult
- Restrict communications with adults at risk or young people via mobile phone, email 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, or if these are not available, to the Training Principal (training@chipsteadsc.org.uk)
- Always communicate clearly in whatever way best suits the individual, and check their understanding and expectations

You should never

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow use of inappropriate language unchallenged, or use such language yourself when with children or adults at risk
- Make sexually suggestive comments, even in fun
- Fail to respond to an allegation made by an adult at risk or a child; always act
- Do things of a personal nature that adults at risk or children can do for themselves.

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability or 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 individual (where possible) and their parents, guardians and carers. In an emergency situation which requires this type of help, parents, guardians and carers should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.