



# Chipstead Sailing Club

## Safeguarding Protection Policy and Code of Practice

### **‘Safeguarding is everyone’s responsibility’**

#### **Policy Statement**

Chipstead Sailing Club (CSC) is committed to implementing safeguarding measures against physical, psychological, financial, discriminatory, sexual or emotional harm, neglect or bullying of those taking part in any of its activities.

CSC will take all reasonable steps to ensure that through appropriate procedures and training, it offers those participating in Club activities an opportunity to do so in a safe and fun environment. We recognise that the safety, welfare and needs of participants are paramount and that all participants irrespective of age, disability, race, religion or belief, sex, sexual identity, sexual orientation or social status including any characteristic protected by the Equalities Act 2010, have a right to protection from discrimination and abuse.

CSC will respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse. As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. In this policy the terms ‘children’ and ‘young people’ are both used, recognising that older teenagers may prefer not to be referred to as ‘children’ although, they are still in the eyes of the law.

The Care Act 2014 defines ‘Adults at Risk’ as people aged 18 or over who need care or support, and because of those needs are unable to always safeguard themselves. The policy also applies to Adults at Risk or vulnerable adults. All members of the Club should be aware of this policy.

CSC will create a safe and welcoming environment, both on and off the water, where participants can have fun and develop their skills and confidence. CSC adopts the RYA mission statement of ‘Safe, fun, learning.’ We will treat all with respect, dignity, celebrate their achievements and listen to their views and experiences. This policy will be kept under periodic review and implemented by a set of processes, procedures and guidelines. The procedure for following up a formal complaint is provided in Appendix 10.

**N.B.** CSC requires that children under the age of 18 years are the responsibility of their Parents or Guardian whilst using the water and facilities of the club. Children under the age of 16 using the water and facilities of the Club must have a Parent or Guardian on the Club premises at all such times. No child under 7 years of age shall be allowed on the Lake in any form of craft unless accompanied by an Adult over 18 years of age. If a parent or guardian is not able to be always present when their child is at the club, it is the responsibility of said parent/legal guardian to nominate an adult who is authorised by them to act on their behalf should such action be required and complete the Legal Guardian Nominee Form. (Appendix 7)

#### **The General Committee of the Club will appoint a Club Safeguarding Officer whose role is:**

- To maintain this policy and associated procedures compatible with RYA policy and procedures.
- To ensure that relevant volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- To advise the General Committee of safeguarding issues.
- Maintain contact details for local Children and Adult Services and the Police.



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## **If there are concerns:**

- Be the first point of contact for any concerns or allegations, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Training Principal, Chief Instructor, Class Captain etc.)
- Keep the RYA Informed as necessary.
- The RYA designated person is the RYA Safeguarding and Equality Manager. Tel 0238 060 4104 email: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) or RYA Safeguarding Manager 0238 060 4226
- The Club Safeguarding Officer is **Maggie Bolton**, (mob. 07746964482, e-mail [safeguarding@chipsteadsc.org.uk](mailto:safeguarding@chipsteadsc.org.uk)).

## **Instructors and Volunteers**

The Club Safeguarding Officer and those who are instructing, coaching, running club activities or supervising adults at risk, children and young people will also be required to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate. The club asks these persons for an update/renewal of the DBS certificate every three years. They will also be asked to provide a self-disclosure form annually. (Appendix 4).

Chipstead SC understands that it is an offence to allow someone to undertake regulated activity/work if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools come to our site, a school may request that we check your instructors or volunteers so that they are subject to the same level of scrutiny as the children's teachers.

An individual is only eligible to apply for an Enhanced Disclosure, which will disclose their 'spent' as well as their 'unspent' record, if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, i.e., one that involves regularly teaching, training, instructing, caring for or supervising persons under 18. They can only be required to apply for the additional Barred List check if they will be undertaking 'regulated activity' with children or vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012.

Chipstead SC ensures that all those involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to volunteering of ex-offenders, e.g., Rehabilitation of Offenders Act 1974 and are aware that they can seek guidance from the RYA if required. If in doubt regarding the suitability of ex-offenders, guidance will always be sought from the RYA.

## **Good Practice**

All members of CSC should follow Good Practice guidelines (Appendix 1) and agree to abide by the Club Code of Conduct (Appendix 2). A Good Practice Guide handout is available for all Instructors and Volunteers. Those working with adults at risk and young people should be aware of the guidance on recognising abuse (Appendix 3) as set out in the CSC Recognising Abuse Policy. In addition, all members of CSC must be aware of and agree to the Online Safety and Social Media Policy (Appendix 11) and its Best Practice Guidelines for Communicating with Juniors (members under the age of 18). These are included as Appendix 12 of this document.



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## **Changing and toilet area requirements must be noted:**

Changing areas at CSC are limited and therefore are single sex and any supervision of children which is required must be undertaken by someone of the same sex. If a mother/father needs to supervise her/his own child of the opposite sex, then this must be done in the disabled/unisex toilet. Children of the opposite sex, under the age of seven, are allowed on the changing area ONLY when accompanied by a parent of the appropriate sex for that changing area.

***Children must always be accompanied in the changing area by a parent or a guardian who can be nominated.***

Children on RYA Junior courses, KSSA and school group bookings will have exclusive access to the changing rooms and therefore can be unaccompanied. Adults must use the disabled/unisex facilities. This does not apply to Saturday Junior club where children must be accompanied due to other adult club activities being undertaken at the club.

If it is essential, in an emergency, 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. The adults entering need to alert the children in advance to give children the opportunity to cover up.

No adults should stand in the changing room watching children and young people or go in and out repeatedly without good reason.

**The use of mobile phones and/or electronic equipment with photography/video recording capabilities is prohibited in changing facilities.**

CSC will seek written consent from the child and their parents/carers before taking photos or video 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 first names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the CSC Club Safeguarding Officer

## **Concerns**

Anyone who is concerned about a participant's welfare, either outside the sport or within the Club, should inform the Club Safeguarding Officer immediately, in strict confidence. The CSC Club Safeguarding Officer will follow the prescribed procedures.

Any member of the Club failing to comply with the Safeguarding Adults policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 15.

**This policy will be kept under regular review and will be reviewed at the very least annually.**



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## Appendix 1: Good Practice Guide for Instructors, Coaches and Volunteers

### The Essential points of Good Practice.

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 risks 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](mailto: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, in any circumstance.
- Fail to respond to an allegation made by an adult at risk or a child. You must always act.
- Do things of a personal nature that adults at risk or children can do for themselves.



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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.



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## Appendix 2: Club Code of Conduct

It is the policy of Chipstead Sailing Club that all members, 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 members and 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

- Listen to and accept what you are asked to do to improve your performance and keep you safe.
- Respect other members, 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 members, participants, the club or its members.

### Parents, Guardians and Carers

- Support the participant's involvement and help them enjoy their sport.
- Help the participant to recognise good performance, not just results.
- Never force the participant to take part in sport.
- Never punish or belittle the participant for losing or making mistakes.
- Encourage and guide the participant to accept responsibility for their own conduct and performance.
- Respect and support the coach or instructor.
- Accept officials' judgements and recognise good performance by all participants.
- Use established procedures where there is a genuine concern or dispute.
- Inform the club organisers of relevant medical information.
- Ensure that the participant wears suitable clothing and has appropriate food and drink.
- Provide contact details and be available when required.
- Take responsibility for the participant's safety and conduct in and around the clubhouse and grounds.



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- Children under the age of 18 years are the responsibility of their Parents or Guardian whilst using the water and facilities of the club. Children under the age of 16 using the water and facilities of the Club must have a Parent or Guardian on the Club premises at all such times.
- No child under 7 years of age shall be allowed on the Lake in any form of craft unless accompanied by an Adult over 18 years of age, who, if not the child's parent or grandparent, has the specific permission of such parent or grandparent, to take the child on the Lake.
- Accept that adult participants have a right to take risks and to take decisions about their welfare, unless they lack the capacity to do so as defined by the Mental Health Act 2005.

## **Coaches, Instructors, Officials and Volunteers.**

- Consider the welfare and safety of members and participants before the development of performance.
- Encourage members and 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.
- 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 or adults at risk.
- Communicate clearly with parents, guardians, carers, participants and members.
- 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 Conduct. Appendix 8 of this document.
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct. Appendix 9 of this document.

**If you are concerned that someone is not following the Code of Conduct, you should inform the Club Safeguarding Officer or the person in charge of the activity**



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## Appendix 3: Chipstead Sailing Club Abuse Policy.

**What is abuse?** Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm. Persons 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, slapping, pushing, restraining, throwing, poisoning, burning or scalding, drowning or suffocating or inappropriate physical sanctions.
- Giving alcohol or inappropriate drugs.
- A parent or carer fabricating the symptoms of, or deliberately inducing, illness.
- 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 persistent emotional maltreatment, such as to cause severe and persistent adverse effects on emotional development. It may involve:

- Conveying to the person they are worthless, unloved or inadequate.
- Not giving the person 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 person's age or developmental capability.
- Overprotection and limitation of exploration and learning, or preventing the person's participating in normal social interaction.
- Allowing them to see or hear the ill-treatment of another person.
- Serious bullying (including cyberbullying), causing the person frequently to feel frightened or in danger.
- Exploitation or corruption.
- Emotional abuse in sport might also include situations where the person is subject to constant criticism, bullying or pressure to perform at a level that cannot realistically be expected to achieve. Some level of emotional abuse is involved in all types of maltreatment.

**Sexual abuse:** involves an individual (male or female, or a child) forcing or enticing another person to take part in sexual activities, whether or not they are aware of what is happening, to gratify their own sexual needs. The activities may involve:

- Physical contact (e.g., Kissing, touching, masturbation, rape, or oral sex).





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- Involving them looking at, or in the production of, sexual images.
- Encouraging the person to behave in sexually inappropriate ways or watch sexual activities, including sexual teasing and innuendo.
- Grooming in preparation for abuse (including via the internet).
- Sport situations which involve physical contact (e.g., Supporting or guiding) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if there is a misuse of power and position of trust over people.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with Wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment: because of race, sex, gender and gender identity, age, disability, sexual orientation or religion.

**Neglect** - is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of health or development. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter.
- Protect the person from physical and emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care, treatment or support.
- Respond to basic emotional needs.
- Neglect in a sport situation might occur if an instructor or coach fails to ensure that the person is safe, exposes him/her to undue cold or heat or risk of injury.

**Self-Neglect** – this covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the person is not receiving adequate support or care or could be an indication of a Mental Health issue such as depression.

**Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting e.g. hospital or place of care.



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**Mate Crime** – is when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them.

**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 (e.g. 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: create division between communities on the basis of race, faith or denomination; justify discrimination e.g. 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** - 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 vulnerable or 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 LGBTQ+, 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 **S.T.O.P. (Several Times On Purpose)** can help you to identify bullying behaviour.

## Recognising Abuse

It is not always easy, even for the most experienced, to spot when abuse has taken place. 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 or lack of medical attention when an injury has occurred.
- Sexually explicit language or actions
- A sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- The person describing what appears to be an abusive act involving them.
- A change observed over a long period of time (e.g. Losing weight or becoming increasingly dirty or unkempt).
- A general distrust and avoidance of someone, 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.
- Self-harming.



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- A person's belongings or money go missing.
- A disclosure – someone tells you or another person they are being abused.

**Patterns of Abuse** – may vary and include:

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual and financial abuse may fall into this pattern.
- Long term abuse in the context of an ongoing family relationship, such as domestic violence between spouses or generations or persistent psychological abuse or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

It is important to note that the person could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the person 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 a person's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the person 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 person at greater risk. If you cannot talk to the parents, guardians or carers, consult the Club Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's or Adult 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.



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## Appendix 4: Self-disclosure Form for Persons Working with Children or Adults at Risk

Chipstead Sailing Club is committed to safeguarding from physical, sexual and emotional harm. As part of our Safeguarding policy, we require those regularly instructing, coaching, or supervising adults at risk or young people to complete this self-disclosure form. Having a criminal record will not necessarily bar you from volunteering 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 or Adult Services Department as being an actual or potential risk to children or adults at risk?**

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 or adults at risk?**

YES / NO (If yes, please supply details.)

3. **If you have a current DBS certificate registered with the RYA please provide the following information:**

**DBS Certificate Number:** .....

**Your Date of Birth:** .....

**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 Enhanced Criminal Records Disclosure (DBS enhanced) or apply through CSC for a DBS.

I agree to inform Chipstead Sailing Club within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and adults.

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. I am happy that the Chipstead Sailing Club Safeguarding Officer (Maggie Bolton) can check my DBS status if required.

Signed ..... Date .....

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



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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 adults at risk or children in accordance with the DBS Code of Conduct and the Chipstead Sailing Club Data Privacy Policy.



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## **Appendix 5: Policy Statement on the secure handling, use, storage, retention and disposal of DBS Disclosure certificates and certificate information.**

### **General Principles**

As an organisation using the Disclosure and Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, Chipstead Sailing Club complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulations (GDPR), the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage and Access**

Certificate information is kept securely, in a lockable, non-portable, storage containers or on password protected computer storage 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, certificate 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 certificates or certificate information have been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Certificate 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 certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits. 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 DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning, or securely deleted from a computer system. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. 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 certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.



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## Appendix 6: County Local Authority Designated Officer Contacts

The **Local Authority Designated Officer (LADO)** deals with [allegations against individuals](#) who work with children either in education or the wider workforce.

To contact the LADO Team call 03000 410888 or email [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk).

<b>Head Office: Room 2.30 Sessions House, County Hall, Maidstone ME14 1XQ</b>	
<b>Claire Ray</b> <b>Head of Service</b>	03000 415788
<b>Rebecca Avery</b> <b>Training &amp; Development Manager</b>	03000 418707
<b>Online Safety</b>	03000 415797
<b>For advice on safeguarding issues please call your area office on the number listed below.</b>  <b>If a child may be at risk of imminent harm, you should call the</b> <b>Integrated Front Door on 03000 411111 or the Police on 999</b>	
<b>Sevenoaks</b>	<b>03000 412445</b>



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## Appendix 7: Legal Guardian Nominee Form (Children under 16)

I am unable to be on site at all times that my child is attending an activity at CSC. I therefore appoint the person named below to act on my behalf in all matters concerning the wellbeing of my child, including the authorisation of any medical treatment or administration of medical drugs. He/she will be available on the Club premises at all times the child is at the Club.

Please list details of any medical condition and any medical treatment being received (if none please write none).

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Child's - Name(s)	
Parent / Legal Guardian – Name	
Parent / Legal Guardian – Signature	
Emergency Phone Number	
Date / Period of Nomination	

I, the nominated Legal Guardian, accept full responsibility for the child named above. This form should remain in the possession of the nominated legal guardian for the duration of the activity only and then destroyed in line with the Club's Data Privacy Policy. It must be produced to a Club Official on request.

Nominated Legal Guardian – Name	
Signature	





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## Appendix 8: RYA Code of Conduct

This document outlines the code of conduct to 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:

- Behave in a manner that is consistent with the values of the RYA, particularly with regards equality, diversity, inclusivity and sustainability.
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their boating activity.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Only develop relationships with students that are appropriate and legal, (especially those under 18) whether face to face or in a digital context. Relationships must be consensual, based on mutual trust and respect and must not exert undue influence to obtain personal benefit or reward.
- Ensure the activities they direct or advocate are student focused, and appropriate for the age, maturity, experience and ability of the individual. Always clarify with students (and where appropriate their parents or carers) exactly what is expected of them and what they are entitled to expect.
- Behave appropriately to ensure the safety of instructors, students and others under your direction.
- Treat all RYA instructors, appointment holders, staff and other stakeholders with respect.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Read, understand, and comply with the Safeguarding Children and Safeguarding Adults policies and guidelines as detailed on the RYA website at [rya.org.uk/safepof guarding](https://rya.org.uk/safepof-guarding).
- Comply with the laws and regulations of the jurisdiction in which they are operating.
- Follow all RYA guidance and standards with regards specific training or coaching programmes.
- Not do or neglect to do anything which may bring the RYA into disrepute, including through the use of social media.
- Hold relevant, up to date governing body qualifications as approved by the RYA.
- Only teach or provide RYA courses or RYA certification within 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 or adults at risk) and be aware that certain sanctions may result in the automatic withdrawal of your qualification.
- Notify RYA Training in the event of any health issues that may affect their ability to carry out their responsibilities, including the use of medication which may impact their role.
- 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.



# Chipstead Sailing Club

## Appendix 9: RYA RACE OFFICIALS' CODE OF CONDUCT

RYA Race Officials are among the most visible officials of the sport. It is therefore essential that they behave with a high degree of competence, propriety and integrity. RYA Race Officials shall not commit an act of misconduct as defined in RRS 69.1(b).

RYA Race Officials who breach this Code of Conduct may face disciplinary action by the RYA. This Code of Conduct applies when the individual is acting in any capacity related to their status as a Race Official, or is readily identifiable as a Race Official, or associated with an event. Specifically, an RYA Race Official is expected to:

1. Act in accordance with the RYA Racing Charter.
2. Maintain a good level of understanding and application of the rules relevant to their discipline as well as RYA procedures and policies.
3. Ensure that decisions are based upon the rules and principles of fairness and objectivity and are made with care without prejudice or bias.
4. Uphold the confidentiality of race official deliberations during and after the regatta.
5. Be polite, open-minded and patient with colleagues, competitors, regatta officials, team officials, support persons and hosts, and deal with dissent in a fair and courteous manner.
6. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their boating activity.
7. Declare any conflict of interest before accepting a race official invitation or when a conflict becomes apparent at an event (a conflict of interest exists when an RYA race official has, or reasonably appears to have, a personal or financial interest which could affect the official's ability to be impartial).
8. For measurers: Not to enter into any agreement or contract or have any other restriction that might conflict with, prevent or materially impede activities as an RYA Approved Measurer, and inform the RYA if undertaking work as a principal or employee of any boatbuilder, sailmaker or equipment manufacturer
9. Act in accordance with any agreements made with the organizing authority or host venue in advance of the event such as arrival time, accommodation arrangements, expense claims etc.
10. Consistently display high standards of behaviour and appearance. Not carry out race official 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 officiating (e.g. driving)
11. Only take photographs or video at appropriate times and when it does not have the potential to affect the ability of the race official to focus appropriately on their primary role. Footage must only be published by the race official for the purpose of enhancing the role of race officials or of racing in general (and then only in accordance with the event privacy policies).
12. If working with people under the age of 18 or adults at risk, read and understand the RYA Safeguarding Children and/or Safeguarding Adults policies and guidelines.
13. Remain a personal member of the RYA whilst holding an appointment as an RYA Race Official



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## **Appendix 10: THE PROCEDURE FOR FOLLOWING UP A FORMAL COMPLAINT.**

To raise a complaint or concern these should be addressed to the following club officials. All contact details are available on the club program:

- For all on water or off water complaints excluding training and junior activities: Class Captain of the relevant class and the Welfare Officer.
- For all complaints relating to incidents on any training activity, including RYA youth training: Training Principal/Chief Instructor and Welfare Officer.
- For all complaints relating to incidents on any junior activity: Junior Class Captain and Welfare Officer.

The relevant club official should then consult the Welfare Office whether there has been a breach of the policy and if so under what section. They will agree what action should be taken depending on the nature of the incident:

- A meeting with the club official alone, to agree what had happened and agree appropriate next steps and/ or
- A meeting with the club official and the Welfare Officer to agree what happened and appropriate next steps.

The outcome of the meeting(s) will be written up and a copy kept by the class captain/Welfare Officer

An anonymised report will be copied to the Commodore and they will report to the General Committee that a complaint had been made, the nature of the complaint and that it has been resolved.

The complainant is informed of the outcome.

If at any stage those involved in the complaint feel that it has not been satisfactorily resolved, then they should contact the Welfare Officer and the Vice Commodore if the Welfare Officer has been involved in the investigation.

At appropriate times the Class captains should remind all members of their class of the importance of the Safeguarding policy and the Club's Code of Conduct.

In cases which are deemed serious, the incident(s) will be referred to the RYA for advice.



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## Appendix 11: Online Safety and Social Media Policy

This policy provides guidance on how Chipstead Sailing Club (CSC) uses the internet and social media and the procedures for doing so. It also outlines how the club expects volunteers, parents and children to behave online.

CSC is committed to implementing this policy and addressing any concerns quickly and within these guidelines.

### Aims

The aims of CSC online safety policy are:

- To protect all children and vulnerable adults involved with CSC and who make use of technology (such as mobiles phones, games consoles and the internet) while in the club's care.
- To provide volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.
- To ensure CSC is operating in line with its values and within the law regarding behaviour online.

**[Supporting Document – provided in Appendix 12: Online and Social Media Best Practice Guidelines for Communicating with Juniors (members under the age of 18).]**

### Understanding the online world

In order to understand the impact and therefore the Safeguarding risks that are posed to CSC by its use of on-line and social media tools and platforms it is necessary to:

- Assess and manage the safety aspects (including what is acceptable and unacceptable behaviour for volunteers and children) when using websites, social media including Facebook, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype.
- Be aware of how volunteers in CSC and the children and vulnerable adults that they may work with use social media both inside and outside of the club's setting.
- Ensure that CSC adheres to relevant legislation and good practice guidelines when using social media or video conferencing platforms.
- Ensure volunteers are aware of the policy, best practice guidelines and their responsibilities.
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including making sure concerns of abuse and/or disclosures that take place online are properly investigated and that as necessary changes are made to the club Safeguarding policies and Online Safety and Social Media Policies.

### Managing CSC's Online Presence

CSC's online presence through its website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected, and at least two members of the club will have access to each account and password.
- The account will be monitored by at least two designated members of the club in order to provide transparency.
- The designated members managing CSC's online presence will seek advice from the designated Safeguarding Officer to advise on safeguarding requirements.



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- Designated members will remove inappropriate posts by children or members, explaining why, and informing anyone who may be affected (as well as the parents of any children/young adults involved).
- CSC will make sure that children/young adults are aware of who manages the club's social media accounts and who to contact if they have any concerns about something that has happened online. This is either [safeguarding@chipsteadsc.org.uk](mailto:safeguarding@chipsteadsc.org.uk) or [juniors@chipsteadsc.org.uk](mailto:juniors@chipsteadsc.org.uk)
- CSC's account, page and event settings will be set to 'private' so that only invited members can see the content.
- Identifying details such as a child/young adult's home address, school name or telephone number should not be posted on social media platforms.
- Any posts or correspondence will be consistent with CSC's aims and tone as an organisation.
- Parents will be asked to give their approval to CSC to communicate with their children through social media, via video conferencing platforms or by any other means of communication.
- Parents will need to give permission for photographs or videos of their child to be posted on social media.
- Video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties.

## What CSC Expects of Volunteers

- Volunteers should be aware of this policy and behave in accordance with it.
- Volunteers should seek the advice of the Safeguarding Officer if they have any concerns about the use of the internet or social media.
- Volunteers should communicate any messages they wish to send out to children to the designated person responsible for the organisation's online presence.
- Volunteers should not communicate with children via personal accounts.
- Volunteers should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using organisation accounts.
- Volunteers should make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media.
- Rather than communicating with parents through personal and social media accounts, volunteers should choose a more formal means of communication, such as face-to-face, using an [@chipsteadsc.org.uk](mailto:@chipsteadsc.org.uk) email account or in writing.
- Volunteers should avoid communicating with children via email or organisational social media outside of normal office hours.
- Emails or messages should maintain the organisation's tone and be written in a professional manner, e.g., in the same way you would communicate with fellow professionals, avoiding kisses (X's) or using slang or inappropriate language.
- Volunteers should not delete any messages or communications sent to or from organisation accounts.
- Volunteers should undertake all online safety training offered and gain a basic knowledge of the platforms children use and how to report or remove inappropriate content online.
- Any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to CSC reporting procedures.
- At least one parent must be present during the delivery of any activities via video conferencing platforms at home.
- Any delivery of activities to children via video conferencing platforms will be supported by an additional member of the club (even if they're not actively delivering) to ensure transparency.
- Volunteers and children must not engage in 'sexting' or send pictures to anyone that are obscene.



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## What we expect of children

- Children should be aware of this online safety policy and agree to its terms.
- CSC expects children's behaviour online to be consistent with the guidelines set out in CSC code of conduct on all digital devices, including smart phones, tablets and consoles

## What we expect of parents

- parents should be aware of this online safety policy and operate within the best practice guidelines
- parents should protect all children's privacy online and think carefully about what content they share about sailing, where they share it and who they're sharing it with
- we expect parents' behaviour online to be consistent with the guidelines set out in CSC codes of conduct for parents and spectators

## Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook Messenger), CSC will take the following precautions to ensure children's safety:

Volunteers will avoid having children's personal mobile numbers and will instead seek contact through a parent.

CSC will seek parental permission on each occasion we need to contact children directly; the purpose for each contact will be clearly identified and agreed upon a method of accountability will be arranged, such as copies of texts, messages or emails also being sent to another club member or to parents. Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy:

- Texts, emails or messages will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation.
- If a child misinterprets such communication and tries to engage a volunteer in conversation, the volunteer will take the following steps:
  - End the conversation or stop replying.
  - Suggest discussing the subject further at the next practice or event.
  - Inform the organisations Safeguarding Officer in the interest of transparency.
  - If concerned about the child report those concerns to the Safeguarding Officer.

## Using mobile phones during activities

So that all children can enjoy and actively take part in sports activities, CSC discourages the use of mobile phones during such activities. As part of this policy we will:

- Make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation
- Inform parents of appropriate times they can contact children who are away at camps or away trips and discourage them from attempting contact outside of these times
- Advise parents that it may not be possible to contact children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency
- Explain to children how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement.





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## **Appendix 12: Online and Social Media Best Practice Guidelines for Communicating with Juniors (members under the age of 18)**

Online technology continues to advance and change the way people communicate and interact on a daily basis. CSC uses some social media platforms to promote our activity and communicate with our members. These forms of digital media and communication provide great benefits, however they can also pose potential safeguarding risks. The risks include potential for cyber bullying, grooming, exposure to inappropriate content.

### **1. Email:**

The [juniors@chipsteadsc.org.uk](mailto:juniors@chipsteadsc.org.uk) email will be the primary contact point for all communication with young people. On occasions, contact will be made through @chipsteadsc.org.uk email addresses to young people directly and with parents/carers copied in. Group emails will always be blind copied or sent via a Google group or Webcollect so that the email addresses are not visible to other recipients.

### **2. Facebook:**

Facebook is one way people can be contacted easily and quickly. At present, the Junior Class does not have administration rights to the CSC Facebook account so any contact made by a Junior member must be forwarded to [juniors@chipsteadsc.org.uk](mailto:juniors@chipsteadsc.org.uk)

All CSC volunteers should ensure they adopt a clear differentiation between their personal and professional profiles on Facebook. No adult member of CSC should request to befriend a Junior on Facebook, they should only accept a child's friend request if 1) they have the agreement of that child's parent/carer and 2) the families have contact outside CSC

### **3. Whatsapp:**

Whatsapp is a particularly effective form of communication for young people and is used widely by Juniors and their families. The Junior Class manages two Whatsapp groups; Chipmates and Chipstead AIs and DIs.

Chipmates Whatsapp group; the adult member associated with a Junior membership is sent an invitation to join the group, the purpose of which is to share information about forthcoming events at CSC, KSSA events and traveller events further afield. A link to EventBrite for booking Saturday morning sailing and to the Chipmates clothing store appears in the group information banner. All members of this group are over the age of 18 and have a child who sails with the Juniors on a Saturday morning. Phone numbers without profile information are cross-checked with WebCollect to ensure membership of the group is appropriate. Near the start of each season, group members without a CSC membership are removed from the Whatsapp group. The Junior Class captain and at least one other member of the Junior Class committee with safeguarding training should be administrators of this group.

Chipstead AIs and DIs Whatsapp group; the adult member associated with a Junior membership of current AIs/DIs is sent an invitation to join the group, the purpose of which is to encourage AIs and DIs to sign up for duties. DIs aged 18 or over may also receive an invitation direct. Parents/carers of AIs/DIs under the age of 18 may choose to join the group on behalf of their teenager. The Junior Class



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captain and at least one other member of the Junior Class committee with safeguarding training should be administrators of this group.

On occasion it may be appropriate to form additional Whatsapp groups to facilitate communication between a group of Juniors e.g. Als/DIs involved with summer camp, Juniors attending NSSA as a group. The Junior Class captain will nominate two members of the Junior Class committee with safeguarding training as administrators of any such group in order to monitor and remove, where necessary, any inappropriate or irrelevant content. Parents/carers will be invited to join these Whatsapp groups to ensure safe lines of communication.

#### **4. Phone and Text Messaging:**

Phone calls and text messages are often the easiest way to make quick contact with Junior members e.g., when event details are changed at short notice. Junior Class representatives will attempt to contact the parent/carer of a Junior in the first instance, but it may be necessary to also copy the Junior member direct.

#### **5. Photography and Video Recording:**

Parental/carer consent for photography and/or video recording of any child is requested via the EventBrite booking form on a weekly basis. Before posting images on any CSC website or Facebook page, the photographer should check the child is happy for their image to be used in this way. If names are to be used with the image e.g., at prize-giving, only the first name should be used.