

# **Royal Tay Yacht Club Ltd. and Tay Sail Training SCIO**

## **Child Protection Guidance**

**This sets out how we will implement our Child Protection Policy.  
It applies to the activities of the Royal Tay Yacht Club Ltd. (RTYC) and Tay Sail Training  
SCIO (TST).**

**Updated Nov 2016**

**Royal Tay Yacht Club Ltd.  
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DD5 1LX**

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## 1. Contacts

Everyone has a role to play in ensuring that children are safe, but we have a First Contact who is the person people can talk to if they have any concerns or worries. We also have a Welfare Officer who is responsible for implementing our policy, and acts as the point of contact to receive information and advice from the RYA.

### The First Contact:

- Is the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- With the Welfare Officer decides on the appropriate action to be taken, in line with these procedures and in conjunction with the person in charge – Senior Instructor or Cadet Officer.

### The Welfare Officer:

- Maintains an up to date policy and procedures, compatible with the RYA's.
- Ensures that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advises the management committee on safeguarding and child protection issues.
- Keeps the RYA informed as necessary.

Poster with their contact details will be displayed around the RTYC. AND TST.

#### **The First Contact is:**

Frances Jamieson  
Tel: 07817 043 565  
Email: fjamieson@blueyonder.co.uk

#### **The Welfare Officer is:**

Susan Peart  
Tel 01382 480497  
Mobile: 07703352572  
Email:susan979@live.com

## 2. Recruitment

### a. Suitable to work with young people

To ensure people are **safe** to work with young people the RTYC AND TST carries out checks on:

- Instructors and coaches
- The cadet officer
- The first contact
- The welfare officer
- Regular safety boat/instructor boat crew

- Regular volunteer helpers who carried out shore based activities such as launching and recovery, race box etc.

We also carry out checks on paid staff and other paid external coaches or instructors.

We do this as these people regularly help with youth activities. Not all volunteers, who are often parents or carers, are checked due to the fact that they will be in the company of regular and checked helpers.

The levels of checks depend on the circumstances and may include:

- informal discussions
- obtaining a PVG scheme membership or update
- references and
- self disclosure.

Not all will be used and this will depend on the circumstances. However, scheme membership will be sought where appropriate.

We will not knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work to work with young people and we will make a referral to Disclosure Scotland if any person harms or poses a risk of harm.

#### **b. Competent to work with young people**

To ensure people are **competent** the RTYC AND TST will:

- ensure people are clear about their role
- check that the applicant is competent for the role, e.g. they hold an appropriate validated and current RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required, or otherwise have the experience or knowledge needed.
- provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence.

#### **c. Confidentiality and data storage**

All personal 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. When data is no longer relevant it will be destroyed securely.

### **3. Parents and carers**

#### **a. Code of conduct**

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching. We have a Code of Conduct that we will make available so that everyone is aware of their responsibilities towards each other.

## **b. Supervision**

When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. If we need a parent (or designated responsible adult) to be on site, we will make this clear.

## **c. Away events**

Parents or carers are responsible for the transport and supervision of young people attending away events unless a specific agreement is entered into with another person. They must stay at the venue to provide care for the young person should they come off the water early and to assist them with changing and sailing kit and boats. If the parent or carer is leaving the child they must make an agreement with another adult to take on this role and the child must be aware of this.

## **4. Changing rooms**

It is preferable for adults to stay away from the changing rooms while there are children there. This may be unavoidable because adults are sailing at the same times.

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

## **5. Communicating with young people**

### **Coaches, Instructors and other volunteers**

When working with children and young people you are advised to:

- where possible have a business phone and a personal phone
- only contact sailors on your business phone (or using your organisation's text system)
- avoid using over-familiar language and try to copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

- have a personal and a professional page for your social media
- do not allow young sailors to follow or be friends with your personal account unless family members
- set your privacy settings as high as possible on your personal account
- challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- educate young sailors about the boundaries between them and their Coach or Instructor.

## 6. Photography

When a young person joins cadets we will ask for permission to take and use photos and videos. We will not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event. We will, when publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child. We will ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the organisation's first contact or welfare officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or smart phones/tablets in changing areas is not permitted in any circumstances. Such use by young people will be regarded as a form of bullying.

## 7. Handling concerns, reports or allegations

This information has been taken from the RYA website and the RTYC AND TST will follow the same process if concerns are raised.

<b>Dundee City Council information: Childcare and Protection Service</b>
If you believe a child is in immediate danger, please contact
Police Scotland emergency service on 999.
For other concerns about a child / children please use the following numbers:
Child Protection Concerns - Tel: 01382 307999 (24 hr) All other enquiries - Tel: 01382 307940
Operating Hours - Weekdays 8.45am to 5.00pm
Out of Hours:
<b>Operating Hours</b>
Weekdays, 4.30 pm to 9.30 am Weekends, 4.30 pm (Friday) to 9.30 am (Monday) All public holidays are covered on a 24 hour basis.
<b>Contact Details</b>
Tel: 01382 307964 (answering machine 9.30 am to 4.30 pm) Fax: 01382 307997

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see the Child Protection Policy.

## Handling an allegation from a child

### Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure the child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event, using the child's own words
- follow your organisation's child protection procedures.

### Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (e.g. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

## Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities.

**All information must be treated as confidential and only shared with those who need to know.** If the allegation or suspicion concerns someone within our club, only the child's parents/carers, the person in charge (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding Manager will be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It will not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

## Procedures

The procedure to be followed when a concern is reported are:

- a. Concern to be reported to the First Contact.
- b. The First Contact will follow the guidance above as far as possible, including noting the information down in writing
- c. The First Contact will inform the Welfare Office as soon as possible, by phone or in person rather than by email or text to avoid an error that might release personal information to the wrong person.
- d. The Welfare Office will follow the guidance set out in the Child Protection Policy and this Guidance in deciding what action to take, noting that:
  - I. Concerns outside the Club will be reported to the appropriate authorities.
  - II. Concerns within the Club will be discussed with Senior Instructor and appropriate action taken, including informing the RYA Safeguarding Manager.
- b. The Welfare Officer will keep records of the concerns and action taken and hold these securely until such time as they can be securely destroyed.

## **Statutory Authorities**

If we are contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, we will contact the RYA Safeguarding Manager as soon as possible for guidance and support. We will co-operate fully with official requests for factual information, and will not express any personal opinions on the person's conduct. See also 'Handling the media' below.

## **Handling the media**

If there is an incident at our premises which attracts media interest, or if we are contacted by the media with an allegation concerning one of our members or employees, we will check the facts and seek advice before making any response. No response will be made without the agreement of an appropriate official within the Club. We may contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

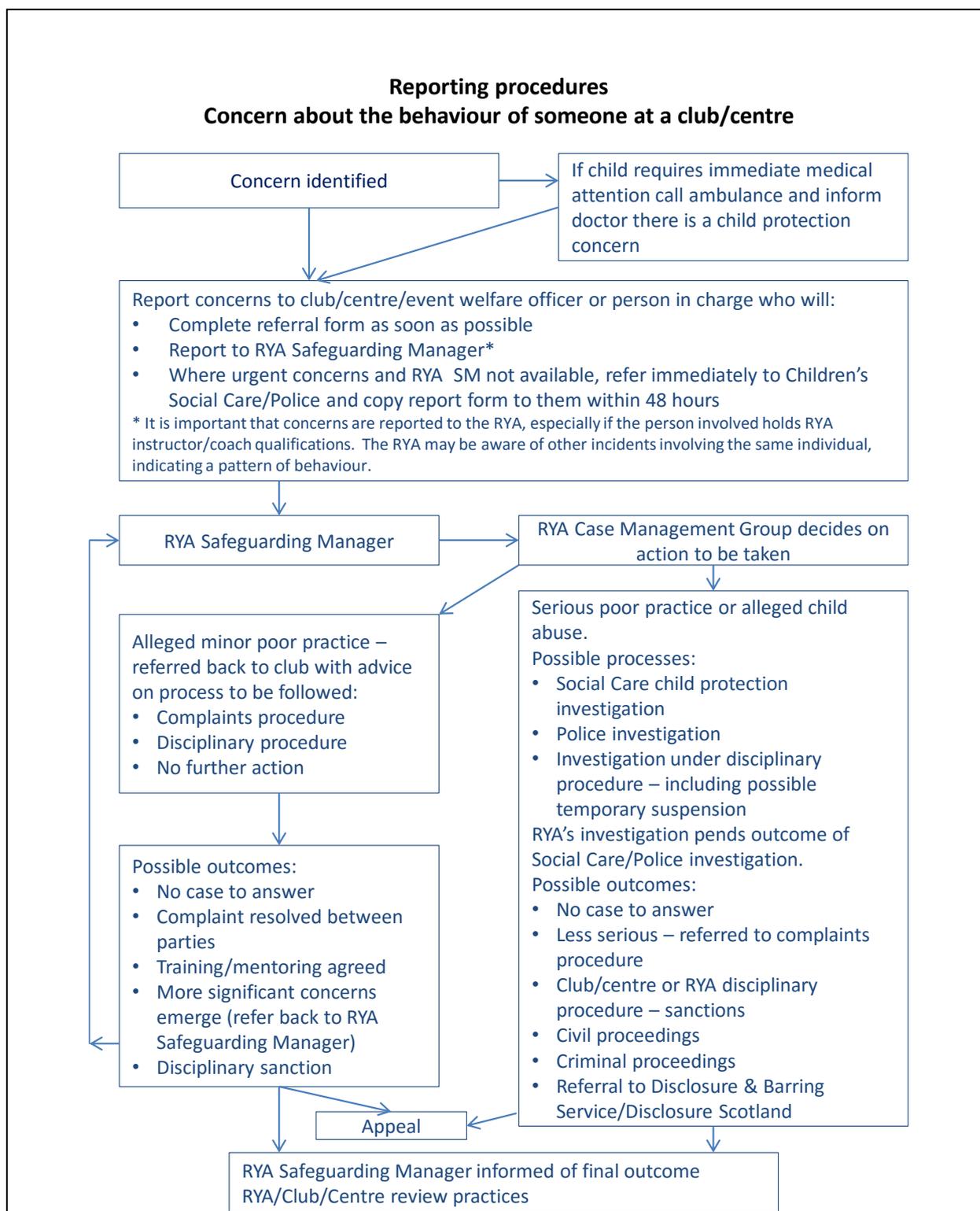
## **Reference to the Disclosure and Barring Service or Disclosure Scotland**

Disclosure Scotland maintains the lists of people barred from working with children or with vulnerable adults in Scotland. If the organisation permanently dismisses or remove someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, we will refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website or contact the RYA Safeguarding Manager.

## Reporting Procedures

If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if a child is at immediate risk, the Police.



## Useful Contacts

### NSPCC 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

0800 1111

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

### Social Care Services

Your local phone book or the website for your local authority will list numbers for the Children and Families Services, and Adult and Child Protection Teams.

### Royal Yachting Association

Jackie Reid, Safeguarding and Equality Manager

RTYC House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: [jackie.reid@RTYC.org.uk](mailto:jackie.reid@RTYC.org.uk)

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

Community text phone (for people with a hearing impairment): 07823 559018

### RTYC Scotland

Liza Linton, Development Manager

Tel: 0131 317 7388 Mob: 07770 604234

E-mail: [liza.linton@ryascotland.org.uk](mailto:liza.linton@ryascotland.org.uk)

Roy Davidson, volunteer Safeguarding Awareness Co-ordinator

Tel: 07775 703395

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

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

### Scotland (Children 1<sup>st</sup> Safeguarding in Sport)

Tel: 0141 418 5674

E-mail: [safeguardinginsport@children1st.org.uk](mailto:safeguardinginsport@children1st.org.uk)

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

### Volunteer Scotland Disclosure Services – RTYC is Enrolled Body

Website: [www.volunteerscotland.net/disclosure-services](http://www.volunteerscotland.net/disclosure-services)

### Disclosure Scotland (for referrals)

Website: [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

## **A. Application form**

### **Application for the post/role of (job/role title)**

When completed this form should be returned, marked 'Private and Confidential', to:

.....  
The closing date for applications is .....

#### **Personal details**

Title:

Surname:

Other names in full:

#### **Contact details**

Address:

Home phone:

Work phone:

(state if you do not wish to be contacted at work)

Mobile:

E-mail:

#### **Training and Qualifications**

Academic and/or vocational qualifications

RYA or other qualifications relevant to the role

Do you hold a valid UK driving licence? YES / NO

#### **Summary of past experience**

Please state the name of organisation, position held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)

Please state how you think your skills and experience match the requirements of this role and give your reasons for applying.

**Other relevant information**

eg. recreational interests, hobbies, voluntary or community work

**Criminal record**

Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant (*in Scotland: membership of the Protection of Vulnerable Groups Scheme*).

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO

If yes, give brief details

**References**

Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted. Please indicate if you do not want us to contact any of your referees before interview or before an offer of employment.

**Referee 1**

Name

Address

E-mail address

Phone number

Capacity in which known to you

**Referee 2**

Name

Address

E-mail address

Phone number

Capacity in which known to you

**Declaration**

Data Protection Act In order to recruit to this post [*insert name of organisation*] will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described.

Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature

Date

## Self-disclosure form

### Self-disclosure form for applicants for posts involving regular contact with children and/or vulnerable adults

The RTYC AND TST ..... is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection Policy, we require applicants for posts involving frequent or regular contact with children to complete this self-disclosure form. 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 data protection legislation and guidance. You have a right of access to information held about you under the Data Protection Act 1998.

Name .....

- 1. Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974? YES / NO**  
If yes, please supply details.
- 2. Have you ever been known to any Children Services Department or the Police as being an actual or potential risk to children? YES / NO**  
If yes, please supply details.
- 3. 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.

I understand that I may be asked to provide a PVG scheme record or update and consent to do so if required. 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 scheme record, or relating to subsequent concerns about my behaviour, may be shared with regulatory bodies and/or 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**

## Reference request

### CONFIDENTIAL

(Name) ..... has expressed an interest in working with (organisation) ..... in the role of ..... , and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in regular contact with children or young people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person? .....
2. In what capacity? .....
3. What attributes does this person have which would make them suitable for this role?

.....  
 .....  
 .....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in regular contact with children or young people? YES / NO

If you answer 'Yes' we will contact you in confidence.

Name: (please print) ..... Tel. No: .....

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

Please return this form, marked 'Confidential' to: .....  
 .....

# ROYAL TAY YACHT CLUB

## Cadet Training

### Personal Information and Consent Form

To be completed by the parent / Guardian and returned to the RTYC Cadet Officer before any on the water activities will be considered.



Cadet Forename: ..... Cadet Surname: .....

Date of Birth: ..... RYA qualification(s) gained:  
.....

Full Address:  
.....  
.....

Postcode:.....

Parent's Email: ..... Home Phone:  
.....

Cadet's Email: ..... Mobile Number:  
.....

**We will send all important communications to both cadets and parents, however please indicate below which is the preferred option for the weekly emails:**

Weekly email to (please circle preferred):                      **Cadet only**      **Cadet & Parent**      **Parent only**

Do you need to use a club boat? (please circle) **Yes / No**

Please add details of any boats you plan to use for cadet sailing: .....

**Insurance Declaration** (to be completed by the parent if you plan to use your own boat for cadet sailing):

I declare that all the above boats carry a minimum third party cover of £2,000,000 and that each boat complies with class buoyancy requirements.

Signed ..... Dated  
.....

<b>Emergency Contacts</b> .....	Emergency Contact: .....
Emergency Contact: .....	Relationship: .....
Relationship: .....	Relationship: .....
.....	.....
Contact No: .....	Contact No: .....
.....	.....

#### Medical Information:

It is your responsibility to tell us about any disability or medical condition that may affect your child during the activity, and any medication that they may need. This information will be shared with those responsible for supervising the activity.

Please state any medical or special needs conditions and medication currently taken:  
.....

Please state any allergies to any medications or substances.  
.....

Please state any other relevant information or special requirements:

.....

Date of last Tetanus injection: ..... Does your son/daughter wear spectacles/contact lenses?  
**Yes / No**

Doctor's Name: ..... Phone: .....

Surgery Address:

.....

**Swimming Ability** (delete as appropriate):

\*My son/ daughter is able to swim 50 metres in deep water, unaided.

\* My son/ daughter is a non-swimmer.

**Disclaimer** Although all reasonable steps will be taken to ensure the safety of the sailors taking part, Royal Tay Yacht Club and the coaches of the event will accept no responsibility for any injury, damage or loss, however caused.

**Declaration** Delete as applicable; \* if other relationship please state

- I agree to my son/daughter\* participating in the stated activity.
- I consider that my son/daughter\* is in good health and capable of taking part in this activity.
- I acknowledge the requirement for my son/daughters\* responsible behaviour during this activity.
- I agree to my son/daughter\* being filmed or photographed with the possibility that these photographs /recordings may be used for publications and publicity.
- In the event of an emergency I consent to any emergency medical/dental treatment that my son/daughter\* may require prior to my arrival.
- I acknowledge that it is my responsibility to ensure my son/daughter\* is provided with the necessary items to complete this activity e.g. sufficient food, water, protective sunscreen, warm clothing etc.
- I have been advised of the Health and Safety documentation and the Child Protection Policy adopted by The Royal Tay Yacht Club.

**Signature:** ..... **Relationship:**

.....

**Print Name:** ..... **Date:**

.....

**Courses:**

Which of the following RYA courses would you be interested in completing (please circle):

<b>Stage 1</b>	A basic understanding of how a boat sailing, with some experience of steering and handling the boat			Able to steer and understand basic principles		
<b>Stage 2</b>	A range of sailing skills and knowledge to help in becoming a confident sailor			Able to tack and control boat speed, and understand basic principles		
<b>Stage 3</b>	Rigging, launching and sailing in any direction. Equivalent to Level 2 in the National Sailing Scheme			Able to launch and sail a dinghy around a triangle in moderate conditions		
<b>Stage 4</b>	Sail a double handed boat as crew or helm, and solve a variety of problems afloat. (optional if Stage 3 was taken in a double hander			Can launch and return to a beach, jetty or mooring, and sail a crewed dinghy around a triangle in moderate conditions		
<b>Additional Modules and Courses</b>	<b>Seaman ship Skills</b>	How to handle a boat in all circumstances and solve problems afloat	Able to handle a wide range of situations afloat	<b>Start Racing</b>	The fundamentals of getting off the start line and round the course	Able to take part in club racing in good conditions
	<b>Sailing with Spinnakers</b>	Everything you need to know about sailing with conventional or asymmetric spinnakers	Able to use one type of spinnaker, conventional or asymmetric	<b>Performance Sailing</b>	Improve your boat handling and confidence in performance dinghies	Able to sail faster and more efficiently in all conditions

<b>Day Sailing</b>	Passage planning and decision making for small boat cruising	Able to plan and execute a cruise, depending on conditions	<b>Assistant Instructor</b>	The AI is a competent sailor who has been trained to assist instructors in teaching sailing up to the standard of the Level 2 or Stage 3 courses. They must work under the supervision of an RYA senior instructor (SI). AIs must never be allowed to work without direct supervision. Candidates must hold one of the RYA Sailing
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