

RTYC Ltd. Child Protection Policy – key points

This is a summary of some of the key points from the Child Protection Policy and Guidance. The policy is about children (anyone who is 18 years or younger) and vulnerable adults. It applies to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their Royal Tay Yacht Club Ltd. (RTYC) or Tay Sail Training SCIO (TST) duties.

The full policy and guidance can be found on the website and a copy is held behind the bar in the Main Clubhouse.

It is the policy of the RTYC and TST:

1. to safeguard children and young people taking part in boating from physical, sexual or emotional harm
2. take all reasonable steps through training and procedures to ensure that, children taking part in RTYC and TST activities do so in a safe environment
3. recognise that the safety and welfare of the child is paramount
4. recognise and that all children, whatever their sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse.

Our aim is to:

- create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence
- recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- ensure that RTYC and TST organised training and events are run to the highest possible safety standards.

We will:

- treat all children with respect and celebrate their achievements.
- carefully recruit and select all employees, contractors and volunteers.
- respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within RTYC and TST, should **inform the First Contact immediately**, in strict confidence. RTYC /TST First Contact and/or Welfare Officer will follow the procedures in the Guidance.

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

All relevant concerns, allegations, complaints and their outcome should be notified to the RTYC and TST First Contact or to the Welfare Officer.

RTYC and TST First Contact is:

Frances Jamieson

Phone:

Email: fjamieson@blueyonder.co.uk

RTYC and TST Welfare Officer is:

Susan Peart

Phone: 0770 335 2572

Email: susan979@live.com

Child protection guidance: key points

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 your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding Manager should 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 should 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.
- a. 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.