



Child Protection Policy

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United Kingdom Windsurfing Association

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Part 1 - Policy

1 Introduction

As defined in the children's Act 1989 for the purpose of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

The UKWA actively seeks 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 UKWA organised training and events are run to the highest possible safety standards.
- Be prepared to review it ways of working to incorporate best practice.
- To protect administrators, race crew, safety crew, coaches, official photographer's, any other officials or volunteer's by giving them some practical common sense guidelines to avoid placing themselves in situations where they are open to allegations.

We will:

- Treat all children with respect and celebrate their achievements
- Respond swiftly and appropriately to al complaints and concerns about poor practice or suspected or actual abuse.

This policy relates to all employees, contractors, class associations and volunteers who work with children or vulnerable adults in the course of their UKWA duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the RYA Child Protection Co-ordinator.

2 UKWA Child Protection Policy Statement

It is the policy of the UKWA to safeguard children and young people taking part in windsurfing from physical, sexual or emotional harm. The UKWA will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in UKWA activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have the right to protection from abuse.

Part 2 – Procedures

3 Designated Person

The designated person's role is:

- Maintaining an up to date policy and procedures, compatible with the RYA's
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures including implementing safe recruitment procedures.
- Advising the management committee on child protection issues
- Maintaining contact details for local children's social care services and police.

If there is concern the designated person would:

- Be the first point of contact for any concerns or allegations, from children or adults, 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 UKWA Chairman.
- Be able to make a referral without communicating with parents first if they feel that that is the appropriate course of action to be taken.
- Inform the child at all stages of who was involved and what information has been shared.
- Keep the RYA informed as necessary.

UKWA designated person

The UKWA's child welfare co-ordinator is Tessa Ingram tel. 07842613704, e-mail tess1988@hotmail.co.uk

If Tessa Ingram is unavailable contact James Palin tel. 07970578877, e-mail james@thepalins.me.uk

4 Good Practice Guidelines

Culture

It is important to develop a culture within the UKWA where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns.

Minimising risk

The UKWA plans the work of the association and promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of an activity
- Where any of these are unavoidable ensure that they only occur with the full knowledge and consent of the parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

You should never:

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

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Responsibilities of Volunteers

The UKWA makes sure our volunteers are given clear roles and responsibilities, are aware of UKWA child protection policy and procedures and are issued with guidelines on:

- Following good practice (appendix 3)
- Recognising signs of abuse

Parental responsibility

Although the UKWA have a duty of care to their members, and particularly to young people, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility.

Coaches and Instructors

Coaches and instructors are expected to comply with the RYA code of ethics and conduct (see appendix 4), good practice guide (appendix 3) and RYA youth and junior communication policy

Bullying

Please see the RYA anti bullying policy

Changing Room's and Shower's

It is preferable for adults to stay away from the changing rooms while there are children there. However bullying etc. can be an issue here, and a balance should be struck depending on the situation. In general it is better if one adult is not alone. Extra vigilance may be required if there is public access to the venue. If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite gender.

First aid

First aid is part of our normal duty of care. Any child who has a medical condition that the UKWA need to know off should let the designated person's and the race office know.

Child Protection Training

A three-hour basic awareness workshop 'Safeguarding and Protecting Children' is available from the RYA and workshops will be arranged as required.

Rescue Procedures

All UKWA crews are trained to rescue competitors in an appropriate manor. Every effort shall be made to uphold the dignity of an individual during a rescue, but it is understood that the process of a rescue and the individual's welfare takes priority over the dignity on the individual.

5 Photography

Publishing articles and photo's in magazines, newsletters, websites, local newspapers ect is an excellent way of recognising young people's achievement and promoting the UKWA and windsurfing as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

There is a disclaimer on all entry forms. When you sign the form you are giving the UKWA permission to take and publish photographs and motion pictures. If you would like to opt out, you need to write a letter explaining this and hand it to the race office.

Before taking photos or videos:

- The official photographer or member of the press / media should be identified at the briefing.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's code of ethics and conduct.
- Care must be taken in the storage of and access to images.

When publishing images:

- Make sure the photographs are appropriate
- Make sure that no information is included that might enable someone to contact the child
- To recognise the achievement of an individual sailor and wish to publish their name with their photo, do not publish any other information that would enable someone to contact, befriend or start to 'groom' the child.
- 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 their inappropriate use of images, should be reported to the organisation's child protection 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 camera phones in changing areas is not permitted in any circumstances.

6 Inappropriate Language

It is inappropriate to use abusive, offensive or strong language of any kind to a child or vulnerable adult. This is already an offense under the racing rules of sailing (rule 69), but it is considered as bullying or abuse if somebody attack's a child once or over a period of time using offensive, abusive or strong language.

The UKWA will:

- Seek an apology
- Hold a UKWA hearing
- Pass the information onto the RYA
- Pass the information to children's social care / police

Under no circumstances will abusive, offensive or strong language be tolerated by the UKWA.

7 What Is Child Abuse?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

- By hitting, shaking, squeezing, biting or burning.
- Giving children alcohol, inappropriate drugs or poison.
- Attempting to suffocate or drown children
- In sport situations, physical abuse might also occur when the nature and intensity or training exceeds the capacity of the child's immature and growing body.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing or shelter
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care or treatment.
- Respond to a child's basic needs
- Neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or expose them to undue cold or risk of injury.

Sexual abuse involves an individual forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening to meet their own sexual activities. The activities may involve:

- Physical contact (e.g. full sexual intercourse, masturbation, oral sex, fondling)
- Showing children pornographic books, photographs, videos or online images
- Taking pictures of children for pornographic purposes
- Encouraging children to behave in sexually inappropriate ways
- Sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young children.

Emotional abuse is the persistent emotional maltreatment of a child such as cause severe and persistent adverse effects on the child's emotional development. It may involve:

- Conveying to children that they are worthless, unloved or inadequate.

- Not giving the child 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 child's age or developmental capability.
- Overprotection and limitation of exploration and learning
- Preventing the child from participating in normal social interaction
- Serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger.
- The exploitation or corruption of children
- Emotional abuse in sport might also include situation where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Bullying (including cyberbullying) 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 may often be another 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, physically smell, have a disability or belonging to a different race, faith or culture.

8 Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. 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
- Sexually explicit language or actions
- A sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- The child describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- A general distrust and avoidance of adults, 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.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child 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 the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

9 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 child at greater risk. If you cannot talk to the parents/carers, consult the UKWA Child Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's 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.

10 Handling Concerns, Reports or Allegations

This section is primarily for the UKWA's designated child welfare officers, but everyone should be aware of the procedures to follow if there are concerns.

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

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.

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 that 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
- Follow the UKWA child protection procedures

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (eg. you won't tell anyone)
- Ask more questions than are necessary for you to be sure that you need to act
- Take sole responsibility – consult someone else (ideally the designated Child Protection/ or the UKWA Chairman 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 questions which may jeopardise any formal investigation. 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 (see Template 7 for Incident Report Form).

All information must be treated as confidential, stored securely 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 Child Welfare Co-ordinator 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.

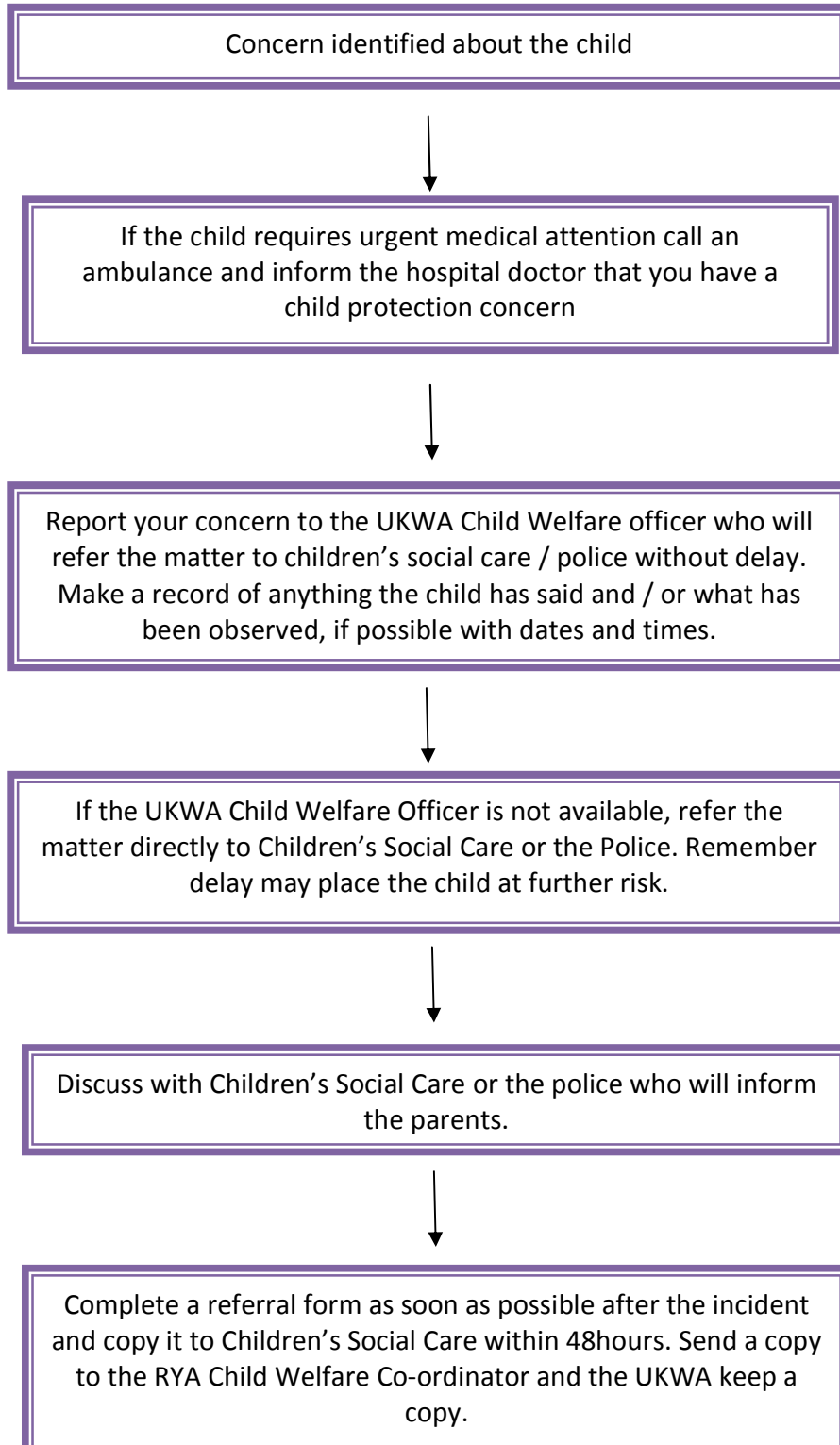
Information should be handled and disseminated on a need to know basis only. This may include the following people:

- The child welfare officer (designated person)
- The parents / carers of the child who is alleged to have been abused
- The person making the allegation
- The UKWA chairman
- The RYA child welfare officer
- Social services and the police

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means e.g. by shredding or burning.

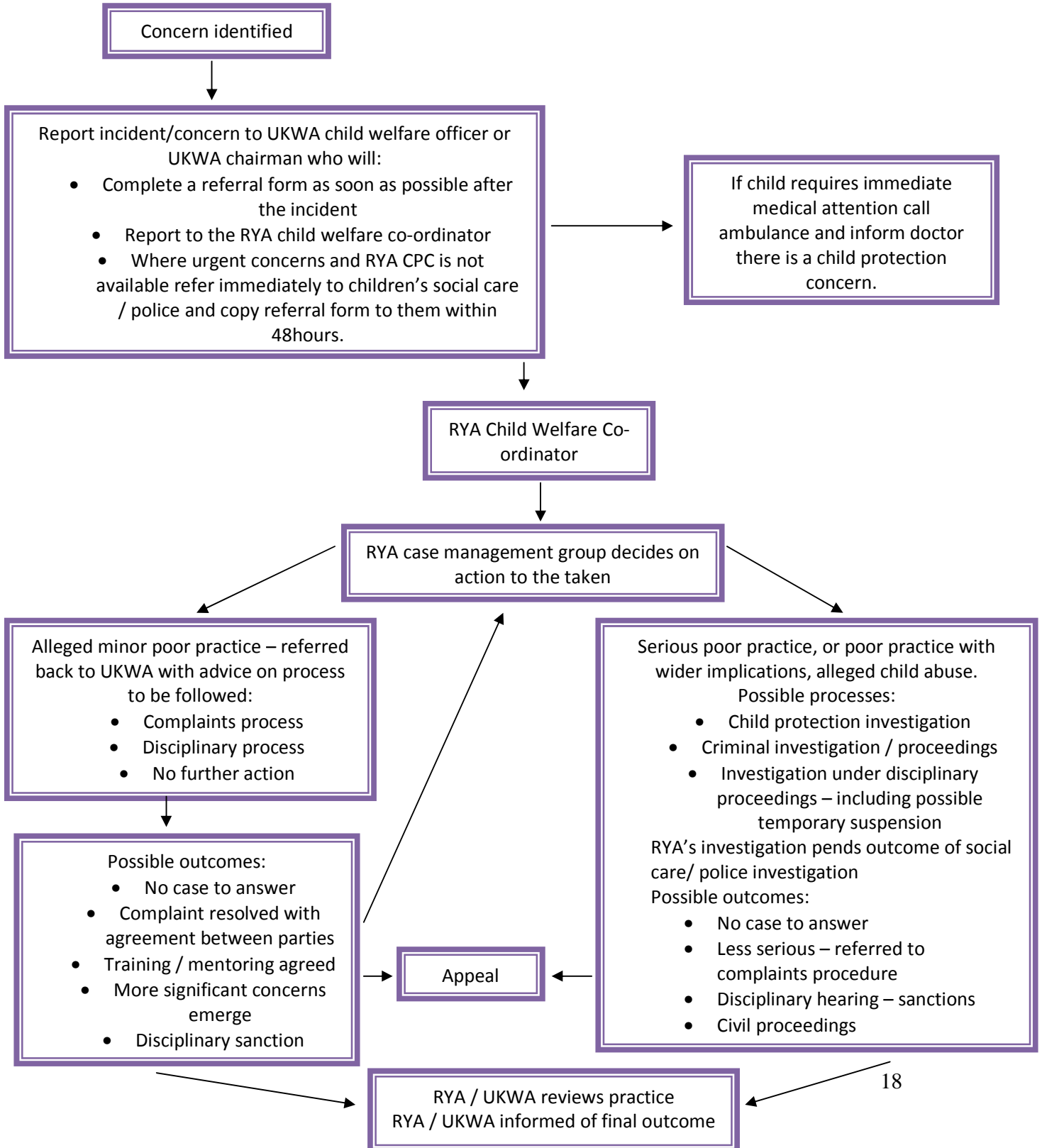
11 Flowchart 1

What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)



12 Flow Chart 2

What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the UKWA, RYA or an UKWA/RYA affiliated/recognised organisation.



13 Handling the Media

If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees or volunteers, do not give any response until you have an opportunity to check the facts and seek advice. You may wish to contact the RYA's communications department on 023 8060 4215 for professional advice on handling the media.

Part 3 - Information and appendix

14 Useful contacts

United Kingdom Windsurfing Association Child Protection

Tessa Ingram

Tel: 07842613704

E-mail: tess1988@hotmail.co.uk

James Palin

Tel: 07970578877

E-mail: james@thepailns.me.uk

United Kingdom Windsurfing Association

Admin

PO Box 703

Haywards

E-mail: admin@ukwindsurfing.com

E-mail: racing-09@ukwindsurfing.com

Royal Yachting Association Child Protection Co-ordinator

Jackie Reid, HR and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

S031 4YA

Tel: 023 8060 4104

Fax: 023 8060 4298

E-mail: Jackie.reid@rya.org.uk

Welsh Yachting Association

Tel: 0142 867 0738

Email: admin@welshsailing.org

Or contact Jackie Reid

RYA Scotland

Jane Campbell Morrison, Development Manager

Tel: 0131 317 7388

E-mail: admin@ryascotland.org.uk

RYA Northern Ireland

Tel: 028 9038 3812

Email: admin@ryani.org.uk

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Scotland

Children 1st

Tel: 0141 418 5671

Website: www.children1st.org.uk

Wales

NSPCC

Tel: 0292 026 7000

Fax: 0292 022 3628

E-mail: cpsuwales@nspcc.org.uk

Northern Ireland

NSPCC

Tel: 0289 035 1135

Fax: 0289 035 1100

E-mail: pstephenson@nspcc.org.uk

NSPCC Helpline

1808 800 5000

Childline

0800 1111

Website: www.childline.org.uk

Sports Coach UK – provide child protection training

Tel: 0845 601 3052

Website: www.sportscoachuk.org

15 Appendix 1 – Safeguarding and child protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If police or children’s social care services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation’s child protection officer or UKWA chairman	
Contact telephone number	

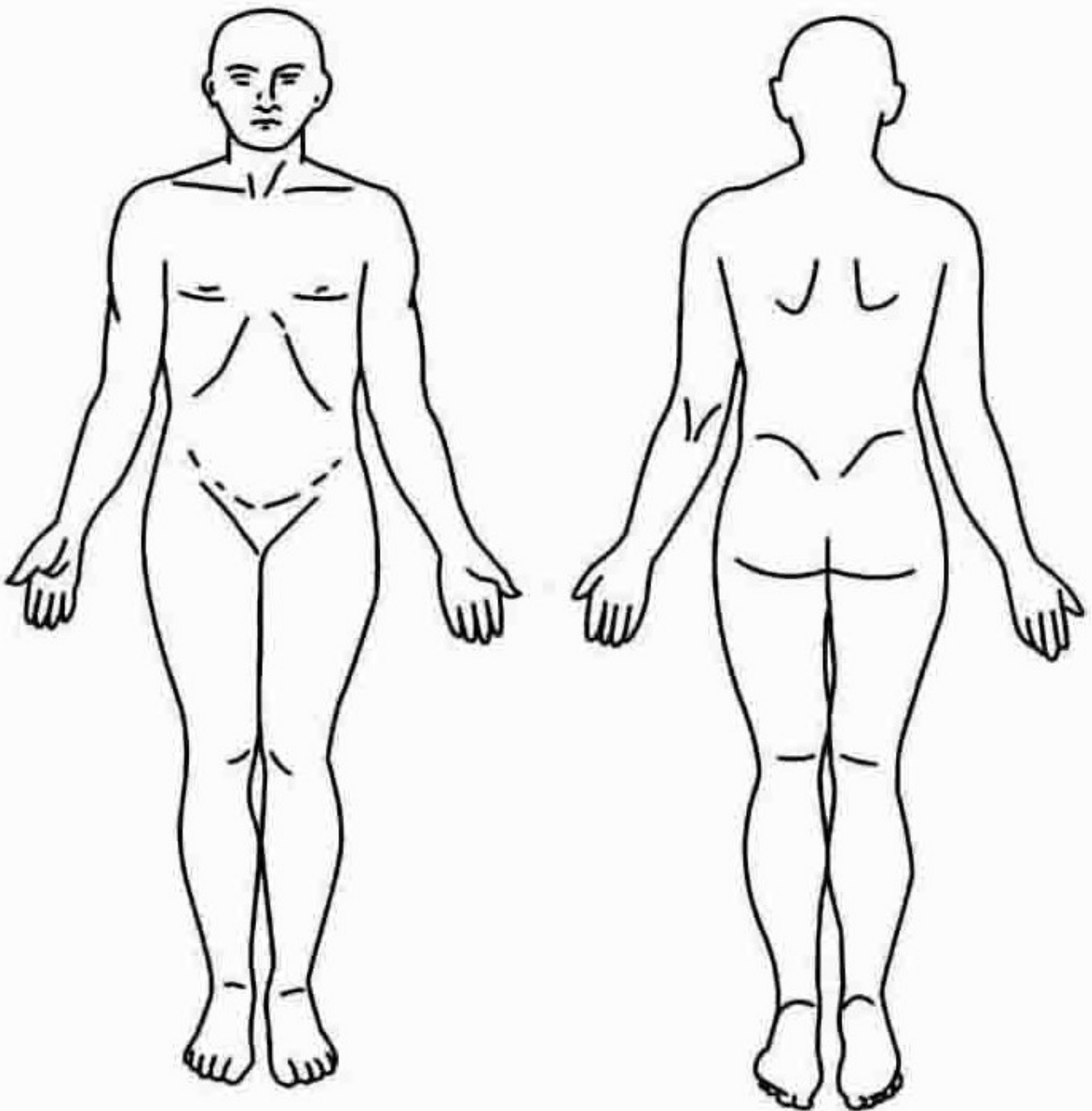
16 Appendix 2 - Body Map

Name _____

Designated person completing _____

Date _____

Sign _____



17 Appendix 3 – The UKWA Adopts the RYA good Practice Guide for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

You should never:

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

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

18 Appendix 4 – The UKWA Adopts the RYA Code of Ethics for Instructors, Trainers and Coaches

Sports training and coaching helps the development of individuals through improving their performance.

This is achieved by:

- Identifying and meeting the needs of individuals
- Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

Instructors, trainers and coaches should comply with the principles of good ethical practice listed below.

They should:

- If working with young people under the age of 18, have read and understood the child protection policy
- Respect the rights, dignity and worth every person and treat everyone equally within the context of the sport
- Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the sport's governing body and hold appropriate cover
- Develop an appropriate working relationship with students (especially children), based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward
- Encourage and guide students to accept responsibility for their own behaviour and performance
- Hold relevant up to date and nationally recognised governing body qualifications
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect
- Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer
- Always promote the positive aspects of their sport (e.g. courtesy to other water users)
- Consistently display high standards of behaviour and appearance.