



# UKWA

# Child Welfare &

# Protection Policy

January 2017



**United Kingdom Windsurfing Association**

The Long Barn

Sutcombe

Holsworthy

Devon

EX22 7PY

[www.ukwindsurfing.org.uk](http://www.ukwindsurfing.org.uk)

[admin@ukwindsurfing.com](mailto:admin@ukwindsurfing.com)

# Contents

	<b>Page</b>
<b>Part 1 – Policy</b>	
1 Introduction	3
2 UKWA child protection policy statement	4
<b>Part 2 – Procedures</b>	
3 Designated Person	5
4 Good Practice Guidelines	6
5 Photography	8
6 Websites and Social Media	9
7 Inappropriate Language	10
8 What Is Child Abuse?	11
9 Recognising Abuse	13
10 If You Are Concerned	14
11 Handling Concerns, Reports or Allegations	15
12 Recording and Handling Information	16
13 Statutory Authorities	17
14 Flow Chart 1 – Concerned about a child	18
15 Flow Chart 2 – Concerned about volunteer, staff, coach, member	19
16 Handling the Media	20
<b>Part 3 – Information and Appendix</b>	
17 Useful Contacts	21
18 Appendix 1 – UKWA Child Welfare / Protection Incident Report Form	23
19 Appendix 2 – Instructors, Coaches & Volunteers Good Practice Guide	25
20 Appendix 3 – Ethics for Instructors, Trainers and Coaches	26
21 Appendix 4 – UKWA / Class Association Code of Conduct	27
22 Appendix 5 – The UKWA Adopts the RYA Communicating With Young People Policy	29
23 Appendix 6 – The UKWA Managing Challenging Behaviour of Sailors Guidelines	31
24 Appendix 7 – The UKWA adopts the RYA Anti Bullying Policy	33
25 Appendix 8 – UKWA Coaches Code of Conduct	35

# **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.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- 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 its ways of working to incorporate best practice.

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.

This policy relates to all employees, contractors 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 UKWA child welfare officer and or the RYA Safeguarding and Equality Manager.

## **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](mailto:tess1988@hotmail.co.uk)

If Tessa Ingram is unavailable contact designated person James Palin  
tel. 07970578877, e-mail [james@thepalins.me.uk](mailto: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 disabled.
- 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 Appendix 3 –Ethics for Instructors, Trainers and Coaches / Appendix 5 – The UKWA Adopts the RYA Communicating with Young People Policy / Appendix 6 – The UKWA Managing Challenging Behaviour Sailors Guidelines / Appendix 7 – The UKWA adopts the RYA Anti Bullying Policy / Appendix 8 – UKWA Coaches Code of Conduct

## **Bullying**

Please see The UKWA adopts the RYA Anti Bullying Policy (appendix 7)

## **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.

## **Managing Challenging Behaviour**

Please see The UKWA adopts the RYA Managing Challenging Behaviour of Sailors Guidelines (see appendix 6)

## **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.

## **Confidentiality**

All persons information will be treated as confidential, stored securely and only shared with those who need to see it in their duties or to protect children. When data is no longer relevant it will be destroyed.

## 5 Photography

Publishing articles and photos in magazines, newsletters, websites, local newspapers etc 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 Websites and Social Media**

When promoting the UKWA, this may be done through websites and / or social media.

**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.**

The UKWA does not use social media as a means of communicating directly with children and young people.

## **7 Inappropriate Language**

It is inappropriate for anyone 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 attacks 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.

This applies to anybody associated with a UKWA event sailors, Volunteers, family members ect

## **8 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 others. 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:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- 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 the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child 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 or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations 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.

**Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) 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 gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. 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 people.

**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 and 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 emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

**Bullying** (including 'cyber bullying' by text, e-mail, social media etc) 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 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, physically small, having a disability or belonging to a different race, faith or culture.

**The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.**

## **9 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.

## **10 If You Are Concerned**

The UKWA procedure is that if anyone has a concern they should find the UKWA Child Welfare co-ordinator, if they cannot find them then go the race office that will be able to get in contact

with the welfare co-ordinator straight away. The UKWA Child Welfare co-ordinator will then follow the procedures outlined in this policy.

If the UKWA Child Welfare Co-ordinator is not available the concern should be passed to the UKWA designated person, who will follow procedures outlined in this policy and will pass information to the co-ordinator at the first possible opportunity.

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.

## **11 Handling Concerns, Reports or Allegations**

**This section is primarily for the organisation's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).**

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. For guidance on recognising abuse, see Appendix A.

### **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 (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the designated Child 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.

## **12 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 (see Sample Document 7 for Referral Form).

**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.

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

## **13 Statutory Authorities**



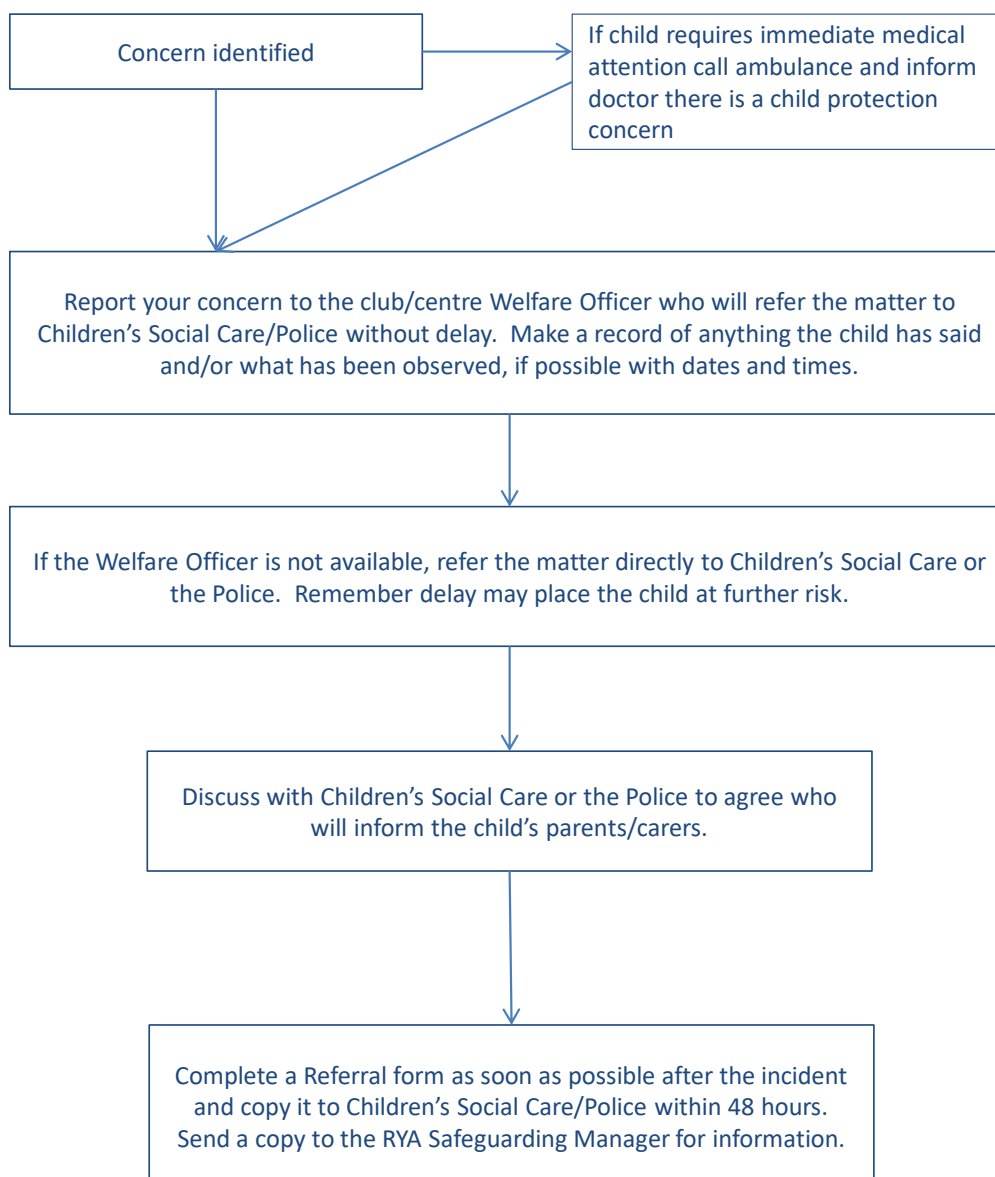
If the UKWA is contacted by the Police or children's services concerning information received or a complete made by a volunteer, member or coach we will contact the RYA Child Protection Co-ordinator as soon as possible for guidance and support

## **14 Flowchart 1**

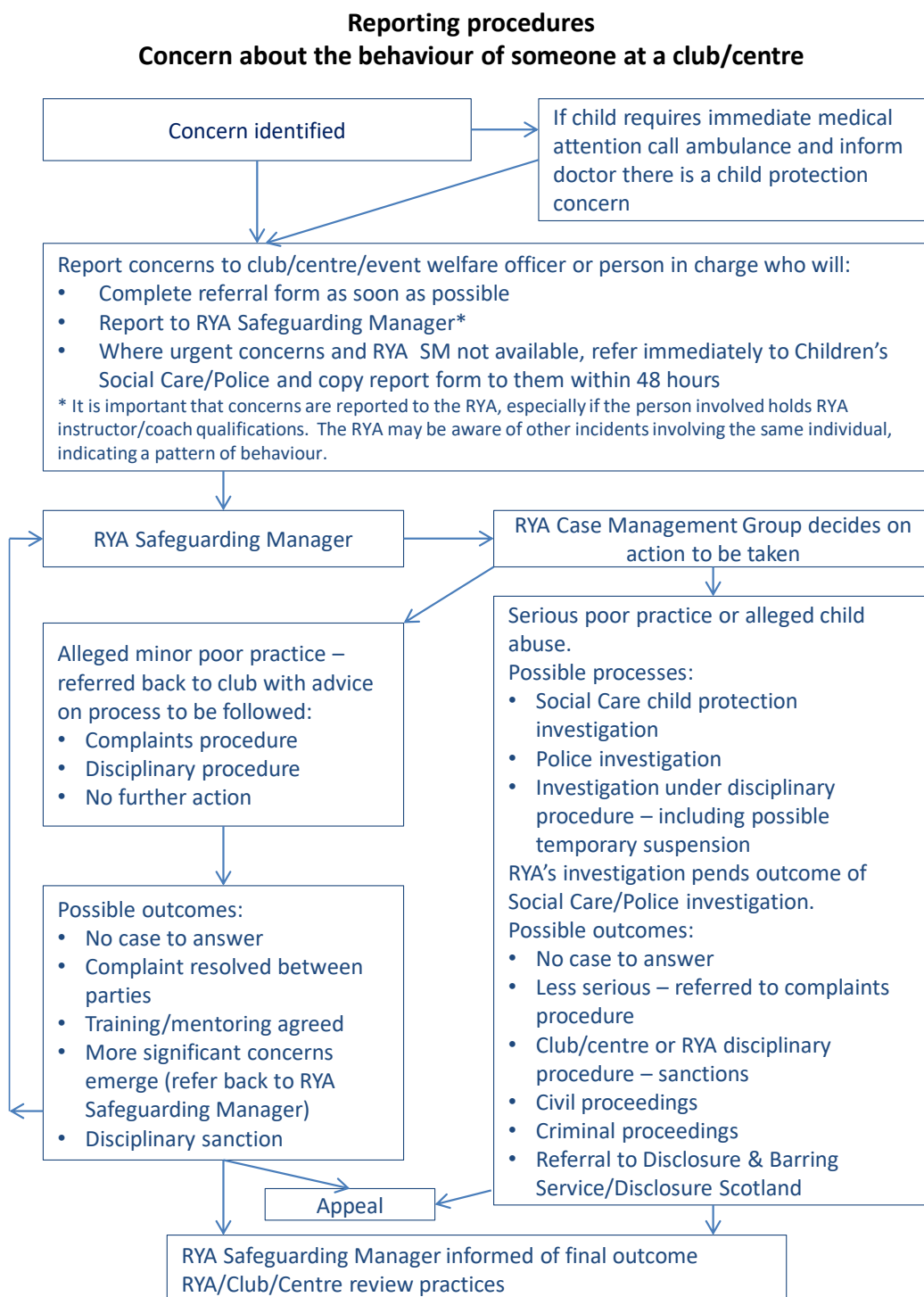
If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

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.

### Reporting procedures Concern about a child outside the sport environment



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.



## 16 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**

## 17 Useful contacts

### **United Kingdom Windsurfing Association Child Welfare Co-ordinator**

Tessa Ingram

Tel: 07842613704

E-mail: [tess1988@hotmail.co.uk](mailto:tess1988@hotmail.co.uk)

### ***Alternation Designated Person***

James Palin

Tel: 07970578877

E-mail: [james@thepailns.me.uk](mailto:james@thepailns.me.uk)

### **United Kingdom Windsurfing Association**

The Long Barn

Sutcombe

Holsworthy

Devon

EX22 7PY

E-mail: [admin@ukwindsurfing.com](mailto:admin@ukwindsurfing.com)

E-mail: [racing-09@ukwindsurfing.com](mailto:racing-09@ukwindsurfing.com)

### **Royal Yachting Association**

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

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

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

### **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 County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

**RYA Cymru.Wales**

Samantha Healy, South Wales Club Development Officer

Tel: 01248 670738 Mob: 07824 990694

E-mail: [samantha.healy@ryacymruwales.org.uk](mailto:samantha.healy@ryacymruwales.org.uk)

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

**RYA 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)

**Child Protection in Sport Unit (CPSU)****England**

Tel: 0116 234 7278

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

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

**Wales**

Tel: 0844 892 0290

E-mail: [cpsuwales@nspcc.org.uk](mailto:cpsuwales@nspcc.org.uk)

**Northern Ireland**

Tel: 0203 222 4246

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.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)

**Sports coach UK – provide Safeguarding and Protecting Children training**

Website: [www.sportscoachuk.or](http://www.sportscoachuk.or)

## 18 Appendix 1 – UKWA Child Welfare & Protection Incident Report Form

Name of child	
Age of child	
Address of child	
Parents' / carers' / grandparents' name	
Date & time of incident	
Location of incident	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Description of any physical signs (use body map)	
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	
Are parents' / carers' / grandparents' aware of the concerns	
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/welfare officer or person in charge (if different from above)	
Contact telephone number	
Details of any other people to whom the above information has been passed on to	

*If extra space is needed then go onto the back of the form.*

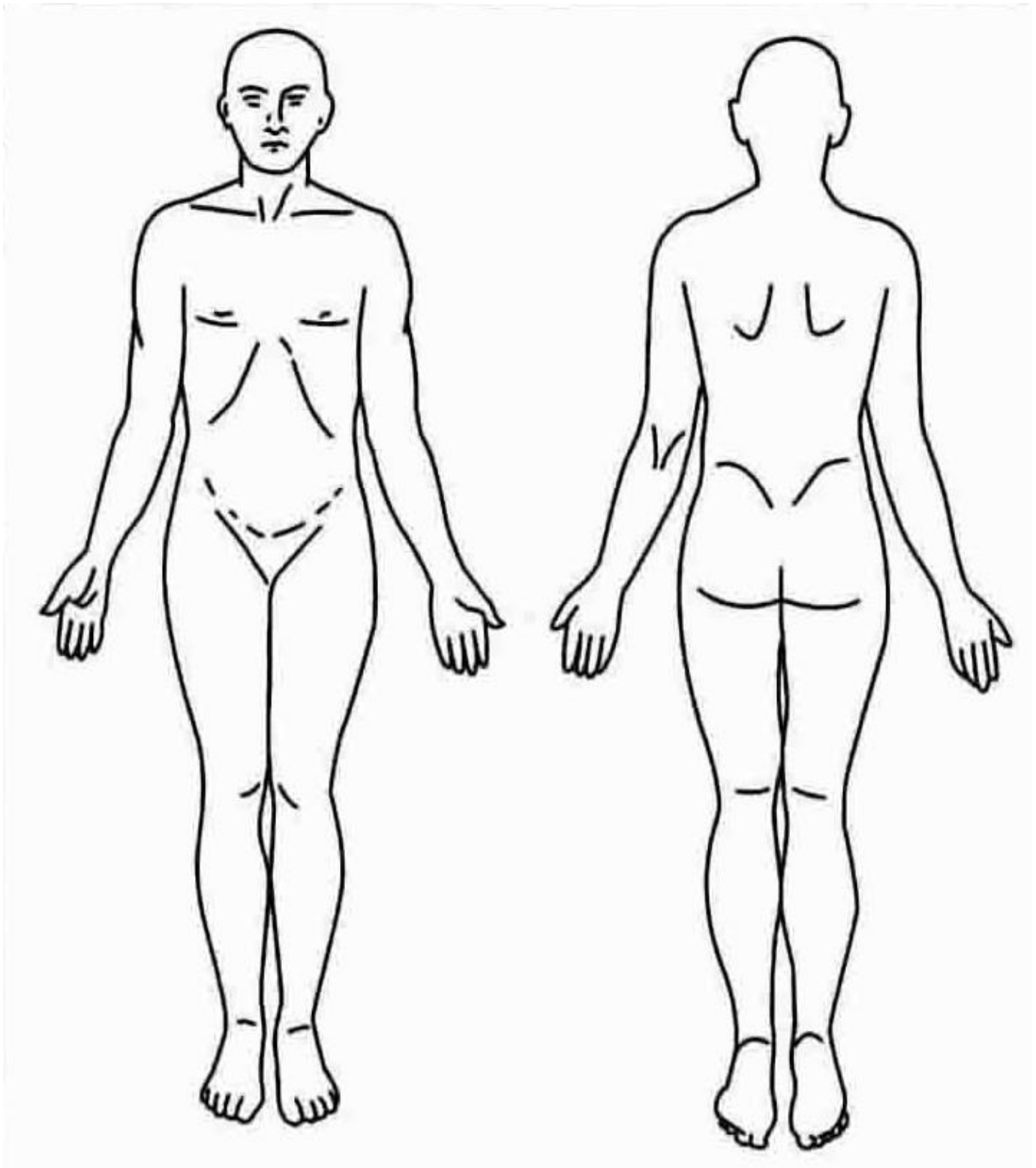
**Body Map**

Name.....

Designated person completing .....

Date .....

Sign .....





## 19 Appendix 2 – Instructors, Coaches and Volunteers

### Good Practice Guide

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.

## 20 Appendix 3 – 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 must:

- If working with young people under the age of 18, have read and understood the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk)
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance 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. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
- 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.
- Always promote the positive aspects of their sport (eg. courtesy to other water users).
- Consistently display high standards of behaviour and appearance.

## 21 Appendix 4 – UKWA / Class Association Code of Conduct

It is the policy of UKWA /class association that all 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 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 - young sailors, windsurfers and powerboaters

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

### Parents

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

### Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage 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 with young people
- 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
- Communicate clearly with parents and participants
- 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 Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your UKWA / Class Welfare Officer or the person in charge of the activity.

## 22 Appendix 5 – The UKWA Adopts the RYA Communicating with Young People Policy

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are:

[www.nspcc.org.uk/shareaware](http://www.nspcc.org.uk/shareaware) / [www.internetmatters.org](http://www.internetmatters.org) / [www.getsafeonline.org](http://www.getsafeonline.org)

### Club websites and social media

When promoting your club and encouraging your members to interact through a website or social network such as Facebook, there are a few issues to bear in mind in relation to children and young people:

follow the RYA guidance on the use of images of children (see Photography section below)

- ensure that the content and language on your site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

### Coaches and Instructors

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

- where possible have a business phone and a personal phone
- only text 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
- set your privacy settings as high as possible on your personal account
- challenge the way that young sailors tweet or comment at you or others on social media if it is inappropriate
- educate young sailors about the boundaries between them and their Coach or Instructor.

Coaches on the RYA's Youth and Junior squad programmes are expected to comply with the RYA Youth Racing Communications Policy.

**Parents**

Organisations are responsible for the content published on their sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links at the top of this page for guidance.

**Children and young people**

Unfortunately texting, instant messaging and social media such as Facebook, YouTube or Twitter and apps like Instagram and Snapchat are often used as a means of bullying. 'Cyberbullying' should be treated in the same way as any other form of bullying.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) provides guidance for children and young people in different age groups.

## 23 Appendix 6 – The UKWA Adopts the RYA Managing Challenging Behaviour of Sailors Guidelines

### Prior to the activity (racing or training):

You should establish before taking a group of young people on an activity whether any child has a specific behavioural diagnosis, ie Autistic spectrum, ADHD, Tourette's syndrome etc. Specialist advice and support should be sought for working with these children.

The following guidelines are for working with young people displaying challenging behaviour. Always confirm the group's agreement:

- Establish behaviour expectations from the outset, explain who is in charge and why (safety etc)
- Explain boundaries and respect for property and each other
- Explain sanctions and consequences for inappropriate behaviour

### During the activity (racing or training):

When working with groups or individuals with challenging behaviour:

- Employ your own method for memorising individual names – but do so as soon as possible
- Try to establish a relationship with your group, particularly those exhibiting challenging behaviour, eg by showing an interest in them
- Give positive reinforcement, ie praise 'good' behaviour and achievements
- Keep challenging members of the group busy by giving them small tasks of responsibility
- Avoid confrontation
- Avoid physical contact, punishment or threat of such
- Avoid physical restraint – use only for safety of the young person or other members of the group (see below)
- Avoid negative instructions ie instead of "Stop doing ....." say, "It would be better if ....."

### Possible options and sanctions:

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about

management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').

- Temporary or permanent exclusion.

**Should problems arise:**

- Do not humiliate or verbally abuse the young person
- Discuss the problem one-to-one, ensure you always have another adult present and never in front of the whole group
- Do not criticise the young person, only their behaviour
- Remind them of consequences/sanctions, employing your own policies, ie 'three strikes and you're out' or second/ final warning etc
- Always give them a choice (and therefore responsibility) if they fail to comply, for how things turn out, ie "If you choose not to follow my instructions, then you are accepting the consequences" or "If you make the right choice .... it would be a really good result for you and the group". Give them some time to make their decision without further discussion.

**Physical Intervention:**

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

**For your own protection:**

- Never be alone with a sailor
- Keep a written record of any specific behavioural incidents
- Note the names of witnesses to such incidents



## 24 Appendix 7 – The UKWA Adopts the RYA Anti Bullying Policy

### 1. INTRODUCTION

**1.1.** It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA considers bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.

**1.2.** This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

### 2. OBJECTIVES

**2.1.** The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

### 3. WHAT IS BULLYING

**3.1.** Bullying is the use of aggression with the intention of hurting another person.

The three key bullying behaviours are:

**3.1.1.** It does not just happen once; it is ongoing over time.

**3.1.2.** It is deliberate and intentional- it is not accidentally hurting someone.

**3.1.3.** It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

**3.2.** Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding possessions gear or equipment, threatening gestures.)
- Physical pushing, kicking, hitting, punching or any use of violence.
- Racist racial taunts, graffiti, gestures.
- Sexual unwanted physical contact or sexually abusive comments.
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

**3.3.** Why is it important to Respond to Bullying?

**3.3.1.** Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

**3.3.2.** Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

### 4. SIGNS AND SYMPTOMS OF BULLYING

**4.1.** A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has cuts or bruises that cannot adequately be explained.

- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

**4.2** These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## **5. PROCEDURES**

**5.1.** If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Manager, UKWA Child Welfare Officer or the RYA Child Welfare Coordinator.

**5.2.** This person will then follow the procedure laid down in the RYA Child Welfare Policy and Guidelines.

**5.3.** Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

**5.4.** Being found to know of bullying without reporting it is a disciplinary offence.

## **6. OUTCOMES**

**6.1.** All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.

**6.2.** The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.

**6.3.** It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.

**6.4.** If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.

**6.5.** Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.

**6.6.** After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

**6.7.** All incidents will be reported to the RYA Child Protection Co-ordinator and kept on record to monitor any future reports.

## 25 Appendix 8 - UKWA Coaches Code of Conduct

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Role: \_\_\_\_\_

As a coach working with the UK Windsurfing Association and its employees, under their race operations rules you **must**:

1. (If working with children under the age of 18) **read and understand** the UKWA Child Protection Policy as detailed on the UKWA website and available at the race office.
2. **Hold relevant up to date professional qualifications** approved by the RYA in the minimum disciplines of Coaching and Power Boat level 2.
3. **Consistently maintain** high standards of behaviour and appearance.
4. **Not do or fail to do** anything which may bring the UKWA into disrepute.
5. **Respect all members** of the UKWA race team and allow them to carry out their duties unhindered.
6. **Always** have a crew member in the boat with you. There must be two people in a boat at all times.
7. **Follow instructions** given by a member of the UKWA race team.
8. **NEVER** take any sailor away from the course area or back to shore without informing the UKWA safety lead boat (usually BUSKA) or the race officer.
9. **IMMEDIATELY inform** the UKWA safety lead boat (usually BUSKA) or the race officer of any sailor who has suffered an injury or requires first aid treatment.
10. **Keep reasonably clear of the race course during racing.** Whilst it is understood your role is to monitor sailors you should make every effort not to interfere with the progress of any sailor racing in any fleet.
11. **Inform** the safety lead boat (usually BUSKA) or the race officer upon arriving and leaving the race site area.
12. **Always** wear a lifejacket or buoyancy aid whilst on the water.
13. **Use a kill cord** whilst driving a boat (unless under direction undertaking a rescue) or whilst stationery and **drive the boat** in a manner in line with best practice.

14. **Carry a VHF Radio** capable of monitoring race channel transmissions whilst both onshore and afloat.

Failure to apply with the above code of conduct will result in you being asked to leave the water and or the event.

By signing you have read and understood the UKWA Coaches Code of Conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_