



# UKWA Child Welfare & Protection Policy and Guidelines

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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.

### **Definition of a child**

The Children Act 1989 defined any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as 'children' although they are still children in the eyes of the law.

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**

UK Windsurfing Association (UKWA) is committed to safeguarding children taking part in its activities from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of the child are paramount and that any child, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

UK Windsurfing Association (UKWA) takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children taking part in its events and activities.

## **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.
- 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)

#### **RYA designated person**

RYA Safeguarding and Equality Manager,  
tel. 023 8060 4104

RYA Safeguarding Officer, tel. 023 8060 4226,  
e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.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.

### 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 and somebody in charge of the organisation
- 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
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer

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 or 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

## **Additional vulnerability**

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

- a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer
- a deaf child may not be able to express themselves or speak confidentially if they need an interpreter
- a child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.

## **Grooming**

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

## **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 needs to know off should let the race office know by completing a medical declaration form.

## **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 person's 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 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.

*"The UKWA may authorize or engage an event photographer. By ticking a box and entering any UKWA event I am giving permission for the UKWA to take and publish still and moving images. If you do not agree please complete the photo (non) consent form and send to [admin@ukwindsurfing.com](mailto:admin@ukwindsurfing.com) The UKWA can not be responsible for other parties who may take photographs during an event."*

Before taking photos or videos:

- The official photographer or member of the press / media should be identified at the briefing.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- 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 Conduct.
- Care must be taken in the storage of and access to images. An image is personal data and should be treated in accordance with your organisation's Data Privacy Policy.

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 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 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.

*“The UKWA may authorize or engage an event photographer. By ticking a box and entering any UKWA event I am giving permission for the UKWA to take and publish still and moving images. If you do not agree please complete the photo (non) consent form and send to [admin@ukwindsurfing.com](mailto:admin@ukwindsurfing.com) The UKWA can not be responsible for other parties who may take photographs during an event.”*

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 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.

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

## 8 What Is Child Abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

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:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- 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 or watch sexual activities
  - 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 and position of trust 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.

**Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

**Extremism** goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

**Bullying** (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

**The acronym 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 or carers, someone else within your organisation, a member of the public, or the statutory authorities (Police or Children's Social Care). 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.

### Historical allegations

If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

## 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 and Equality 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.

### Data retention

Confidential information must be processed, stored and destroyed in accordance with our Data Privacy Policy and Data Protection legislation. Records containing personal information should be: adequate, relevant and not excessive for the purpose(s) for which they are held; accurate and up to date; and only kept for as long as is necessary. They should be reviewed on a regular basis. If a person is removed from your organisation for a safeguarding reason, you need to consider whether you should retain essential details of the reasons for the action taken, and who will have access to that file in the future, in case the former member tries to re-join at a later date or a further allegation is made about them.

## **13 Statutory Authorities**

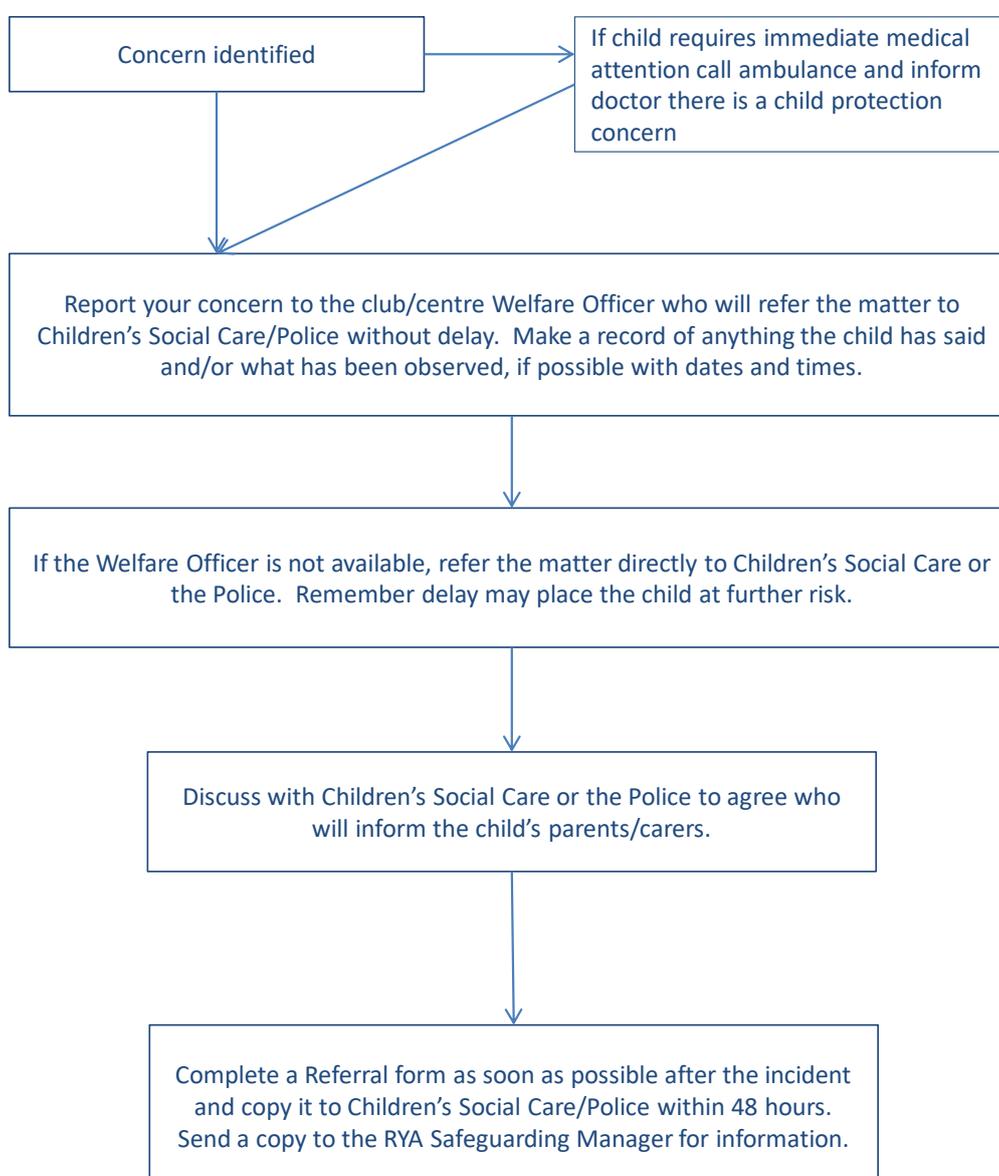
If the UKWA is contacted by the Police or children's services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. We will co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

## 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.

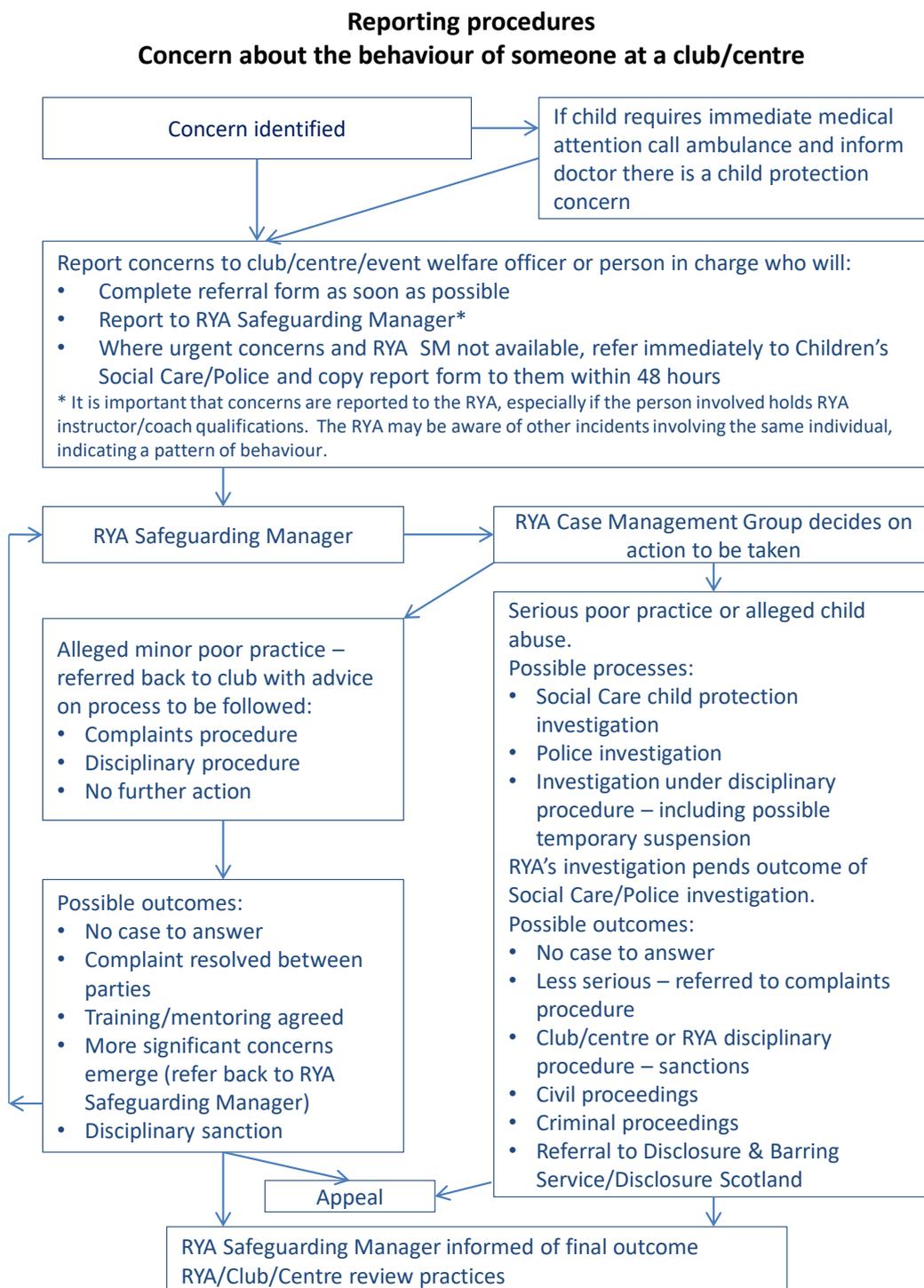
Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if a child is at immediate risk, the Police.

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



# 15 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.



## **16 Handling the Media**

If there is an incident at an event which attracts media interest, or if we are contacted by the media with an allegation concerning one of our members or employees or volunteers, we will not give any response until we have an opportunity to check the facts and seek advice. We 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**

Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

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

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

### **RYA Cymru Wales**

Pete Muskett

Tel: 01248 670814 Mob: 07824 990694

E-mail: [pete.muskett@ryacymruwales.org.uk](mailto:pete.muskett@ryacymruwales.org.uk)

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

### **RYA Northern Ireland**

Gayle Logan, Office Administrator

Tel: 028 9182 7154

E-mail: [dco.ryani@gmail.com](mailto:dco.ryani@gmail.com)

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

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

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

**England**

Tel: 0116 366 5580  
E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

**Wales**

Tel: 0116 366 5590  
E-mail: [cpsuwales@nspcc.org.uk](mailto:cpsuwales@nspcc.org.uk)

**Northern Ireland**

Tel: 028 9035 1135  
E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

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

Website: [www.safeguardinginsport.org.uk](http://www.safeguardinginsport.org.uk)  
Tel: 0141 419 1156  
E-mail: [safeguardinginsport@children1st.org.uk](mailto:safeguardinginsport@children1st.org.uk)

**Disclosure and Barring Service (DBS) – RYA is Registered Body**

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**Volunteer Scotland Disclosure Services – RYA is Enrolled Body**

Website: <https://www.volunteerscotland.net/for-organisations/disclosure-services/>

**Disclosure Scotland (to make a referral)**

Website: <https://www.mygov.scot/pvg-referrals/>

**AccessNI – RYA is Registered Body**

Website: [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

**UK Coaching – provide Safeguarding and Protecting Children training**

Website: [www.ukcoaching.org](http://www.ukcoaching.org)

**NSPCC 24 hour free helpline**

For advice on any aspect of children's welfare  
0808 800 5000  
E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Children 1<sup>st</sup> (Scotland) free helpline**

08000 28 22 33

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

Text: 07860 022844

Website: [www.children1st.org.uk](http://www.children1st.org.uk)

**Childline 24 hour free helpline**

0800 1111

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

**MIND – mental health charity**

Tel: 0300 123 3393

Text: 86463

E-mail: [info@mind.org.uk](mailto:info@mind.org.uk)

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

## 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.*

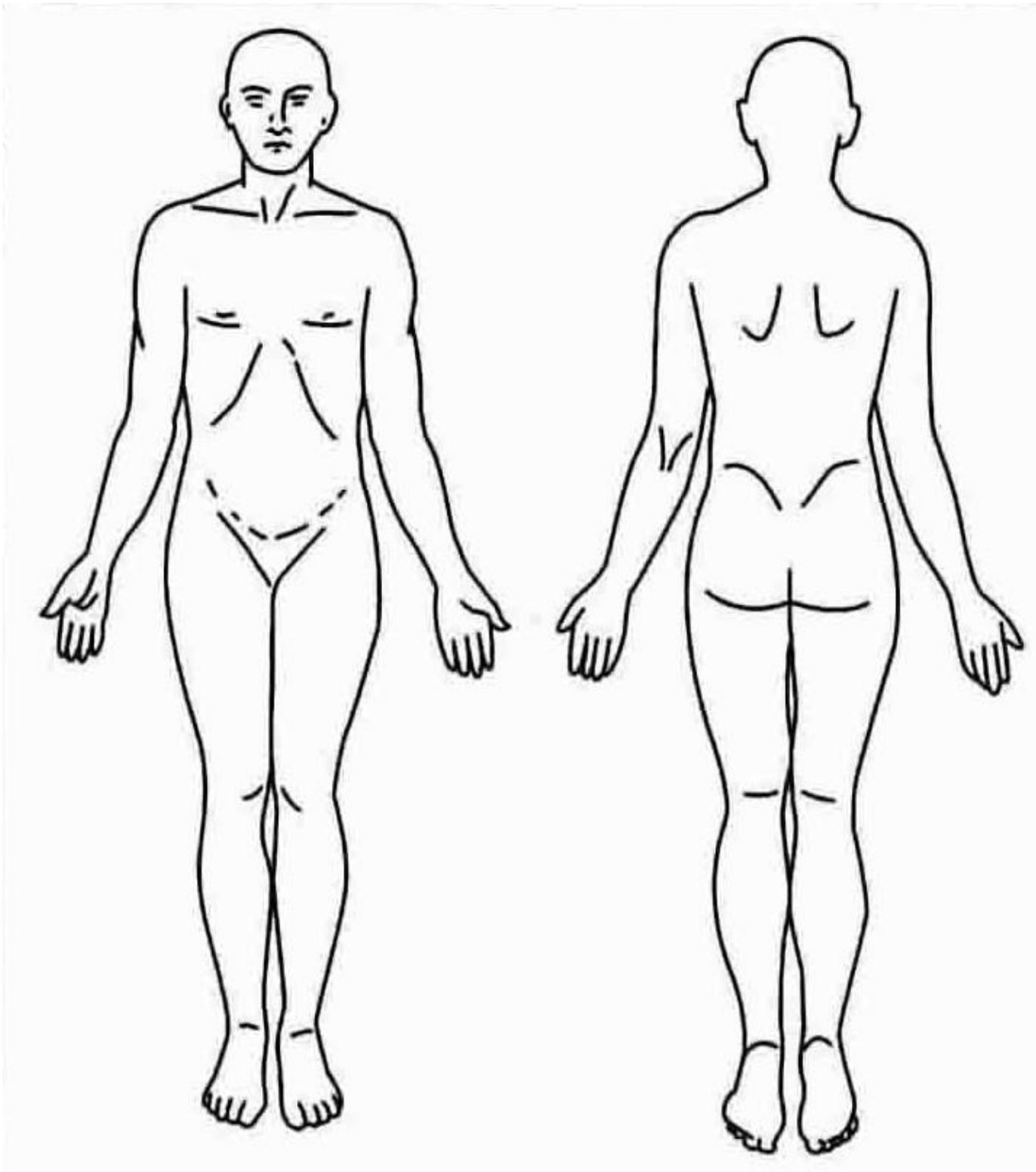
**Body Map**

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**

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

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

## 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: \_\_\_\_\_