



# UK Windsurfing Association Safeguarding Policy

UK Windsurfing Association The Long Barn Sutcombe Holsworthy Devon EX22 7PY	Version	February 2025
	Adopted by	The UKWA committee
	Written by	T.Ingram
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	Reviewed by	
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## Safeguarding Policy Statement

For England, Wales and Northern Ireland this policy refers to anyone under the age of 18 as defined by the Children Act 1989 and The Children (Northern Ireland) Order 1995 and anyone aged 18 or over who is an 'Adult at Risk', who is in need of care or support, and who, because of those needs, is unable to always safeguard themselves as defined by the Care Act 2014. For Scotland, the act defines adults at risk as those aged 16 years and over who:

- are unable to safeguard their own wellbeing, property, rights or other interests
- and are at risk of harm
- and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected

The UKWA is committed to safeguarding all children, young people and adults at risk taking part in its activities from abuse and harm and ensuring their wellbeing. The UKWA recognises that the safety, welfare, and needs of children, young people and adults at risk are paramount. They also recognise the rights of any person, irrespective of their age, disability, race, religion or belief, marital status, sex, gender identity, sexual orientation or social status, to have protection from discrimination and abuse.

The UKWA takes all reasonable steps to ensure that, through appropriate operating procedures and training, it offers a safe and fun environment to children, young people and adults at risk taking part in UKWA events and activities. The UKWA recognises that it has a legal responsibility to safeguard children, young people and adults at risk, including due regard to the need to prevent people from being drawn into extremism and terrorism (the Prevent Duty).

The UKWA is committed to minimising risk by creating a welcoming environment, both on and off the water, where everyone can have fun and develop their skills and confidence. The UKWA will treat everyone with respect, celebrate their achievements, listen to their views and experiences and provide opportunities for all to fulfil their potential and be their authentic selves.

### **The UKWA actively seeks to:**

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that UKWA-organised activities and events are run to the highest possible safety standards
- Prepare 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.
- Recognises that safeguarding of vulnerable groups is the responsibility of everyone, not just those working directly with them.
- Provides signposting advice and guidance to anyone who needs it.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.

- Strives to achieve the highest level of safeguarding practices in line with the Child Protection in Sport Unit and Ann Craft Trust safeguarding standards and will undertake annual reviews of our policies and procedures to ensure full compliance with the standards.
- Will cooperate where necessary with multi- agency investigations and enquiries relating to serious case reviews involving children, young people and adults at risk, if there is an association with the sport.

This policy relates to all employees, contractors, volunteers, coaches 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.

### **Safeguarding is everyone's responsibility**

### **Breaches of the Safeguarding Policy**

Where there are concerns that this Safeguarding Policy has not been followed, or there is a safeguarding concern, all staff, volunteers, coaches and contractors are encouraged in the first instance, to follow the RYA whistleblowing policy and procedure and contact the Safeguarding team on 02380 604226 or [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk).

If further support or guidance are required, The NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk) Breaches of this Safeguarding Policy and /or failure to comply with the outlined responsibilities within it may result in disciplinary action which could result in dismissal or removal.

### **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.

**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.

The UKWA identifies that parents play an essential role in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interfere in racing.

Parents should:

- 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 UKWA as 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

Also see RYA support person guidance.

### **Coaches and Instructors**

Coaches and instructors are expected to comply with

- UKWA Coaches Code of Conduct

### **Bullying**

See The UKWA Anti-Bullying Policy this can be found on the UKWA website

### **Changing Rooms and Showers**

Shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. As a minimum there should be separate male and female changing rooms and, if relevant, unisex disabled changing. The UKWA will follow the policies of the venues that it visits.

It is preferable for adults to stay away from the changing rooms while there are children there. It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable because adults are sailing at the same times, or the site is open to the public, it is better if one adult is not alone. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms. Extra vigilance may be required if there is public access to the venue.

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

### **First aid**

First aid is part of our normal duty of care. Any child who has a medical condition that the UKWA needs to know off should let the race office know by completing a UKWA medical form.

### **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.

### **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.

"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 The UKWA cannot be responsible for other parties who may take photographs during an event."

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.

### **Websites and Social Media**

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

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

### **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
- Follow its terms of attendance policy
- Hold a UKWA hearing
- Pass the information onto the RYA

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, coaches, family members etc

## **Types of 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.

### **Neglect**

Neglect is not meeting a child's basic physical or psychological needs. It can have a long-lasting impact on a child's health or development.

In sport, examples of neglect could include

- failing to ensure children are safe
- exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
- exposing children to unnecessary risk of injury by ignoring safe practice guidelines or failing to ensure the use of safety equipment
- requiring young people to participate when injured or unwell

Neglect may involve an adult 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

### **Physical Abuse**

When someone deliberately hurts a child causing physical harm it is called physical abuse. It may involve hitting, kicking, shaking, pushing, poisoning, burning, biting, scalding, drowning or any other method of causing non-accidental harm.

In sport, physical abuse may occur:

- if the nature and intensity of training or competition exceeds the capacity of the child's immature growing body
- where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
- if athletes are required to participate when injured or if the sanctions used by coaches involve inflicting pain

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
- fabricating the symptoms of, or deliberately inducing, illness in a child

### **Sexual Abuse**

Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

In sport, techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of authority, such as a race official, coach, was to misuse their power.

Contacts made within sport and pursued through other routes, such as social media, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations in order to create opportunities for abuse to take place.

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

The activities may involve:

- physical contact (e.g. 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)

### **Emotional Abuse**

Emotional abuse is the emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development.

In sport, emotional abuse may occur if:

- children are subjected to repeated criticism, sarcasm, name-calling or racism
- a child is ignored or excluded or children feel pressure to perform to unrealistically high expectations
- children are made to feel like their value or worth is dependent on their sporting success

It may involve an adult:

- 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



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

### **Bullying**

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can involve people of any age and can happen anywhere, including at home, school, sports clubs or online. Bullying encompasses a range of behaviours which are often combined. It might include physical, verbal or emotional abuse, or online cyberbullying. In sport, bullying can occur based on a young person's sporting ability, body size or shape. It might include name-calling, offensive hand gestures, physical assault or exclusion from team activities.

For more information see UKWA Anti-Bullying Policy

### **Extremism**

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. (HM Government Prevent Strategy).

### **Radicalisation**

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

### **Modern Slavery**

This encompasses slavery, human trafficking, forced labour, and domestic servitude.

### **Non-recent Abuse**

Abuse that occurred a period of time ago is sometimes referred to as non-recent.

### **Self-Harm**

Self-harm is when someone deliberately hurts themselves. It can include cutting, burning, hitting or bruising, poisoning, scratching, hair-pulling or overdosing. People who self-harm aren't usually trying to commit suicide or looking for attention (although self-harming can result in accidental death). Often, it is a way for the person to deal with overwhelming or distressing feelings and emotions. Self-harming can be an indication of abuse, as some people use self-harm to cope with anxiety, stress and overwhelming emotions.

### **Gangs & County Lines**

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse. Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

### **Forced Marriage**

A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. Forced marriage is illegal in the UK and is a form of domestic abuse and a serious abuse of human rights.

### **Female Genital Mutilation (FGM)**

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names. In the UK, this practice is illegal, but sadly still occurs and religious, social and cultural reasons are given to justify this practice. The police must be informed.

### **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 (e.g. 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 (e.g. 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.

### **If You Are Concerned**

The UKWA procedure is that if anyone has a concern, they should find the UKWA Child Welfare Office, if they cannot find them then go the race office that will be able to get in contact with the welfare officer straight away. The UKWA Child Welfare Officer for each event will be named at the morning competitor briefing and at the separate event team briefing on each morning of the event / activity. They will be named, identified and those at the event/ activity will be informed of how they can get in contact with the named person.

The UKWA Child Welfare Officer will then follow the procedures outlined in this policy. If the UKWA Child Welfare Officer is not available the concern should be passed to the UKWA designated person, who will follow procedures outlined in this policy.

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 The RYA Safeguarding Team, 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

## Dealing with a Safeguarding Disclosure & Information Sharing

Being the recipient of a safeguarding disclosure can be incredibly difficult, especially if the recipient is not a Safeguarding Lead. However, choosing not to respond to a disclosure can never happen, regardless of how uncomfortable the recipient is. The referral flowchart at the start of this policy acts as a guide to the physical steps that can be taken if a referral or disclosure is received. Below is a list of dos and don'ts to support someone in the moment that they receive a disclosure.

### Dos

- Keep calm and remain receptive and approachable
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the victim recount the details in their own time
- Use the victim's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me...
- Acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame o  
Let them know that you will do everything you can to help them
- Advise the victim what will happen next
- Make a written record as soon as you can
- Report the disclosure to the Safeguarding team
- Children and Young People: Gain consent from the parent / carer to share the information –  
Only speak with the parents / caregivers of the victim if this does not pose a risk to the child

### Don'ts

- Don't make promises to keep secrets
- Don't ask leading questions or put words in the mouth of the victim
- Don't repeatedly ask the victim to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told or pass it on
- Don't confront or contact the Subject of Concern
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

## Confidentiality

The sharing of personal information within an organisation is not prevented by law. While appropriate confidentiality should be maintained, it is important to make sure the right people within the organisation are informed if the circumstances require this. If you are the recipient of a safeguarding disclosure, contact the RYA Safeguarding Manager who will advise on the next steps, which may or may not include sharing that information with external agencies, however the following considerations should be taken into account:

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many Serious Case Reviews (SCRs), where poor information

sharing has resulted in missed opportunities to take action that keeps children and young people safe  
There are seven golden rules to confidentiality and Information Sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or RYA Data Protection Officer, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, sharing falls within one of the specified lawful reasons to do so, you will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear on the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared. If you are in any doubt, contact the RYA Data Protection Officer.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
6. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
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## Glossary of Terms Abuse

**Abuse:** abuse covers every form of ‘abuse’, which differs between adults and children. Adult forms of abuse are sexual, emotional, psychological, material, financial, physical, discriminatory, organisational abuse and any acts of omission.

**Adult at Risk England:** any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

**Case Management Group (CMG):** the Case Management Group is responsible for ensuring that all allegations, incidents, or referrals related to the safeguarding of children, young people and adults at risk are dealt with fairly and equitably within appropriate timescales. For the RYA the CMG consists of the Safeguarding and Equality Manager, Safeguarding Officer, relevant departmental manager/s representative from the legal team and the Independent Safeguarding Chair.

**Welfare Officer:** the designated individual within an affiliated club, recognised training centre or class association who holds the lead responsibility for safeguarding within their setting.

**Consent:** this is a term generally relating to adult safeguarding. Adults have a general right to independence, choice and self-determination including control over information about themselves. These rights can be overridden in certain circumstances, some examples include if a person lacks mental capacity, a crime has been committed, other people may be at risk, or the risk is unreasonably high.

**Disclosure:** disclosure is the process by which a child or adult at risk will let someone know that abuse is taking place. This may not happen all in one go and may be a slow process that takes place over a long period of time.

**Duty of Care:** the duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.

**LADO:** a Local Authority Designated Officer is the designated person within every Local Authority who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm.

**Multi-Agency Meeting:** a multi-agency meeting may take place when a referral has been made to the Police or LADO regarding a child or adult at risk and is a key part of the investigation process.

**Position of Trust:** an adult is in a position of trust where a young person in their care has some dependency on them and there is an element of vulnerability involved.

**Referral:** a request for help from and/or for an individual from a public body

**Referrer:** the person who refers a safeguarding concern to the safeguarding lead, police, LADO or Local Authority.

**Risk:** the probability of something (e.g., harm to a child) happening. The harsher the damage caused by it happening and the more likely the event, the greater the overall risk.

**Significant Harm:** the threshold that justifies compulsory intervention in family life in the best interests of children. Whether harm or likely harm suffered by a child is significant is determined by comparing the child's health or development with that which could reasonably be expected of a similar child.

**Subject of Concern (SoC):** a person who is believed to have acted in a way that has caused harm to a child, young person or adult at risk.

**Wellbeing:** Section 10 of the Children Act 2004 requires local authorities and other specified agencies to co-operate with a view to improving the wellbeing of children in relation to the five outcomes first set out in "Every Child Matters".

**Young Person:** a young person is a term used to describe the interim period between childhood and adult, typically between the ages of 14 and 17.

## Useful Contacts

### **UKWA:**

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### **Key Contacts:**

RYA Safeguarding and Equality Manager – Katie Loucaides	Katie.Loucaides@rya.org.uk 02380 604104 07384 546489
RYA Safeguarding Officer – Andrea Gates	Andrea.Gates@rya.org.uk 02380 604144
RYA Scotland Safeguarding Lead – Liza Linton	Liza.Linton@ryascotland.org.uk 07770 604234
RYA Northern Ireland Safeguarding Lead – Gayle Logan	Gayle.Logan@rya.org.uk 02891 827154
RYA Cymru Wales Safeguarding Lead – Nicola Stubbins	N.Stubbins@sky.com
RYA HR Manager – Alison	Alison.Cross@rya.org.uk 02380 604291
Child Protection in Sport Unit Contact – Rachel Stevens	Rachel.Stevens@NSPCC.org.uk
Ann Craft Trust Contact – Joanne Pell	Joanne.Pell@nottingham.ac.uk

### **External Organisations:**

NSPCC	<a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a>
NSPCC Whistleblowing Advice Line	0800 028 0285 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
CPSU	<a href="https://thecpsu.org.uk/">https://thecpsu.org.uk/</a>
Ann Craft Trust	<a href="https://www.anncrafttrust.org/">https://www.anncrafttrust.org/</a>
MIND	<a href="https://www.mind.org.uk/">https://www.mind.org.uk/</a>
Young Minds	<a href="https://www.youngminds.org.uk/">https://www.youngminds.org.uk/</a>
Children 1st	<a href="https://www.children1st.org.uk/">https://www.children1st.org.uk/</a>
Samaritans	<a href="https://www.samaritans.org/">https://www.samaritans.org/</a>
Child Protection Scotland	<a href="https://www.childprotection.scot/">https://www.childprotection.scot/</a>
Emergency Services - Emergency	999
Police - non-emergency	101
NHS – non-emergency	111
NIAMH	<a href="https://www.communityni.org/node/45757">https://www.communityni.org/node/45757</a>
SAMH Scotland	<a href="https://www.samh.org.uk/">https://www.samh.org.uk/</a>
RYA Employee Assistance Programme – Smart Health	0800 030 518

## UKWA Coaches Code of Conduct

Name:

Date:

Event:

Role:

As a coach working with the UK Windsurfing Association and its employees/volunteers, 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. Have read and understood the guidance/rules for support persons.
3. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport. Celebrate diversity in all its forms. Do not discriminate against anyone based on any protected characteristics.
4. The helm must hold a minimum of an RYA PB level 2.
5. Hold up to date and nationally recognised governing body coaching qualifications.
6. At the outset, clarify with sailors (and where appropriate their parents) exactly what is expected of them and what sailors are entitled to expect from their coach.
7. Consistently maintain high standards of behaviour and appearance. Behaviour in a way which may causes offense or harm to others. Do not use inappropriate language and always be mindful of banter and how words can also cause harm to others.
8. Not do or fail to do anything which may bring the UKWA or the sport into disrepute.
9. Respect all members of the UKWA race team and allow them to carry out their duties unhindered. RYA approved coaches only, shall be permitted to crew a boat single handed.
10. Follow instructions given by a member of the UKWA race team.
11. 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.
12. 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.
13. Keep reasonably clear of the race course during racing. You should make every effort not to interfere with the progress of any sailor racing in any fleet. The racing area is an area extending 75meters beyond the course including the starting line, the finishing lines, and their extensions in which a board normally sails whilst racing.
14. Inform the safety lead boat (usually BUSKA) or the race officer upon arriving and leaving the race site area.
15. Always wear a lifejacket or buoyancy aid whilst on the water.
16. 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.
17. Carry a VHF Radio capable of monitoring race channel transmissions whilst both onshore and afloat.
18. Always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
19. Report poor behaviour or conduct to the race officer or event director immediately.
20. Ensure that when supporting sailors in between races that you are far enough below the starting area as to not impede on any other fleets starting their races.

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:

### [UKWA Support Boat Code of Conduct](#)

Name:

Date:

Event:

Role:

As an appointed support boat working with the UK Windsurfing Association and its employees/volunteers, 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. Have read and understood the guidance/rules for support persons.
3. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport. Celebrate diversity in all its forms. Do not discriminate against anyone based on any protected characteristics.
4. The helm must hold a minimum of an RYA PB level 2.
5. Consistently maintain high standards of behaviour and appearance. Behaviour in a way which may cause offense or harm to others. Do not use inappropriate language and always be mindful of banter and how words can also cause harm to others.
6. Not do or fail to do anything which may bring the UKWA or the sport into disrepute.
7. Respect all members of the UKWA race team and allow them to carry out their duties unhindered.
8. Always have a crew member in the boat with you. There must be two people in a boat at all times.
9. Follow instructions given by a member of the UKWA race team.
10. 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.
11. 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.
12. Keep reasonably clear of the race course during racing. You should make every effort not to interfere with the progress of any sailor racing in any fleet. The racing area is an area extending 75meters beyond the course including the starting line, the finishing lines, and their extensions in which a board normally sails whilst racing.
13. Inform the safety lead boat (usually BUSKA) or the race officer upon arriving and leaving the race site area.
14. Always wear a lifejacket or buoyancy aid whilst on the water.
15. Use a kill cord whilst driving a boat (unless under direction undertaking a rescue) or whilst stationary and drive the boat in a manner in line with best practice.
16. Carry a VHF Radio capable of monitoring race channel transmissions whilst both onshore and afloat.
17. Always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
18. Report poor behaviour or conduct to the race officer or event director immediately.
19. Ensure that when supporting sailors in between races that you are far enough below the starting area as to not impede on any other fleets starting their races.
20. Attend the UKWA safety briefings in the morning of each day of racing.

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 Support Boat Code of Conduct.

Signed:

Date:



## UKWA Volunteers Code of Conduct

This document sets out the conduct expected of anyone who volunteers for the UKWA in any capacity. The Code illustrates the standards required when representing the UKWA both internally and externally. By volunteering for the UKWA, I agree to abide by the spirit of this code, and in particular to:

- Respect and uphold the fundamental values that underpin all activities of the UKWA, namely: inclusivity; personal responsibility; excellence and integrity.
- Act within the governing documents and policies of the UKWA, and any terms of reference or guidelines applicable to the area or activity in which I volunteer.
- Act in the best interest of the UKWA as a whole – considering what is best for the Association, its members, affiliates, stakeholders and the boating public.
- Avoid bringing the UKWA into disrepute through my spoken or written communications, actions or omissions.
- Manage conflicts of interest effectively
- Respect the confidentiality of the activity in which I participate, whilst maintaining an open and transparent communication with stakeholders.
- Dedicate the time needed to meet my commitments, attend meetings and other appointments, or providing apologies if necessary.
- Maintain a sound and current working knowledge of the area in which I volunteer, and to prepare for activities in good time.
- Engage actively, and to contribute, listen, consider all views, and recognise your impact on others.
- Accept collective responsibility for decisions, standing by them and not acting individually unless specifically authorised to do so.
- Support and encourage others in carrying out the work of the UKWA.
- Inform the UKWA if I no longer wish to volunteer for the UKWA, and to explain the reason why.

A breach of this Code may result in removal from a voluntary role in accordance.

## UKWA Safeguarding 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 .....

