

8.3I Safeguarding at Rockley Watersports

Guidance for all who work with children & vulnerable adults on how to keep them safe from abuse and other harm.

This policy and the accompanying procedures draw on RYA Safeguarding and Child Protection Jan 2016. The Rockley Watersports policy reflects the contents of these documents and also additional guidance from the Department for Children, Schools and Families.

Updates 2019

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Watersports training & activity trips

1 INTRODUCTION

Why do we need a policy on keeping children/vulnerable adults safe?

As a professional Watersports Training and Holiday Company, we are committed to the highest of standards in everything that we do. We recognise that watersports activities contribute positively to the development of children and young people, not just physically but also personally, socially and emotionally. In particular, the residential element of a course or holiday with Rockley Watersports builds self-confidence and independence.

Most children and youngsters come from caring homes and meet no harm at home or in any other setting. However, there are some who are being abused or neglected at home or elsewhere. As professionals working with young people Rockley Watersports and its staff need to be ready to respond to the needs of the children and youngsters in their care. We also need to safeguard children and young people from harm within our centres both by preventing abuse by adults and minimising other risks within activities.

This policy is to help promote good practice and to build on the awareness training that takes place for members of staff. It is the commitment of the Directors and senior staff of Rockley Watersports that we provide a safe and supportive learning environment for all children and young people. This will enable them to develop physically and socially when attending our watersports centres and minimise risk of abuse.

A shortened version of this policy, our procedures and code of practice, in leaflet form, can be accessed by all members of staff and to all Group Leaders of school parties.

It is the responsibility of Rockley Watersports staff to be aware of the policy and to work within the guidelines of the procedures and code of practice. The policy applies to all adults who have direct contact with children and young people while attending or running Rockley Watersports related activities. This will include any activities that run under the auspices of Rockley Watersports wherever they take place. Those that work for other organisations associated with Rockley Watersports (for example teaching staff accompanying school parties, Sailability) should adhere to those organisational child protection policies, which should be no less stringent than Rockley Watersports' own policy.

This policy will be reviewed annually and it is the responsibility of the Directors to ensure such review takes place.

2 POLICY

Preventing abuse within Rockley Watersports

Within Rockley Watersports we often know each other well and there are excellent relationships across generations that benefit everyone. While keeping children and young people safe from risk of harm, we must continue to build these relationships. For many of us, a relationship with adults when we were young increased our skills and knowledge of watersports and has played a part in who we are now.

It is, however, important to have in place a policy that helps to ensure the safety of both children and adults. We need to create an "awareness" culture within Rockley Watersports where there is an understanding of the risks to children and a clear view of what is and is not acceptable behaviour towards children and young people. This will also reduce the risk of unfounded allegations against adults.

This policy statement defines Rockley Watersports' stance on child protection issues.

Rockley Watersports Policy Statement on Child Protection:

- ◆ The child's welfare is paramount
- ◆ All clients whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse
- ◆ All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately
- ◆ As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document

Although everyone has a role to play in ensuring that children are safe, our designated individual who has specific responsibility for implementing our policy, and acts as the point of contact to receive information and advice from the RYA. This person is the 'Safeguarding Officer'.

- Liz McMaster 01202 660 794 LizM@rockley.org

If there is a 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 person in charge
- Keep the RYA informed as necessary

Rockley uphold a good recruitment policy, operating procedures, risk assessments and staff inductions, protecting both children and adults. At application, references are taken, self-disclosure and DBS checks are gathered to ensure suitability of role. RYA Safe & Fun required for all new staff as a prerequisite. Staff are monitored during their employment to ensure they are competent.

3 RECOGNISING ABUSE

3.1 What is Abuse and Neglect?

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.

3.1.1 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.

3.1.2 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.

3.1.3 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.

3.1.3 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.

3.1.5 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. 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.

3.1.6 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.

3.1.7 What is a Vulnerable Adult?

An adult is normally defined as anyone aged 18 and over. All of us could be defined as 'vulnerable' at certain times, for example when undergoing medical treatment. From a safeguarding point of view, the term Vulnerable Adults applies to those who have health or social care needs (irrespective of whether or not those needs are being met by social care) and who are unable to safeguard themselves at all times as a result. There are also adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse, forced marriage, sexual or commercial or financial exploitation.

3.2 Myths



4 PROCEDURES

4.1 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.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Welfare/Safeguarding 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.

4.2 What would your concerns be about reporting child abuse?

- ◆ I don't believe the child's allegation is true

Leave that to those responsible to decide and don't pre-judge because of any assumptions you have. Children rarely lie about abuse and their great fear is that they will not be believed. Abusers often tell their victims no one will believe them if they report what has happened.

- ◆ The child or parent has told me something in confidence

Confidentiality is a good principle, but the need to protect the child must come first and has to override confidentiality.

- ◆ The parent would be upset or angry with me and tell other parents

The child's need to live safely must come first.

- ◆ This is only a small sign and I may be over reacting

Let others decide if you are doing so. No one will mind discussing your concerns with you. Information is gathered from everyone who knows the child to decide the best course of action.

- ◆ Social Services or the Police may break up the family and cause a lot of hurt

Children are best brought up within their own families and are normally given support to achieve this, even where there are some risks to the children. Very few children are removed from home and the majority are helped within their own families. The Children Act 1989 enables the Court to remove children if there is evidence that the child is suffering from significant harm. The child's welfare is always paramount.

4.3 What about confidentiality?

No individual should promise confidentiality to someone who is a potential or actual abuser or to someone who makes an allegation against a particular individual. If a child makes an allegation, it is unacceptable not to pass this on, as this will cause the abuse to continue. The child should not be given responsibility for this decision, but advised of the need to refer this on.

If an adult discusses past abuse, the adult needs to be advised of the very strong reasons for this information being given to the Police in terms of protecting children now. If they do not wish to do so, the Rockley Watersports listener does not have to immediately go against these wishes, but does need to discuss the matter with their Principal or the Child Protection Co-ordinator for advice. Sexual abuse is often addictive and perpetrated over many years.

If someone admits to abusing children, they need to be advised that such information has to be passed on to the Police out of our duty to care for children. This is rare, as most abusers are very practised at not telling anyone about their behaviour.

4.4 What do you do if a child talks to you about abuse?

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 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 Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

4.5 Responding to abuse concerns

You must do something if you have concerns. It is not your job to investigate abuse – that is the role of the statutory agencies, Police and Social Services.

It is very important if you suspect abuse is occurring that you don't ask questions. Instead, record all concerns and pass to your Principal and/or Child Protection Co-ordinator. Who will use flowchart 1 as a guide on how to respond.

It is important to understand that even the most respected and trusted person could be an abuser

The fact that you know someone well does not preclude him or her from being an abuser. All serious allegations against a member of Rockley Watersports staff will be reported to the RYA as well as to Social Services.

Concerns about abuse by another child or young person also need to be discussed with the Principal and/or Child Protection Co-ordinator.

Although, many young people will experiment sexually, if there is an imbalance of power or age, adults should respond this to in a similar way to sexual abuse. The welfare of both young people will be paramount.

Remember;

- ◆ The child's safety is the most important consideration

- ◆ Abuse is never the child's fault
- ◆ Keep telling someone until the child is helped

5 CODE OF PRACTICE

The following is a list of practical guidelines for keeping children safe at Rockley Watersports and make up our Code of Practice.

5.1 All staff will ensure that the venue/activity is suitable and safe.

If there are any concerns about this, they should be reported to the Centre Manager, Chief Instructor or Principal and/or Child Protection Co-ordinator. All staff should know the whereabouts of the first aid kit, the nearest telephone, fire extinguishers and exits. Hygiene standards should be maintained where food and drinks are served.

5.2 All adults working with children will attempt not to be alone with a child unobserved.

This means there should always be two adults present during activities.

For all watersports activities ratios are determined by the guidelines set by the National Governing Body, the RYA. Other activities eg mountain biking, evening activities, excursions should utilise the minimum of 2 adults for up to 20 children over the age of 8, with one additional adult per 10 additional children. A balance of gender should be maintained where possible.

There may be specific situations when one to one contact with a child is unavoidable, ensure this is with the full knowledge and consent of the Centre Manager or Chief Instructor or Principal and/or the child's parents/guardians.

5.3 All adults working with children need to try to behave in a way, which could not be misconstrued.

The use of touch must be to meet the child's needs, not the adult's. Any touching should take place in a public setting, observed by another adult. Care should be taken when playing physical games that there is no inappropriate touching and that children are happy with the activity. Staff should monitor each other in the area of touch and should help each other maintain safe

standards. Any concerns about the behaviour of another member of staff should be referred immediately to the Principal and/or Child Protection Co-ordinator.

It may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are young or disabled. These tasks should be carried out with the full understanding and consent of parents/guardians. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

In addition, medical consent should be obtained in the event where medication or treatment is required to be administered in the absence of the parents/guardians; this includes hospitalisation.

5.4 Consent and information forms should be completed on behalf of the child.

Our booking form (or Names List if the child is a member of a school party) requests relevant information from the parent/guardian, particularly medical information that is held by Rockley Watersports and disseminated to staff in charge of the child (Fleet Leaders, Care Assistants etc).

5.5 Registers

A number of forms are used to act as registers for the children – fleet leader forms for activities and offsite forms for excursions; these forms should record everyone present including supervising staff and accompanying adults. All our centres have a centre log, accident book and Major Accident/Incident forms any or all of which should be used in the event of an accident or incident and the centre log in particular should be used to record any difficulties, unusual events, or concerns about individual children.

6 Good practice guidelines

6.1 Culture

It is important to develop a culture within Rockley 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. 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 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'.

6.2 Minimising risk

Rockley 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.

These common sense guidelines are:

- 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 both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. 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.

6.3 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.

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.

Bullying can be an issue in changing rooms and showers (see below).

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 sex.

6.4 Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. Unfortunately online communication and texting can often be used as a means of bullying. 'Cyberbullying' should be treated in the same way as any other form of bullying.

6.5 Communicating with young people

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.

6.6 Photography, images and video

Publishing articles, photos and videos in newsletters, on websites, in local newspapers etc. is an excellent way of recognising young people's achievements and of promoting your organisation and the sport 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 are two key principles to bear in mind:

Before taking photos or video, obtain written consent from the child's parents/carers for their images to be taken and used

- A consent form could be included with the event entry form
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
- 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.

When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize winners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that could 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 the inappropriate use of images, should be reported to the organisation's child protection/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 recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing areas in any circumstances.

6.7 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 contact 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 clients 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 clients post or comment to you or others on social media if it is inappropriate
- educate clients about the boundaries between them and their Coach or Instructor.

Appendix I - Useful Telephone Numbers and Contact Details

Rockley Watersports – Child Protection Co-ordinator Liz McMaster	01202 767533 01202 677272 lizm@rockley.org
Rockley Watersports – Rockley Point & Poole Park Principal Rob Clark	01202 677272 07967 563237 robclark@rockley.org
Rockley Watersports – Le Lac Mimizan, La Rive & AzuRivage Principal Rob Clark	01202 677272 07967 563237 robclark@rockley.org
Poole Social Services Social Work team Out of Hours Service	01202 735046 01202 668123
Poole Police Child Protection Unit	01202 552099
NSPCC 24 hour free helpline	0808 800 5000 help@nspcc.org.uk www.nspcc.org.uk
Childline 24 hour free helpline	0800 1111 www.childline.org.uk
MIND – mental health charity	0300 123 3393 info@mind.org.uk www.mind.org.uk
Royal Yachting Association Jackie Reid, Safeguarding and Equality Manager RYA House, Ensign Way Hamble Southampton SO31 4YA Tel: 023 8060 4104 E-mail: safeguarding@rya.org.uk Website: www.rya.org.uk/go/safeguarding	

Appendix 2 - Flowchart I

