

Club Logo



# **Summary - Child Welfare Policy Statement Procedures and Guidelines**

## **Otley Sailing Club**

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## Child Welfare Policy Statement

Otley Sailing Club is fully committed to safeguarding the well being of all its members particularly children. Club members should at all times, show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way which reflects the principles of the club.

### Note

In the context of this document, 'child' refers to any young person under the age of 18. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care

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### Volunteers

All Club volunteers whose role brings them into contact with young people will be asked to provide references and to complete a self-disclosure form. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

### Good Practice

All members of the Club should follow the good practice guidelines attached (see *RYA Template 4*). Those working with young people should be aware of the guidance on recognising abuse (see *RYA Appendix A*).

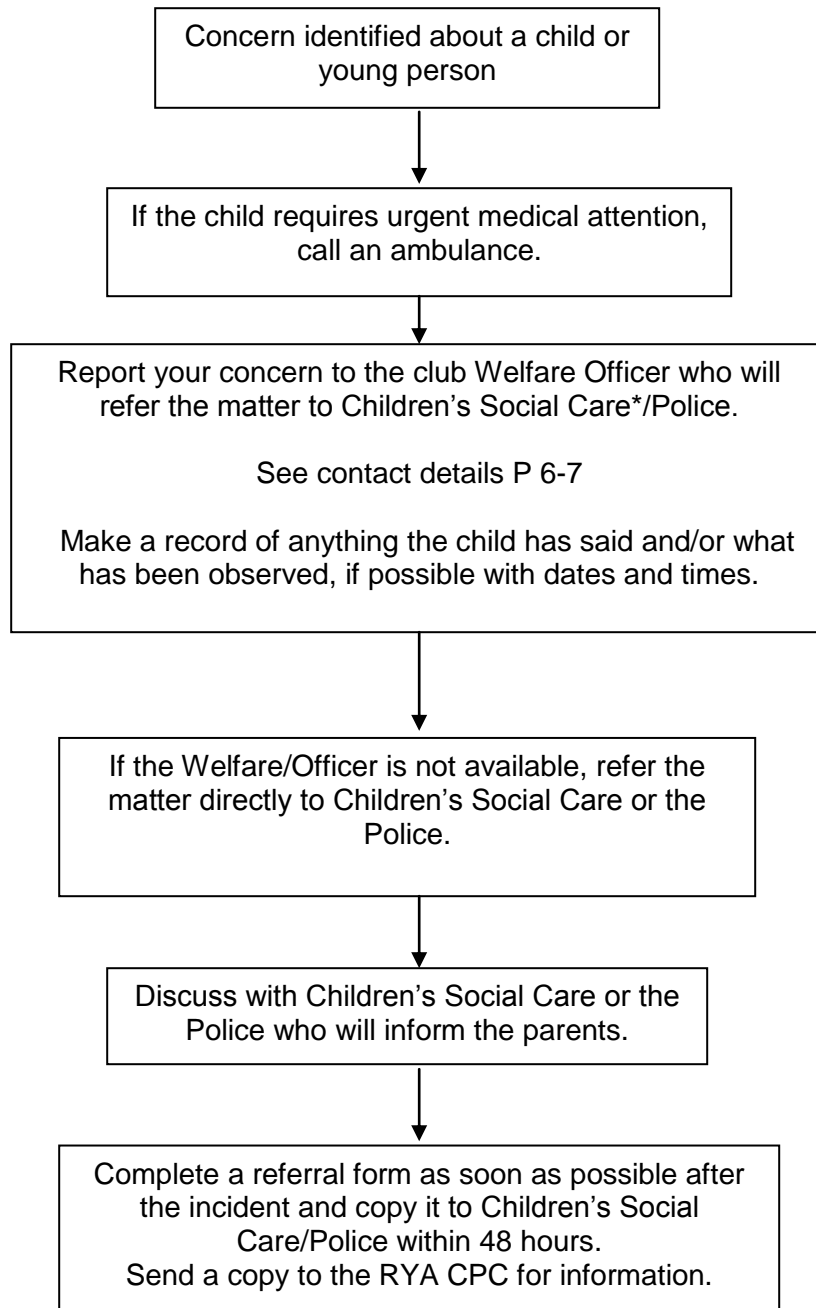
The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any

concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

### Concerns

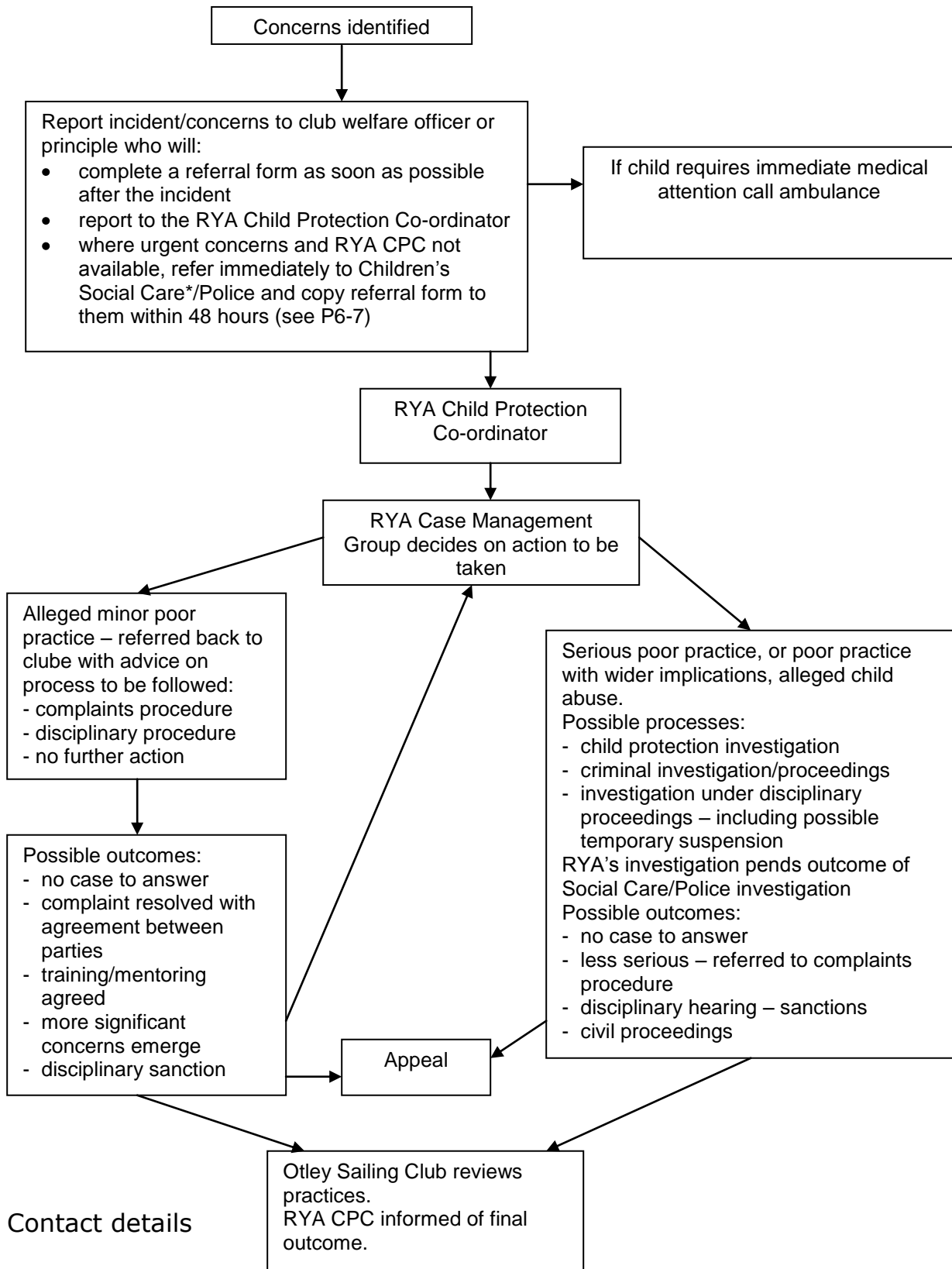
Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the procedures laid out within Otley Sailing Club Child and Vulnerable Adult Welfare Procedures (see attached Flow Charts)

## Otley Sailing Club Flowchart 1 – What to do if you are worried about the welfare of a child.



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

**Otley Sailing Club Flowchart 2 – What to do if you are concerned about the behaviour of any club member in relation to the welfare of a child (as a RYA affiliated/recognised organisation).**



**LEEDS CONTACT INFORMATION****Local Authority Children's Social Care Services**

Enquires about children for whom there are concerns	0113 2478652
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Emergency Duty Team - for out of hours referrals	0113 2409536
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**Police**

Leeds Child & Public Protection Unit	0113 2413535
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**NSPCC**

Leeds Office	0113 2172200
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National Child Protection Helpline	0808 800 5000
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Leeds Safeguarding Children's Board Manager	
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Safeguarding Children's Board Manager	0113 2478578
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The Welfare Officer can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC	National Child Protection Helpline on 0808 800 5000.
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[Link > Leeds Safeguarding Children Board](#)

## Handling an allegation regarding a vulnerable adult

The same principles will be applied as children and young people; however the following contacts should be used to report an allegation and/or seek support/advice.

Staff on any of the following telephone numbers will be pleased to help you. If you're not sure the best number to ring, call Leeds Social Care's contact line:	0113 222 4401.
If <b>immediate action</b> is needed, contact the emergency services on	<b>999</b>
If you need to report a crime but it is not an emergency, telephone the police on	0845 60 60 60
If you are worried about contacting the police you can talk things over with staff at Leeds Social Care first, on	0113 222 4401
For further advice, contact Leeds Safeguarding Adults Unit on	0113 224 3511

[Link > Leeds adult Protection Unit](#)

## **Otley Sailing Club Template 4**

### **Handout for 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 you do have to help a child with clothing/buoyancy aid, 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.

## Appendix A – What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to damage done to a child's physical or mental health. Child abuse can take many forms:

**Physical abuse** where adults or other children:

- physically hurt or injure children (eg. by hitting, shaking, squeezing, biting or burning)
- give children alcohol, inappropriate drugs or poison
- attempt to suffocate or drown children
- 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.

**Neglect** includes situations in which adults:

- fail to meet a child's basic physical needs (eg. for food, water, warm clothing, essential medication)
- consistently leave children alone and unsupervised
- fail or refuse to give children love, affection or attention
- neglect in a sailing situation might also occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

**Sexual abuse.** Boys and girls are sexually abused when adults (of the same or opposite sex) or other young people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- 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.

**Emotional abuse** can occur in a number of ways. For example, where:

- there is persistent lack of love or affection
- there is constant overprotection which prevents children from socialising
- children are frequently shouted at or taunted
- there is neglect, physical or sexual abuse
- 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.

**Bullying** 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.

## **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 Child Protection/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.