

Safeguarding and

Child Protection

Policy and

Guidelines

Updated November 2022

Breakwater Car Park

Berry Head Road,

Brixham

TQ5 9AF

Tel:

Email:

Brixham Gig Rowing Club Safeguarding and Child Protection Policy and Guidelines

Contents

|  |  |  |
| --- | --- | --- |
| 1 | Introduction | 3 |
| PART 1 | POLICY | 4 |
| 2 | Policy Statements | 5 |
|  |  |  |
| Part 2 | PROCEDURES | 6 |
|  |  |  |
| 3 | Designated Person | 6 |
| 4 | Recruitment and training | 6 |
| 5 | Good practice guidelines | 8 |
|  | Minimising Risk | 8 |
|  | Additional vulnerability | 9 |
|  | Grooming | 10 |
|  | Responsibilities of club members | 11 |
|  | Parental responsibility and club liability | 11 |
|  | Changing rooms and showers | 11 |
|  | Organising and hosting events | 12 |
|  | Communication and images | 12 |
|  | Photography, images and video | 13 |
| 6 | Handling Concerns, reports or allegations | 14 |
|  | Reporting Procedures | 15 |
|  |  |  |
| Part 3 | Information Documents | 18 |
| ANNEX 1 | Good Practice Guide | 18 |
| ANNEX 2 | Club Code of Conduct | 20 |
| ANNEX 3 | What is child abuse? | 22 |
|  | Self-declaration form | 26 |
|  | Parental/Guardian Agreement | 27 |
|  | Medical Information and Impairments | 29 |
|  | Safeguarding and Child Protection referral form | 30 |
|  | Reporting Procedures | 31 |

1. **Introduction**

Revised Dec 2021

These guidelines have been produced by the Brixham Gig Rowing Club to help our organisation to enable children and young people to enjoy the sport of Gig Rowing in all its forms, in a safe environment.

**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.

**Safeguarding adults**

Many of the safeguarding principles in these guidelines also apply to ‘vulnerable adults’ or ‘adults at risk’, but the categories of abuse and the statutory procedures to be followed in the case of a concern are different. Please refer to our separate guidance on Safeguarding Adults.

There are several good reasons for doing this:

* to safeguard children from physical or emotional harm, both on and off the water
* to assure parents that their children are as safe at our organisation as they are when taking part in any other sport or leisure activity

• to raise awareness amongst all of our members, volunteers so that they know what to do if they are concerned about a child, whether the concern relates to:

* the child’s welfare at our club or
* something happening outside the sport that a child discloses to someone they trust within our club.
* to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common-sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers.
* to protect our organisation, by showing that we have taken ‘all reasonable steps’ to provide a safe environment.

**PART 1 – POLICY**

1. **Policy Statements**

**Brixham Gig Rowing Club Safeguarding and Child Protection Policy Statement.**

Revised Nov 2022

This policy refers to anyone under the age of 18, defined as a child by the Children

Act 1989\* The policy applies to all Brixham Gig Rowing Club Members, volunteers and helpers.

Brixham Gig Rowing Club 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.

Brixham Gig Rowing Club 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 events and activities organised by the club.

The child’s experience of the sport is our priority. We will create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence. We will treat all children with respect, celebrate their achievements and listen to their views and experiences.

Brixham Gig Rowing Club

• Recognises that safeguarding children is the responsibility of everyone, not just those working directly with them.

• Carefully recruits and selects all volunteers/helpers in roles involving close contact with children and provides them with appropriate information or training.

• Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to external agencies as necessary.

• Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.

\*Applies in England and Wales. The relevant legislation in Scotland is the Children (Scotland) Act 1995, and in Northern Ireland the Children (Northern Ireland) order 1995

**Policy Statement**

Brixham Gig Rowing Club 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.

Brixham Gig Rowing Club 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.

**For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.**

**Club Welfare Officer**

**The Club Welfare Officer is: Tim Aston**

**(07736671244 – timaston366@sky.com)**

**Staff and Volunteers**

All Club members and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an **Enhanced Criminal Records Disclosure**, with Barred List check if appropriate.

**Good Practice**

All members of the Club should follow the **good practice guidelines** at ANNEX 1. and agree to abide by the **Club Code of Conduct** at ANNEX 2. Those working or volunteering with young people should be aware of the guidance on recognising abuse. See **ANNEX 3 – What is child abuse?**

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult. (This is not relevant at Brixham but may be at other clubs).

The Club will seek written consent from parents/carers before taking photos or video of a child 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 or participant’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 attached procedures.

Any member of the Club failing to comply with the Safeguarding policy, or any relevant Codes of Conduct may be subject to disciplinary action.

**PART 2 – PROCEDURES**

1. **Designated Person**

Revised Nov 2022

Although everyone has a role to play in ensuring that children are safe, the club has a designated individual has specific responsibility for implementing club policy. The ‘Club Welfare Officer’.

The designated person’s role description could include:

• Maintaining up-to-date policy and procedures.

• Ensuring that relevant Committee members and volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.

• Advising the committee on safeguarding and child protection issues.

• Maintaining contact details for local Children’s Services and Police. 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 (Captain).

Everyone in the organisation should know who the Welfare Officer is and how to contact

them.

1. **Recruitment and training.**

Revised Nov 2022

If a good recruitment policy is adopted, and safeguarding is covered in our organisation’s risk assessment and operating procedures, the opportunity for an individual with poor intent towards children to gain access to our organisation or to abuse a position of trust should be minimised.

All applications, should be subject to an appropriate level of scrutiny. The level of checking we carry out should be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

As an organisation we should agree a clear policy and apply it fairly and consistently:

**• who to check**

– staff and/or volunteers (if they have the same level of responsibility and contact, they should be treated in the same way whether they are paid or not)

– new applicants only or existing volunteers/staff as well (introducing checking for the first time we should start with new applicants and then check our existing volunteers or staff in priority order, depending on their role)

* those with specific responsibilities (eg. instructor, child protection/welfare officer, coach,) or anyone who regularly helps with junior/youth activity.

• the **level of check** to be conducted for each category

– references

– self-declaration

– Enhanced Criminal Records Disclosure (and Barred List check if appropriate) or membership of the Protection of Vulnerable Groups Scheme (Scotland only), if the role is eligible.

– self-declaration – see attached document (please note that this does not ask about criminal record; if you are entitled to ask an applicant about their spent criminal record it is recommended that you request a Criminal Records Disclosure)

**It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006**

• for a Barred individual to work in Regulated Activity/Regulated Work

• for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and

• for an organisation to fail to make a referral to the Disclosure and Barring Service/Disclosure Scotland if they have dismissed someone from Regulated Activity/Regulated Work for harming a child or vulnerable adult or placing them at risk of harm, or would have dismissed them if they had not resigned

**Are they safe?**If the role involves contact with children, we should at least:

• ask them to provide information about their past career or relevant experience

• ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history

• explore their experience of and attitude towards working with children

• take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children and make the nature of the work clear to the referees.

If the role involves regularly training or supervising children or is a position of trust or authority over children’s welfare and eligible for a Criminal Records check, as a club we are strongly advised to:

• First ask the applicant to complete a self-declaration form (see Document). Although they might make a false declaration, the fact we as an organisation have these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further

• Before confirming their appointment, ask the applicant to apply for an Enhanced Criminal Records Disclosure (with Barred List check if appropriate) or Protection of Vulnerable Groups scheme membership (see below).

**Criminal Records Disclosures (DBS/AccessNI) and Protection of Vulnerable Groups (PVG) Scheme**

Revised Nov 2022

The procedure varies according to the home country and legal jurisdiction in which your organisation is located (see below). **The service is free for volunteers.** A fee is payable to the DBS/AccessNI/ Disclosure Scotland in the case of paid staff.

DBS checks, Access NI checks and the PVG Scheme should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

Although it is not a legal requirement for voluntary sports clubs or private employers to ask their staff or volunteers to apply for Disclosures, it is an offence to allow someone to undertake regulated activity/work if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools come to your site, a school may request that you check your instructors or volunteers so that they are subject to the same level of scrutiny as the children’s teachers.

**England, Wales and Northern Ireland**

An individual is only eligible to apply for an Enhanced Disclosure, which will disclose their ‘spent’ as well as their ‘unspent’ record, if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, ie. one that involves regularly teaching, training, instructing, caring for or supervising persons under 18. They can only be required to apply for the additional Barred List check if they will be undertaking ‘regulated activity’ with children or vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012.

**Confidentiality and data storage**

Revised Nov 2022

All personal information, including Disclosure information, should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children, in accordance with the DBS and the club’s Code of Conduct and Data Privacy Policy.

1. **Good practice guidelines**

**Culture**

It is important to develop a culture within the club 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**

(see also Good Practice Guide).

Revised Nov 2022

Plan the work and activities of the club 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.

These common sense guidelines should be available to everyone within the club:

• 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 wet weather clothing or personal floatation device, 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.

• 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.

**Additional vulnerability**Revised Nov 2022

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 row 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**

Revised Nov 2022

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 –

[What Parents Need to Know About Sexual Grooming | NSPCC](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/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.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government’s ‘Prevent’ strategy teachers and others working with young people receive training on recognising the warning signs.

**Bullying**

Revised Nov 2022

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix A. Safeguarding and child protection procedures should include an Anti-Bullying policy.

[Anti-bullying guidance for children's sport | CPSU (thecpsu.org.uk)](https://thecpsu.org.uk/help-advice/topics/anti-bullying/)

Children and young people should be asked to sign up to the Club Code of Conduct.

**Managing challenging behaviour**

Revised Nov 2022

A person's behaviour can be defined as "challenging" if it puts them or those around them (such as their carer) at risk, or leads to a poorer quality of life.

It can also impact their ability to join in everyday activities.

Challenging behaviour can include:

1. aggression
2. self-harm
3. destructiveness
4. disruptiveness

Challenging behaviour is often seen in people with health problems that affect communication and the brain, such as learning disabilities.

**What can you do to help?**

Try to understand why the person you look after is behaving in this way. For example, they might feel anxious or bored, or be in pain.

If you can recognise the early warning signs, you may be able to prevent behavioural outbursts.

For example, if being in a large group of people makes a child feel anxious and they become agitated, you could arrange for them to be in a smaller group or have 1-to-1 support.

Some people find a distraction can focus a person's energies elsewhere and prevent them displaying challenging behaviour.

A child might behave in a challenging way to get your attention.

If this is the case, consider not responding directly to their behaviour – although you should not ignore them completely.

But if their behaviour puts them or someone else at risk, you'll need to intervene as calmly as possible.

**Responsibilities of club members and volunteers**

Make sure all club members and volunteers are given clear roles and responsibilities, are aware of the clubs safeguarding policy and procedures. Good Practice Guidelines, recognising signs of abuse.

**Parental responsibility**

Revised Nov 2022

Parents play an essential part 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 interference in coaching. All Parents should be aware of ANNEX 5 the clubs code of conduct.

Although as a club we have a duty of care to our members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children’s welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.

When children are attending an organised training or coaching session or activity, the Club have a duty of care for their safety and welfare at all times. If the club requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

**Changing rooms and showers**

Revised Nov 2022

N/A at the moment, Brixham has no changing facilities.

**First aid and medical treatment**

Revised Nov 2022

First aid, provided by an appropriately trained and qualified person, is part of an organisation’s normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

**Organising and hosting events**Revised Nov 2022

When the club is hosting an open junior or youth event, liaise with the other attending clubs to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

A poster should be displayed at our events, giving the contact details of the event welfare officer.

**Away events**

Revised Nov 2022

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.

**Communication and Images**

Revised Nov 2022

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

<http://www.nspcc.org.uk/shareaware>

<http://www.net-aware.org.uk>

<http://www.internetmatters.org>

<http://www.saferinternet.org.uk>

**Parents**

As a club we are responsible for the content published on our sites and pages, but parents must accept responsibility for their children’s access to and use of computers, tablets and smartphones. See the links above for guidance.

**Club websites and social media**

When promoting our club and encouraging our members to interact online, there are a few issues to bear in mind in relation to children and young people:

• follow the club’s guidance on the use of images of children (see Photography section below)

• ensure that the content and language on our site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites

• provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed

• have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

**Children and young people**

Children and young people use modern technology as a matter of course, but they don’t always understand the risks involved and their parents are not always fully aware of their children’s risky behaviour. 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.

**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 rowers on your business phone (or using your organisation’s text system)

• avoid using over-familiar language and try to copy in the child’s parent/carer

• only communicate regarding organisational matters, not for social or personal contact.

**When using social media, it is recommended that you:**

• have a personal and a professional page for your social media

• do not allow young rowers to follow or be friends with your personal account

• set your privacy settings as high as possible on your personal account

• challenge the way that young rowers post or comment to you or others on social media if it is inappropriate

• educate young rowers about the boundaries between them and their Coach, Cox or Instructor.

**Photography, images and video.**

Revised Nov 2022

Publishing articles, photos and videos in club newsletters, on websites, in local newspapers etc is an excellent way of recognising young people’s achievements and of promoting our club 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 or club membership sign up process. (see attached consent 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 Brixham Gig Club’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 our organisation’s Data Privacy Policy.

**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 rower and wish to publish their name with their photo, DO NOT publish any other information (eg. 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 rowing 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 Clubs’ 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 use of cameras or smart phones/tablets in changing areas should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

1. **Handling concerns, reports or allegations**

Revised Nov 2022

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

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within our club. It may involve the behaviour of one of our volunteers, Club members 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 ANNEX 3.

**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 the club’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 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.

**Recording and handling information.**

Revised Nov 2022

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 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 the club, only the child’s parents/carers, the clubs Welfare Officer, the person in charge of the club (unless any of them are the subject of the allegation), the relevant authorities 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 club other than the person who received or initiated the allegation and if different, the person in charge.

**Procedures**

Revised Nov 2022

**It is essential to have clear and agreed procedures to follow. These include:**

• procedures to be followed by anyone concerned about a child’s welfare, either outside the sport or within the club (see flowcharts below)

• a disciplinary procedure setting out the process to be followed if an allegation or complaint is made about a club member.

• a procedure for handling a complaint about a club member.

**Statutory Authorities**

Added Nov 2022

If the club is contacted by the Police or Children’s Services concerning information received or a complaint made by or about a club member, you are advised to contact the clubs Safeguarding and Equality Member as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person’s conduct.

**Handling the media**

Revised Nov 2022

If there is an incident at the club which attracts media interest, or if you are contacted by the media with an allegation concerning one of the club members, do not give any response until you have had an opportunity to check the facts and ensure you seek advice.

**Insurance**

Added Nov 2022

If there is a serious allegation involving harm caused to a child either at the club or as a result of taking part in our activities, the person in charge should consider notifying the clubs insurers in case there is a subsequent claim against the club.

**Data retention**

Added Nov 2022

Confidential information must be processed, stored and destroyed in accordance with the clubs 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 the club 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.

**Historical allegations**

Added Nov 2022

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 our organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

**Reference to the Disclosure and Barring Service or Disclosure Scotland**

Added Nov 2022

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If your organisation permanently dismisses or removes someone from a role involving Regulated Activity/Work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm,

you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. It is a criminal offence not to make such a referral.

ANNEX 1

Revised Nov 2022

**Good Practice Guide**

**for Instructors, Coaches and Volunteers**

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.

1. Avoid spending any significant time working with children in isolation.
2. Do not take children alone in a car, however short the journey.
3. Do not take children to your home as part of your organisation’s activity.
4. 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.
5. Design training programmes that are within the ability of the individual child.
6. If a child is having difficulty with a lifejacket, ask them to ask a friend to help if at all possible.
7. If you do have to help a child, make sure you are in full view of others preferably another adult.
8. 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:**

1. engage in rough, physical or sexually provocative games.
2. allow or engage in inappropriate touching of any form.
3. allow children to use inappropriate language unchallenged or use such language yourself when with children.
4. make sexually suggestive comments to a child, even in fun.
5. fail to respond to an allegation made by a child; always act.
6. 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.

ANNEX 2

Revised Nov 2022

**Club Code of Conduct**

It is the policy of Brixham Gig Rowing Club, 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. The aim is for all participants to enjoy the 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 Rowers.**

1. Listen to and accept what you are asked to do to improve your performance and keep you safe.
2. Respect other participants, coaches, instructors, officials and volunteers.
3. Abide by the rules and play fairly.
4. Do your best at all times.
5. Never bully others either in person, by phone, by text or online.
6. Take care of all property belonging to other participants, the club or its members.

**Parents**

1. Support your child’s involvement and help them enjoy their sport.
2. Help your child to recognise good performance, not just results.
3. Never force your child to take part in the sport.
4. Never punish or belittle a child for losing or making mistakes.
5. Encourage and guide your child to accept responsibility for their own conduct and performance.
6. Respect and support the training staff.
7. Accept officials’ judgements and recognise good performance by all participants.
8. Use established procedures where there is a genuine concern or dispute.
9. Inform the club or event organisers of relevant medical information.
10. Ensure that your child wears suitable clothing and has appropriate food and drink.
11. Provide contact details and be available when required.
12. Take responsibility for your child’s safety and conduct in and around the

Boat house/event venue.

**Coaches, Instructors, Officials and Volunteers:**

1. Consider the welfare and safety of participants before the development of performance.
2. Encourage participants to value their performance and not just results.
3. Promote fair play and never condone cheating.
4. Ensure that all activities are appropriate to the age, ability and experience of those taking part.
5. Build relationships based on mutual trust and respect.
6. Work in an open environment.
7. Avoid unnecessary physical contact with young people.
8. Be an excellent role model and display consistently high standards of behaviour and appearance.
9. Do not drink alcohol or smoke when working directly with young people.
10. Communicate clearly with parents and participants.
11. Be aware of any relevant medical information.
12. Follow Brixham Gig Rowing club guidelines and policies.

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

**ANNEX 3**

Revised Nov 2022

**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 (including via the internet). 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:

1. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
2. giving children alcohol or inappropriate drugs.
3. a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child.
4. 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:

1. conveying to a child that they are worthless, unloved or inadequate.
2. not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate.
3. imposing expectations which are beyond the child’s age or developmental capability.
4. overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction.
5. allowing a child to see or hear the ill-treatment of another person.
6. serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger.
7. the exploitation or corruption of children.
8. 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:

1. physical contact (eg. kissing, touching, masturbation, rape or oral sex).
2. involving children in looking at, or in the production of, sexual images.
3. encouraging children to behave in sexually inappropriate ways or watch sexual activities.
4. grooming a child in preparation for abuse (including via the internet).
5. 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:

1. provide adequate food, clothing and shelter.
2. protect a child from physical and emotional harm or danger.
3. ensure adequate supervision.
4. ensure access to appropriate medical care or treatment.
5. respond to a child’s basic emotional needs.
6. neglect in a sport 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** (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:**

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

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

**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:

1. 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.
2. sexually explicit language or actions.
3. a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
4. the child describes what appears to be an abusive act involving him/her.
5. a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt).
6. a general distrust and avoidance of adults, especially those with whom a close relationship would be expected.
7. an unexpected reaction to normal physical contact.
8. 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 the clubs 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.

**Private and Confidential When Complete.**

**Self-declaration form for roles involving contact with children**

Brixham Gig Rowing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving contact with children to complete this self-declaration form. If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant (Scotland: to be a member of the Protecting Vulnerable Groups Scheme). Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name …………………………………………………………………………………………..

1. Have you ever been known to any Children’s Services Department as being an actual or potential risk to children?

**YES / NO**

If yes, please supply details. (Use a separate sheet if necessary).

2. Have you ever been the subject of any disciplinary investigation and/or sanction by

any organisation due to concerns about your behaviour towards children?

**YES / NO**

If yes, please supply details. (Use a separate sheet if necessary).

**Declaration**

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment. If required I agree to provide a valid Criminal Records Disclosure (Scotland: PVG Scheme Membership certificate). I agree to inform Brixham Gig Club within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: ………………………………………………………….. Date: ……………………………

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian.

**PARENTAL/GUARDIAN AGREEMENT**

(to be completed if the participant is aged under 18)

|  |  |
| --- | --- |
| Name of participant |  |
| Name of parent/guardian completing this form |  |
| Relationship to participant |  |
| Contact number during Event |  |

**Supervision**

I will be responsible for my child throughout the Event. I will be available at the

Event venue

OR

I appoint the person named below, who has agreed to act in loco parentis. He/she will be

responsible for my dependant throughout the event. He/she will be available at the Event

venue.

Name of person appointed in loco parentis………………………………….

Mobile number…………………………………

**Medical treatment**

I give permission to the organisers to administer any relevant treatment or

medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give

my full permission for any treatment required to be carried out in accordance with the

hospital’s diagnosis. I understand that I shall be notified, as soon as possible, of the

hospital visit and any treatment given by the hospital.

**Use of your child’s image**

Brixham Gig Rowing Club may arrange for images or videos to be taken at the Event and published on the club’s website or social media channels to promote the Event or Brixham Gig Rowing Club.

If you agree to the use of images of your child being used for this purpose, please tick

here.

If you later wish to withdraw your agreement, please contact The Club’s Welfare Officer. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to images being used, you agree to assign any copyright or any other right of ownership of these images to Brixham Gig Rowing Club.

**PARENTAL/GUARDIAN AGREEMENT (if under 18)**

I agree that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may take part in the Event. I confirm that I have read through the above conditions with him/her and that she/he understands and agrees with them. I also confirm that he/she takes part in the Event with my full agreement that the particulars given above are correct and complete in all respects.

Signed ………………………………………

Parent/Guardian ……………………………

Date ……………………………………………

**MEDICAL INFORMATION AND IMPAIRMENTS**

If you declared that you have a medical condition or physical or mental impairment that the organiser needs to be aware of because it may affect your ability to take part in the Event, please provide details below.

**SPECIAL CATEGORY DATA**

I confirm that I have given the Organiser the medical information listed on this page (if

any) for the purposes of my participation in the Event. I understand that this information

will only be used for that purpose and will be retained for as long as necessary to comply

with the Organiser’s legal obligations.

**I agree/ I do not agree (Please circle)**

Signed ………………………………………

Parent/Guardian ……………………………

Date ……………………………………………

**Private and Confidential When Complete**

**Safeguarding and Child Protection referral form**

Revised Nov 2022

|  |  |
| --- | --- |
| Date and time of incident |  |
| Name and position of person about whom report, complaint or allegation is made. |  |
| Name and age of child involved |  |
| Name of club or organisation (if relevant) |  |
| Nature of incident, complaint or allegation (continue on separate page if necessary). |  |
| Action taken by the Club (continue on separate page if necessary). |  |
| If Police or Children’s Social Care Services contacted, name, position and telephone number of person handling case. |  |
| Name, organisation and position of person completing form. |  |
| Contact telephone number and e-mail address |  |
| Signature of person completing form |  |
| Date and time form completed |  |
| Name and position of organisation’s child protection/welfare officer or person in charge |  |
| Contact telephone number and e-mail address |  |

**Private and Confidential When Complete**

**Reporting Procedures**

Revised Nov 22

If you are uncertain what to do at any stage, contact the club welfare officer.

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 club welfare officer. if a child is at immediate risk, the Police.

**Reporting procedures Concern about a child outside the sport environment.**

Complete a Referral form as soon as possible after the incident and copy it to Children’s Social Care/Police within 48 hours.

Discuss with Children’s Social Care or the Police to agree who will inform the child’s parents/carers.

If the Welfare Officer is not available, refer the matter directly to Children’s Social Care or the Police. Remember delay may place the child at further risk.

Report your concern to the club Welfare Officer who will refer the matter to Children’s Social Care/Police without delay. Make a record of anything the child has said and/or what has been observed, if possible with dates and times.

Concern identified

If child requires immediate medical attention call ambulance and inform doctor there is a child protection concern

**Reporting procedures**

**Concern about the behaviour of someone at a club**

Concern identified

If child requires immediate medical attention call ambulance and inform doctor there is a child protection concern

Report concerns to club/centre/event welfare officer or person in charge who will:

• Complete referral form as soon as possible

• Report to RYA Safeguarding Manager\*

• Where urgent concerns and RYA SM not available, refer immediately to Children’s Social Care/Police and copy report form to them within 48 hours

Appeal

Possible outcomes:

• No case to answer

• Complaint resolved between parties

• Training/mentoring agreed

• More significant concerns

emerge (refer back to RYA

Safeguarding Manager)

• Disciplinary sanction

Serious poor practice or alleged child abuse. Possible processes:

• Social Care child protection investigation

• Police investigation

• Investigation under disciplinary procedure – including possible temporary suspension.

Social Care/Police investigation.

Possible outcomes:

• No case to answer

• Less serious – referred to complaints

procedure

• Club/centre or RYA disciplinary

procedure – sanctions

• Civil proceedings

• Criminal proceedings

• Referral to Disclosure & Barring

Service/Disclosure Scotland

Alleged minor poor practice –referred back to club with advice on process to be followed:

• Complaints procedure

• Disciplinary procedure

• No further action