



# Policies, Procedures and Guidance

For

## Somerset Youth & Community Sailing Association (2013)

REGISTERED CHARITABLE INCORPORATED ORGANISATION NUMBER:  
1155063

(Was SYCSA REGISTERED CHARITY NUMBER: 1058238)

a RYA Recognised Training Centre



Updated July 2022

Reviewing date February 2023

**SOMERSET YOUTH & COMMUNITY SAILING ASSOCIATION**

**Durleigh Sailing Club**

**Enmore Road**

**Durleigh**

**Bridgwater**

**Somerset TA5 2AW**

[www.sycsa.org.uk](http://www.sycsa.org.uk)

## PART 1 – OBJECTIVES (MISSION STATEMENT)

The objectives of the Somerset Youth and Community Sailing Association (SYCSA) are:

To provide training and recreational facilities which promote and encourage the sport of sailing and practices of good seamanship among the people mainly - but not exclusively - of Somerset, for the purpose of advancing their education and in the interests of social welfare within the meaning of the Recreational Charities Act 1958.

All volunteers, children in training (and their parents or Guardians) and Adults on courses are considered members.

## Notes

This document was revised in November 2022.

Various forms are included here for reference. The forms themselves may be edited and stored elsewhere. They may be edited in layout only to fit the page in this document.

## PART 2 – POLICIES

### Health and Safety Policy

It is the intention of SYCSA to carry out its sailing and associated activities in a safe manner. This document and the framework it sets out are the mechanism for ensuring that activities are carried out in a way that minimises risks to health.

### Policy on Maintaining RYA Recognised Teaching Centre (RTC) Status


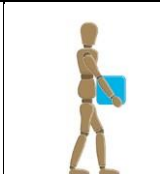


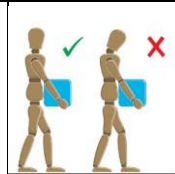

It is the intention of SYCSA to remain an RYA Recognised Teaching Centre.

To fulfil this:

- SYCSA will remain affiliated to the RYA and renew its RTC status as required.
- Following an inspection by the RYA, SYCSA will comply within the agreed timescale to take any action required by the RYA.
- As required of an RTC, all instructing and Safety Boat driving will be carried out by sufficient numbers of appropriately qualified people.
- SYCSA will maintain the validity of Instructor/Senior Instructor qualifications.
- SYCSA will ensure that First Aid qualifications do not expire.
- As required of an RTC, the tuition and safety boat cover will be in line with RYA guidance.

### Policy on Manual Handling

People engaged in sailing will from time to time find themselves undertaking tasks which involve moving considerable loads. In general, all participants should aim to follow recognised good practice in manual handling.

Manual Handling good practice					
					
Plan your lift	Keep the load close	Adopt a stable position	Bend your knees and keep your back natural	Keep your head straight	Put the load down

However, this general guidance may not be really applicable when moving large items like boats on/off trolleys, lifting boats onto storage racks or retrieving powerboats from the water and pulling them up the slipway.

Advice on Manual Handling can be found in the RYA Instructors Handbook G14 Section 15

There are two general principles that should be followed at all times:-

Volunteers should assess the task to be undertaken and enlist sufficient help from others before attempting the task.

When it is reasonably practical to do so, volunteers should respond positively to requests for assistance with manual handling tasks.

## **Infectious diseases (including Corona Virus) policy**

This document is to be used in conjunction with existing SYCSA policies, risk assessments and work instructions.

### **Policy**

- No person who has symptoms, or any reason to suspect they may have been in contact with a carrier, of a serious infectious disease should attend.
- SYCSA will follow any current government and RYA guidelines in relation to infectious diseases.
- SYCSA will keep volunteers, participants and their families informed of measures being adopted to give all reassurance and the confidence to participate.

## **Policy on Prescribed Medicines**

Parents (guardians, etc.) choose whether it is safe for their child to participate in the activities in the light of their child's medical condition.

Medical conditions must be disclosed on the application form.

Parents have the option to allow the child to control the medicine (carry it about their person) or to leave it in the galley with the Saturday Club Manager, labelled with the child's name and instructions for use. SYCSA will NOT control the use of the medicine in any way, i.e. neither ensure it is taken by the child nor restrict its use by the child.

If a child indicates they need medication when they are afloat, then they will be taken ashore.

It is assumed that adults will take responsibility for their own medication.

## **Equality, Diversity and Inclusion Policy**

SYCSA recognises that the provision of equality of opportunity and freedom from discrimination is central to its charitable goals. This is applicable to all participants, including students, volunteers, coaches, instructors, officials and parents, who must 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 objects of SYCSA.

SYCSA policies apply to all participants irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, or any other individual or group characteristic. The aim is for all participants to enjoy their sport and improve performance.

SYCSA members are expected to abide by the appropriate SYCSA Code of Conduct.

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.

## Safeguarding and Child Protection Policy

SYCSA 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 all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

SYCSA 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 SYCSA events and activities.

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.

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.

### The SYCSA Welfare Officer

Susie Tye  
93 Mill Street,  
North Petherton  
Bridgwater  
TA6 6LX  
Phone 01278 661277  
Email [sycsa.welfare@btinternet.com](mailto:sycsa.welfare@btinternet.com).

The Welfare Officer will

- Maintain an up to date policy and procedures, compatible with the RYA's.
- Ensure that all SYCSA volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advise the SYCSA executive committee on safeguarding and child protection issues.
- Maintain contact details for local Children's Services and Police.
- Ensure that everyone in SYCSA, either member or volunteers, will be able to identify the Welfare Officer, know what their role is and be able to contact them when necessary.

If there is a concern, the Welfare Officer will:

- 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 SYCSA's procedures and in conjunction with the person in charge.
- Keep the RYA informed as necessary.

### Staff and Volunteers

All SYCSA staff and volunteers whose role brings them into regular contact with young people, the Welfare Officer and those regularly instructing, coaching or supervising young people will be asked to complete a self-declaration form and apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate. Where deemed

appropriate, particularly when SYCSA has actively advertised for and recruited volunteers, they will also be asked to provide references.

## Culture

SYCSA promotes a culture where both children and adults feel able to raise concerns, knowing that those concerns will be taken seriously and treated confidentially, and that raising them will not make the situation worse for themselves or others.

## Good Practice

All members of SYCSA should follow the good practice guidelines attached [reference], which should be read in conjunction with this SYCSA Safeguarding and Child Protection Policy and the SYCSA Anti-Bullying Policy contained in this document. Those working or volunteering with young people should be aware of the guidance on recognising abuse [reference].

## Responsibilities of volunteers

Volunteers are given clear roles and responsibilities. They are aware of SYCSA's safeguarding policy and procedures and are issued with guidelines on:

- following good practice and the relevant Codes of Conduct; and
- Recognising signs of abuse (see Appendix A [reference]).

## Parental responsibility and club liability

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. SYCSA has adopted a Code of Conduct that can be signed up to by everyone involved, whether they are participants, parents, or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Although SYCSA has a duty of care to its 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, SYCSA has a duty of care for their safety and welfare at all times. If SYCSA requires a parent (or designated responsible adult) to be on site, it is made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

For information on a SYCSA's legal liability and duty of care, please go to the Clubs section of the RYA website.

## Changing rooms and showers

The separate male and female changing rooms at Durleigh Sailing Club allow both adults and children to shower and dress in reasonable privacy.

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, it is better if one adult is not alone. Parents should be made aware that adult club members and/or adults learning to sail may be in the changing rooms. They should make their own judgement, based on their child's maturity, regarding whether their child should use the changing

facilities alone.

People who are trans or non-binary will be supported to use the changing facilities of their choice, and will not be excluded from changing facilities and toilets. Any person wishing to discuss their use of the changing facilities and toilets should approach the Welfare Officer, who will aim to facilitate a solution that is acceptable to all users of the facilities. The Welfare Officer will offer support to anyone with concerns regarding provisions for trans and non-binary people, regardless of whether they are trans or non-binary.

Bullying can be an issue in changing rooms and showers (see the Anti-Bullying Policy [reference]).

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that another adult of the opposite sex accompanies them.

## Photography

SYCSA seeks written consent from parents/carers through the application form 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 SYCSA 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 Welfare Officer.

Photography is not permitted in the changing rooms.

## Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within SYCSA, should inform the Welfare Officer immediately, in strict confidence. The Welfare Officer will follow the attached procedures (see Flowchart 1 RYA reporting procedure child outside SYCSA [reference] and Flowchart 2 RYA reporting procedure child at SYCSA [reference]).

Any member of the Club failing to comply with the Safeguarding and Child Protection Policy or any relevant Codes of Conduct may be subject to disciplinary action.

## Anti-bullying policy

It is SYCSA policy to safeguard children taking part in boating from physical, sexual and emotional harm. SYCSA considers bullying of any kind unacceptable within any activities under its direct remit and control. A child is defined as being any person under the age of 18.

This policy sets out what SYCSA means by bullying, how you can recognise it, and what to do about it if you think it might be happening.

The objective of this Policy is to prevent bullying occurring, and in the event that it does, to provide a mechanism by which it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

**Bullying is the use of aggression with the intention of hurting another person.**

The three key bullying behaviours are:

It does not just happen once; it is on-going over time.

It is deliberate and intentional - it is not accidentally hurting someone.

It is unfair or there is an imbalance of power. The person/people doing the bullying is/are stronger, there are more of them, or they have 'influence' (higher status or power).

Bullying can be:

**Emotional:** being unfriendly, excluding, tormenting (e.g. hiding possessions gear or equipment, threatening gestures);

**Physical:** pushing, kicking, hitting, punching or any use of violence;

**Racist:** racial taunts, graffiti, gestures;

**Sexual:** unwanted physical contact or sexually abusive comments;

**Homophobic or transphobic:** because of, or focussing on the issue of sexuality or gender identity;

**Verbal:** name-calling, sarcasm, spreading rumours, teasing.

Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues, which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

## Signs and Symptoms of Bullying

A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has cuts or bruises that cannot adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully).
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## Procedures

If anyone, either young sailor or adult, suspects that bullying is taking place, they must inform the SYCSA Welfare Officer. This person will then follow the procedure laid down in the SYCSA Safeguarding and Child Protection Policy and Procedures.

Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent. Being found to know of bullying without reporting it is a disciplinary offence.

## Outcomes

All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.

The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled. It may also be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.

After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## Monitoring and Review

The Policy will be reviewed periodically by SYCSA.

## PART 3 – PROCEDURES

### Recruitment and training of volunteers

All new SYCSA volunteers, in whatever capacity, will be required to complete a self-declaration form (FORM A [reference]). If appropriate, particularly if SYCSA has actively advertised for and recruited volunteers, they will be required to provide two references (FORM C [reference]).

In addition, all volunteers instructing, coaching or supervising young people will be asked to provide information about their experience and qualifications (FORM B [reference]) and obtain an Enhanced DBS disclosure, with Barred List check if applicable.

Where references are sought, referees should be clear about what the volunteer's duties will be and what information is required. A Standard Reference Request (FORM C [reference]) should be used in every case.

SYCSA will ensure that all volunteers have the relevant experience for their assigned role within SYCSA and that their experience of working with children has been explored.

To allow all volunteers to familiarise themselves with SYCSA's operating procedures, SYCSA will provide an induction for all new volunteers and a refresher day before the beginning of each sailing season.

A volunteer within SYCSA is defined as a person who may be any or all of the following:

- Coach
- Senior Instructor
- Instructor
- Assistant Instructor
- Trainee Assistant Instructor
- Power Boat Instructor
- Advanced Instructor
- Power boat crew
- Galley helper
- Onshore helper (assisting with cold/wet/injured children/any other children not sailing for whatever reason)
- Race officers
- Any other person assisting in any other capacity (e.g. boat maintenance)

### DBS Checks

Although it is not currently 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 a person who has been barred from undertaking regulated activity with the relevant vulnerable group. There is a risk that determined offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. For example, if groups from local schools come to Durleigh Reservoir a school may request that SYCSA check our volunteers so that they are subject to the same level of scrutiny as the children's teachers.

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.

SYCSA therefore carries out DBS checks on all of its volunteers through the intermediary of the RYA.

## Safeguarding Training

All SYCSA volunteers are required to complete the RYA's "Safe and Fun" online safeguarding training.

## Confidentiality and data storage

All personal information, including Disclosure information, will 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/PVG/AccessNI Codes of Conduct and SYCSA's Data Privacy Policy at <https://www.sycsa.org.uk/about/>. When data is no longer relevant it is destroyed securely, e.g. by shredding.

## First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Consent is obtained for the eventuality that medication or medical treatment is required in the absence of the parent/carer via the SYCSA application form.

## Organising and hosting events

When hosting an open junior or youth event, SYCSA will liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. It will 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. This is the SYCSA Welfare Officer.

## Communication and Images

### SYCSA website and social media

SYCSA does not encourage its members to interact online. SYCSA does however, in relation to its website:

- follow the RYA guidance on the use of images of children (see Photography section below);
- ensure that the content and language on our site or page 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.

Volunteers are provided with guidance regarding communication with children and young people.

## Parents

SYCSA is responsible for the content published on our website, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones.

## Photography

SYCSA obtains written consent from the child and their parents/carers for their images to be taken and used before taking photos or video.

Consent is requested on all application forms.

Photographers are not allowed to have unsupervised access to young people at Durleigh Sailing Club or to arrange photo sessions outside normal activities and events.

Consent should also be obtained for the use of video as a coaching aid. Care is taken in the storage of and access to images.

When publishing images, SYCSA makes sure they are appropriate and does not include any information that might enable someone to contact the child.

Where possible, general shots showing participants on the water or group shots of prize-winners are used, without identifying individuals by name. If we are recognising the achievement of an individual sailor and wish to publish their name with their photo, SYCSA will 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. SYCSA will 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 SYCSA's Welfare Officer and treated in the same way as any other child protection concern. Parents and spectators will be challenged 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.

## Child Welfare Procedures

### Handling concerns, reports or allegations

All volunteers should follow the Good Practice Guide set out in Part 4 of this document. If any SYCSA participant comes to a volunteer with concerns, reports or allegations of bullying, abuse or other mistreatment, or if there is any suspicion that a child might have been the subject of any form of physical, emotional or sexual abuse or neglect, either outside the sport or within SYCSA, they should report it to the Welfare Officer or, if they are unavailable, to the Principal. The Welfare Officer will follow the RYA guidance regarding reporting, as set out in the [Welfare Officer's Work Instructions].

Volunteers should not ask leading questions, and must only ask questions necessary to confirm that they need to refer the matter to someone else. All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within SYCSA, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and

the RYA Safeguarding and Equality Manager should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within SYCSA other than the person who received or initiated the allegation and, if different, the person in charge.

## Recording and handling information

Confidential information must be processed, stored and destroyed in accordance with the SYCSA Data Privacy Policy and Data Protection legislation. It is to be retained for at least 3 years and then destroyed by secure means, e.g. by shredding or burning.

## Handling the media

If there is an incident at SYCSA premises which attracts media interest, or if SYCSA contacted by the media with an allegation concerning one of its members or volunteers, SYCSA will not give any response until there has been an opportunity to check the facts and seek advice. The RYA's Communications department can be contacted on 023 8060 4215 for professional advice on handling the media.

## Insurance

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

# SYCSA Grievance & Disciplinary Procedures

The aim of this procedure is to help you settle any problems you encounter volunteering with SYCSA effectively, fairly and promptly. This procedure applies to all volunteers independent of the role or length of service.

## Grievance procedure

SYCSA is an equal opportunities charitable incorporated organisation. If you believe that you have been subjected to sexual or racial harassment or some other form of harassment or discrimination, you should report any such incidents under the grievance procedure. Your report will be treated as confidential unless you agree otherwise.

This procedure does not apply to:

- Disciplinary, performance and dismissal matters, which are covered by a separate disciplinary or capability procedure.
- Personal matters not directly related to your volunteering, although we will try to provide sympathetic support and guidance where appropriate.

Where a volunteer raises a grievance with a malicious intention that is subsequently proven, the volunteer concerned will render themselves liable to appropriate disciplinary action.

## Informal stage

If you have any grievance relating to your volunteering you should raise the matter as soon as possible with the Club Welfare. They will discuss matters with you and try to resolve the problem informally. Most grievances can be managed in this way or you may wish to request mediation to help you resolve a problem.

## Formal stage

If it has not been possible to resolve your problem informally you should raise the matter with the Principal. They will ask you to put any such grievance in writing (Grievance Form [reference]) to help you provide relevant details.

Having enquired into your grievance the Principal and/or Club Welfare officer will discuss it with you during a meeting arranged with you. They will then notify you of any action to be taken, normally within 5 working days of the grievance being formally raised.

When stating grievances at the meeting a fellow volunteer of your choice may accompany you.

## Appeal stage

If the decision of the Principal and/or Club Welfare officer is not acceptable you may then appeal in writing to the Principal within 5 working days of being notified of the decision. The Principal and 3 independent Committee Members (not involved in the original enquiry) will enquire into your grievance and then notify you of any action to be taken during an appeal meeting, normally within 7 working days of the appeal. The decision of the Principal at this meeting will be final and binding.

## Disciplinary Procedure

The aim of this procedure is to help settle, promptly, fairly and effectively, any problem encountered by SYCSA where a volunteer is accused of unacceptable behaviour. This procedure applies to all volunteers independent of the role or length of service.

### Informal stage

This disciplinary procedure provides for disciplinary sanctions to be given for failure to meet acceptable standards of behaviour as a member or associate member ("member") of SYCSA. In the first instance the Senior Instructor or Committee Member, as appropriate, will establish the facts surrounding any complaint made against a member and if necessary will take into account the statements of any available witnesses.

If the Senior Instructor or Committee Member considers that it is not necessary to resort to the formal disciplinary procedure they will discuss the complaint with the member suggesting an amicable resolution of the matter. Discussion will, in so far as is possible, be in private, and the member will be informed that no formal disciplinary action is being taken.

### Formal stage

If the Senior Instructor or Committee Member considers that it is necessary to invoke the formal disciplinary procedure they will inform the member. The following procedure will then apply, but depending upon the seriousness of the complaint, may be invoked at any level including immediate expulsion from SYCSA.

In the case of general misconduct the Senior Instructor or Committee Member will give the member a formal verbal warning. The nature of the complaint and likely consequences of further incidents or a failure to improve will be explained. A formal verbal warning will remain in force for 3 months.

In the case of a more serious complaint or repetition of earlier minor complaints, the member will be given a written warning by the Senior Instructor or Committee Member, usually in the form of an appropriate letter, which will set out the precise nature of the complaint, the likely

consequences of further complaints and specify, if appropriate, the improvement required and over what period. A formal written warning will remain in force for 6 months.

If all the appropriate stages of the disciplinary procedure have been exhausted or if there is gross misconduct which in the opinion of the Senior Instructor or Committee Member, is injurious or likely to be injurious to the character or interests of SYCSA, the member shall be immediately suspended by a Committee Member, and ipso facto, cease to be a member of the Association for the duration of the suspension. A suspended member may not take part in any of the activities of SYCSA.

The Committee will then convene a Special Committee Meeting for the purpose of discussing whether or not to pass a resolution to expel the member. The Chair of SYCSA will gather, or delegate another member to gather, information from relevant sources. Two weeks' notice of the Special Committee Meeting shall be sent to the accused member, giving particulars of the complaint, and advising the place, date and hour of the Meeting.

The member will be given the opportunity to state his/her case either in writing or by attendance at the meeting and may be accompanied by a responsible adult as a representative of his/her choice.

If, at the Meeting, a resolution to expel the member is passed by two thirds of the Committee present and voting, the aforesaid member's name shall be erased from the list of Members. The person or persons shall thereupon cease for all purposes to be a member of SYCSA.

### Appeal Stage

The expelled member will then be informed, in writing, of the decision of the Committee, advising them of the reason for their expulsion. If the expelled member is dissatisfied with the decision to expel him/her, he/she may appeal in writing to the Chair of SYCSA within two calendar months from the date of the letter.

On receipt of the appeal the Chair will convene a Special Appeals Committee consisting of three independent members, not involved in the original incident/complaint and if possible comprising a minimum of one member of each gender. The three members shall be drawn as follows: one from the SYCSA Committee (not the Chair), one from the Saturday Sailing Club and one from Durleigh Sailing Club. This Committee shall have the right to draw evidence from relevant sources. Evidence will also be sought from the expelled member, with their agreement.

The expelled member shall be advised in writing at least two weeks in advance, of the place, date and hour of the Meeting, and may attend, with their representative, or write to state his/her case. The Chair of the Appeals Committee will inform the person and/or their representative of the Committee's decision, in writing, within seven days of the meeting. The decision the Special Appeals Committee shall be final and binding.

# PART 4 – GOOD PRACTICE GUIDE AND CODES OF CONDUCT

## GOOD PRACTICES GUIDE FOR ALL SYCSA VOLUNTEERS WORKING WITH YOUNGSTERS

This guide only covers the essential points of good practice when working with children and young people. You should also read the SYCSA Safeguarding and Child Protection Policy ([reference]) and the Anti-Bullying Policy ([reference]). For more information about bullying, abuse and grooming and how to recognise the signs that a child is suffering from any of these, please see Appendix A [reference].

### Culture

It is important to develop a culture within our organisation 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

SYCSA promotes 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.

Follow these common sense guidelines during your volunteering activities at SYCSA:

- 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.
- 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.

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.
- Avoid using over-familiar language and try to copy in the child's parent/carer.
- Communicate only 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 sailors 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 sailors post or comment to you or others on social media if it is inappropriate.
- Educate young sailors about the boundaries between them and SYCSA volunteers.

If a child or young person comes to you with a complaint or allegation of bullying, abuse or other mistreatment, always:

- Stay calm – ensure that the child is safe and feels safe.
- Show and tell the child that you are taking what they say seriously.
- Reassure the child and stress that they are 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.
- Inform the Welfare Officer or, if they are unavailable, the Principal.

Never:

- Rush into actions that might be inappropriate.
- Make promises you cannot keep (e.g. you won't tell anyone).
- Ask leading questions.
- Take sole responsibility.

## SYCSA Codes of Conduct

### Code of Conduct for Young sailors, windsurfers and powerboaters

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

### Code of Conduct for Parents

- Deliver and collect your child at the prescribed times.
- Encourage/guide your child to comply with the Code of Conduct for Young Sailors.
- Respect the other participants, their parent, volunteers and other users of the reservoir. Support your child's involvement and help them enjoy their sport.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Never punish or belittle a child for losing or making mistakes.
- Encourage and guide your child to accept responsibility for their own conduct and performance.
- Respect and support the instructors.
- Inform SYCSA of relevant medical information.
- Discuss/inform SYCSA of a medical condition and agree appropriate action prior to sailing.
- Ensure that your child wears suitable clothing and has appropriate food and drink.
- Provide contact details and be available when required.
- Take responsibility for your child's safety and conduct in and around the clubhouse.
- If you have a concern or dispute please raise it with the SI or Saturday Club Manager.

### Code of Conduct for All Volunteers

- Respect other volunteers and users of the reservoir.
- Avoid unnecessary physical contact with young people.
- Be an excellent role model and display consistently high standards of

behaviour and appearance.

- Do not drink alcohol or smoke when working directly with young people.
- Communicate in an appropriate way with parents, participants and other volunteers.
- Be aware of any relevant medical information.

## Code of Conduct for Instructors

- Follow SYCSA Policies and Work Instructions.
- Instructors should comply with the RYA Code of Ethics and Conduct as shown in the RYA G14 Section 15 Instructors Handbook.
- Consider the welfare and safety of participants above the development of performance.
- Encourage participants to value their performance and not just results.
- Promote fair play and never condone cheating.
- Ensure that all activities are appropriate to the age, ability and experience of those taking part.
- Build relationships based on mutual trust and respect.
- Work in an open environment.
- Avoid unnecessary physical contact with young people.
- Be an excellent role model and display consistently high standards of behaviour and appearance.
- Do not drink alcohol or smoke when working directly with young people.
- Communicate clearly with parents and participants.
- Be aware of any relevant medical information.
- Follow RYA and club/class guidelines and policies.
- Holders of RYA Instructor and Coach Qualifications must also comply with the RYA Code of Conduct as shown in Appendix B [reference].
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

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

Please see Appendix B [reference] for the RYA Instructor Code of Conduct and Appendix C [reference] for the RYA Coach Code of Ethics and Conduct.

## PART 5 - FORMS

### SELF DECLARATION FORM FOR SYCSA VOLUNTEERS FORM A

#### **Private and Confidential** **Self-declaration form for roles involving contact with children**

SYCSA 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. 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 at <https://www.sycsa.org.uk/about/> and current data protection legislation General Data Protection Regulations (GDPR EU2016/679) and guidance.

**Name**.....

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

YES / NO

**If yes, please supply details.**

**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.**

**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 SYCSA 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*

## REFERENCES

## FORM A

Please give names and addresses of 2 persons who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children.  
References from relatives will not be accepted.

### REFEREE 1

NAME	
ADDRESS	
	POSTCODE
TELEPHONE NUMBER	
CAPACITY IN WHICH THIS PERSON IS KNOWN TO YOU	

### REFEREE 2

NAME	
ADDRESS	
	POSTCODE
TELEPHONE NUMBER	
CAPACITY IN WHICH THIS PERSON IS KNOWN TO YOU	

**PLEASE HAND OR POST COMPLETED FORM TO:**

SUSIE TYE 93 MILL STREET, NORTH PETHERTON, BRIDGWATER, TA6 6LX

## SYCSA VOLUNTEER DETAILS

## FORM B

<b>SURNAME</b>	
<b>FIRST NAME(S)</b>	
<b>DATE OF BIRTH</b>	
<b>ADDRESS</b>	
<b>EMAIL</b>	
<b>HOME PHONE</b>	
<b>MOBILE PHONE</b>	

### QUALIFICATIONS

POWERBOAT	DATE ACHIEVED	RENEWAL DATE	COPY HELD
LEVEL 2			
LEVEL S			
PBI			
PBA			
PB TRAINER			

DINGHY INSTRUCTOR LEVEL	DATE ACHIEVED	RENEWAL DATE	COPY HELD
Dinghy Assistant Instructor			
Dinghy Instructor			
KI			
MI			
ADVL			
DSI			
RI			
CA			
Race Coach Level 2			
Race Coach Level 3			

INLAND OR COASTAL			
FIRST AID CERTIFICATE			
SAFE & FUN CERTIFICATE			
VHF RADIO CERTIFICATE			
<b>ENHANCED DBS CHECK</b>			
CERTIFICATE NUMBER			
DATE OF ISSUE			
ONLINE UPDATE SERVICE ID NUMBER			
RENEWAL DATE			

Do you have any medical conditions that we may need to be aware of? Yes/No. If yes, please give us an idea of what action we may need to take i.e. Inhaler, EpiPen

--

## DATA PROTECTION

SYCSA has a Data Privacy Policy, a copy of which can be accessed via the SYCSA website. Your data will be stored and used in accordance with that policy. The information that you provide in this form will be used to facilitate your participation as a SYCSA volunteer. SYCSA would like to include your contact details on a mailing list in order to make you aware of all activities and information that you need as a volunteer.

☐ **Tick** here if you would like to be included on this mailing list.

If you wish to withdraw your consent at any time please contact [saturday@sydsa.org.uk](mailto:saturday@sydsa.org.uk)

## PHOTOGRAPHY

SYCSA may arrange for photographs or videos to be taken during SYCSA activities and published on the SYCSA website, social media or in local newspapers. The imagery may also be used by the RYA in connection with promotion of its activities.

Please indicate below the level of your consent.

☐ I grant permission to use my image in print, video and digital media. I agree that

these images may be used by SYCSA and/or the RYA for a variety of purposes as stated above.

**OR**

I ☐ deny permission to use my image at all.

If you wish to withdraw OR amend your consent at any time please contact [saturday@sycsa.org.uk](mailto:saturday@sycsa.org.uk)

Please be aware that if you later decide to withdraw your consent it will not be possible to remove your image(s) from any printed material in circulation or until the next edition or print of the item containing your image is released.

**SIGNED:**

..... **DATE:**  
.....

# SYCSA Reference request

## FORM C

SOMERSET YOUTH & COMMUNITY SAILING ASSOCIATION

R.Y.A. TRAINING CENTRE

REGISTERED CHARITABLE INCORPORATED ORGANISATION NUMBER: 1155063 (formerly SYCSA)  
REGISTERED CHARITY NUMBER: 1058238)

[www.sycsa.org.uk](http://www.sycsa.org.uk)

### CONFIDENTIAL

Dear

..... has expressed an interest in working with our organisation in the role of .....and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about the above named person being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of the above named person's suitability as a volunteer. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known the above named person? .....

2. In what capacity do you know the above named person?

.....  
.....

3. What attributes does this person have which would them suitable for the above mentioned role?

.....  
.....  
.....

4. Please rate the above named person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

PLEASE TURN OVER

5. Do you have any reason at all to be concerned about the above named person being in contact with children or young people? YES/NO

If you have answered "yes" we will contact you **in confidence**

Name: (Please print) ..... Tel. no: .....

Address:

.....

.....

..... Postcode: .....

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

Please return this form, marked "Confidential" to:

Susie Tye, 93 Mill Street, North Petherton, Bridgwater, TA6 6LX

(Telephone 01278 661277 or e-mail [sycsa.welfare@btinternet.com](mailto:sycsa.welfare@btinternet.com)).

*Note: A reference is personal data and the subject is entitled to request a copy from the recipient.*

## Safeguarding and child protection Referral FORM D

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on reverse if necessary)	
Action taken (continue on separate page if necessary)	
If Police or Social Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of SYCSA's Club Welfare officer	Susie Tye
Contact telephone number	Phone 01278 661277

**This form should be copied, marked 'Private and Confidential', and sent to the RYA Safeguarding Manager, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**

## Appendix A – What is child abuse?

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

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:

- 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.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

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

**Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (e.g. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (e.g. 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.

**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

In a sailing situation neglect 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 (e.g. 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 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 e.g. 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**

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, lesbian, bisexual, non-binary or transgender, having a disability or belonging to a different race, faith or culture.

Bullying can include:

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

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

## Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

## Grooming

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation.

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

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 are receiving training on recognising the warning signs.

## Particularly vulnerable children

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

### 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 SYCSA 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.

### Managing challenging behaviour

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding), under RYA Safeguarding and Child Protection Guidelines.

## Useful Contacts

### **NSPCC 24 hour free helpline**

0808 800 5000

E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Childline 24 hour free helpline**

0800 1111

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

### **Social Care Services**

The Somerset County Council number to call regarding concerns about a child that might be at risk is 0300 123 2224. Information and links relating to Children's Social Care in Somerset can be found at <https://beta.somerset.gov.uk/education-and-families/social-care/about-childrens-social-care/>.

### **Royal Yachting Association**

RYA Safeguarding and Equality Manager Katie Loucaides, supported by the RYA Safeguarding Officer, Andrea Gates. The contact phone number is 02380 604297; option 1 for the safeguarding team, option 2 for the equality team.

RYA House

Ensign Way

Hamble

Southampton SO31 4YA

Tel: 02380 604297

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

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

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

#### **England**

Tel: 0116 366 5590

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

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

### **Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body**

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

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

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

# Appendix B – RYA Instructor Code of Conduct

Revised Feb 2014

**Sports training and coaching helps the development of individuals through improving their performance.**

**This is achieved by:**

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

## **RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners**

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

1. If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk)
2. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Place the wellbeing and safety of the student above the development of performance or delivery of training.
4. They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
5. Hold appropriate insurance cover either individually or through the training centre in which they are working.
6. Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
7. Encourage and guide students to accept responsibility for their own behaviour and performance.
8. Hold relevant up to date governing body qualifications as approved by the RYA, including the RYA "Safe & Fun" certificate.
9. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
10. At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
11. Always promote the positive aspects of the sport (e.g. courtesy to other water users).
12. Consistently display high standards of behaviour and appearance.
13. Not do or neglect to do anything which may bring the RYA into disrepute.
14. Act with integrity in all customer and business to business dealings pertaining to RYA training.
15. Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre

16. Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
17. Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

# Appendix C – RYA Coach Code of Ethics and Conduct

Revised Jan 2012

**Sports Coaching helps the development of individuals through improving their performance.**

**This is achieved by:**

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

**Coaches should comply with the principles of good ethical practice listed below.**

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk). If you are unable to access the website please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.

10. Coaches must always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.

## Appendix D      Grievance Form

Name:

Role within SYCSA:

**Club Welfare officer:** [Susie Tye](#)

Is it appropriate to send this grievance to the Club Welfare officer? Yes / No

If it is not appropriate, please outline the reason why, and indicate who should hear the grievance and why they are the most appropriate person:

**Please outline your grievance here:**

**Please identify the resolution** you would like from the process here: (e.g. an apology / a change in policy / a change in management practice etc.):

Please identify your fellow volunteer if applicable here:

Signed:

Date: