



Policy Statement

- Calshot Sailing Club has a duty of care to safeguard all children involved in club activities from harm.
- The child's welfare is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- Calshot Sailing Club will ensure the safety and welfare of all children involved in club activities through adherence to the Child Welfare guidelines adopted by the club.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

Policy Aims

The aim of the Calshot Sailing Club Child Welfare Policy is to promote good practice by:

- Providing children and young people with appropriate safety and protection whilst taking part in any Calshot Sailing Club activities.
- Allow all members to make informed and confident responses to specific child welfare issues.

Good Practice Guide

All members should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. For example:

- Do not spend excessive amounts of time alone with children away from others.
- Do not take children alone on car journeys, however short.
- Do not take children to your home.
- Do not engage in rough, physical or sexually provocative games or horseplay.
- Do not allow or engage in any form of inappropriate touching.
- Do not make sexually suggestive comments to a child, even in fun.
- Do not reduce a child to tears as a form of control.
- Do not allow allegations made by a child to go unchallenged or unrecorded; always act.
- Do not do things of a personal nature for children or that they can do for themselves.
- Design training programmes that are within the ability of the individual child.
- Give enthusiastic and constructive feedback rather than negative criticism.

Parental Supervision

At all times, children under 16 on club premises, or taking part in club activities must be supervised by their Parent or Guardian, or by an adult that they have appointed to act in loco parentis.

If the child's appointed adult has to leave the club premises at any time, they must either take their child(ren) with them, or arrange for an alternative adult to supervise them.



Changing Facilities

Calshot Sailing Club provides a Male, Female and a unisex combined Family/Disabled changing room.

Only persons of the appropriate sex must enter the changing rooms whilst they are being used for changing purposes.

Parents / guardians wishing to accompany their child(ren) in the changing room must use the Family changing room, unless the child(ren) are of the same sex as the accompanying adult, where they may use the appropriate Male or Female changing room.

Use of Photographic / Filming Equipment at Events

Any member or guest who wishes to take photographs at the club must understand Calshot Sailing Club's expectation of them in relation to child welfare.

Any photographer who is not a member and has been invited to take photographs at the club will be identifiable and must understand Calshot Sailing Club's expectation of them in relation to child welfare.

Calshot Sailing Club is located on a public beach and has no control of the use of photographic equipment by the general public outside club premises.

Any concerns about the use of photographic equipment should be reported to an event official or a Committee member.

People using photographic equipment must have a clear understanding of what is considered appropriate in terms of their behaviour and the photographic content:

- Images should focus on the overall activity, not on a particular child, and should avoid full face and body shots.
- Photographers who are not members or guests must display identification at all times whilst on club premises.
- Competitors and parents will be informed that a photographer will be present at the event, and a Consent Form will be used to request and record consent to use images of the person.
- Photographers will not be allowed unsupervised access to children, or one-to-one photo sessions before, during or after the event.
- The use of photographic equipment is not permitted in the changing rooms.

Videoring as a Coaching Aid

Video can be a legitimate coaching aid for club coaches and instructors. If it is used, children and their parents / responsible adults must understand that it is part of the coaching programme and will be asked to give their consent.

Publication of Photographs

The club will only publish photographs, which conform to the following guidelines:

- Images will focus on the overall activity.
- Images will show children in suitable dress.
- Images will not be used if the person or person's parent/guardian have refused consent.
- We will avoid identifying the names of photographic subjects.



Incidents that must be reported/recorded

If any of the following occur you should report this immediately to a committee member who should record the incident.

Where appropriate, you should also ensure the parent / guardian of the child is informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.
- If you have a concern about suspected abuse.
- If a child tells you he/she is being abused.

What should I do if a child tells me s/he is being abused?

Never:

- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Ask inappropriate questions, which may jeopardise any impending police investigation.
- Take sole responsibility - consult someone else (the person in charge or someone you and the child can trust) so you can begin to protect the child and gain support for yourself.

Always:

- Stay calm - ensure the child is safe and feels safe.
- Show and tell the child that you are taking what s/he says seriously.
- Reassure the child and stress that s/he is not to blame.
- Be honest; explain you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the child has said as soon as possible.
- Maintain confidentiality - only tell others if it will help protect the child.

Responding to Allegations or Suspicions

It is not the responsibility of anyone in Calshot Sailing Club to decide whether or not child abuse has taken place.

Calshot Sailing Club assures all members that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Actions if there are Concerns

- Concerns should be reported to a member of the Club Committee.
- The Club Committee may contact Social Services or the police.
- Social Services will decide how to involve the parents / carers.
- Maintain confidentiality on a need to know basis only.



Recording & Reporting Information

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern.

The following information should be recorded by the committee member:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible, referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

CRB Policy

Calshot Sailing Club requires all adult volunteers coaching, instructing or assisting Junior members at Calshot Sailing Club organised training events (ie Friday Club) to be CRB checked. Volunteers can either provide evidence of CRB checking at another organisation with which they have worked in the past 2 years or apply for CRB checking through CSC and it's umbrella body the RYA.

If a volunteer is checked through Calshot and the RYA the RYA will tell the club if a volunteer has any relevant convictions. The club will not be told any details of what those convictions are.

The club will only employ volunteers in these activities who have no relevant convictions. The only records the club will keep concerning CRB checks are the fact that a member has no relevant convictions & the date we were informed of this.

The club can provide a copy of the CRB code of practice.



How would I recognise if a child is being abused?

Child abuse is a term used to describe ways in which children are harmed. It refers to the damage done to a child's physical or mental health.

Child abuse can take many forms:

- Physical abuse – Physically hurt or injuries.
- Neglect - Fail to meet a child's basic physical or emotional needs.
- Sexual abuse – Inappropriate sexual contact or behaviour.
- Emotional abuse - Constant criticism, bullying or unrealistic pressure.

It is not always easy to spot when children have been abused even for the most experienced carers. 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 with whom a close relationship would be expected.
- An unreasonable reaction to normal physical contact.
- Difficulty in making friends or abnormal restrictions on socialising with others.

However, it is important to note that a child could be displaying some of all of these signs, or behaving in a way which is worrying - this does not necessarily mean the child is being abused. Similarly, there may not be any signs; you may just feel something is wrong.

If you are worried, it is NOT your responsibility to decide if it is abuse, BUT it is your responsibility to act on your concerns and do something about it.

If you are worried about sharing concerns about abuse, you can contact:

- Social services
- The police
- NSPCC Child Protection Helpline 0808 800 5000 (www.nspcc.org.uk)
- Childline on 0800 1111 (www.childline.org.uk)