

## **CHILD AND YOUTH PROTECTION POLICY**

Revised January 2007

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### ***2.0 BFSLYC Child and Youth Protection Policy***

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

It is the policy of the BFSLYC to safeguard children and young people taking part in land sailing from physical, sexual or emotional harm. The BFSLYC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in land sailing activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

The BFSLYC actively seeks to: -

- Create a safe and welcoming environment, where children can have fun and develop their skills and confidence.
- Support and encourage affiliated Clubs to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that BFSLYC organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

All members will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all instructors and officers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

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This policy relates to all members of the member Clubs and officers who work with children or vulnerable adults in the course of their Club duties and membership.

This policy will be kept under periodic review:

- In accordance with any changes in legislation and guidance on the protection of children, or following any changes within the BFSLYC.
- Following any issues or concerns raised about the protection of children within the BFSLYC or the member Clubs.
- In all other circumstances, at least every three years.

All relevant concerns, allegations, complaints and their outcome should be notified to the Club Welfare Officer and a member of the BFSLYC committee.

## 2.1 Club Welfare Officer

Although everyone in the Club has a role to play in ensuring that children are safe, it is recommended that a designated individual has specific responsibility for implementing your policy, and acts as the point of contact to receive information and advice about the Child and Youth Protection Policy.

This person will be the Club's nominated Club Welfare Officer. If the member Club fails to appoint a Club Welfare Officer, the BFSLYC will assume that the Club Secretary is the acting Club Welfare Officer.

In the event that they are unavailable, an elected member of the committee should be contacted.

The Club Welfare Officer's general terms of reference will include: -

- Maintaining an up to date policy and procedures, compatible with the current Best Practice.
- Ensuring that all Club members and instructors are aware of and follow the procedures.
- Advising the Club committee on child protection issues.
- Maintaining contact details for local Social Services and Police.

If there is a concern, the Club Welfare Officer or their alternate 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 Club's procedures.
- Keep the Committee and relevant authorities informed as necessary

The Club Welfare Officer is .....

## 2.2 Volunteers & Instructors

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All Committee members, the Club Welfare Officer and all Club volunteers whose role brings them into contact with young people will be asked to complete a self-disclosure form and may be asked to apply for an Enhanced Criminal Records Disclosure (see BFSLYC CYPP5 and CYPP6).

All information and records pertaining to the Self Disclosure Form and ECRD will be treated as strictly confidential and records will only be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Committee members and Instructors will be offered Child Protection Training to ensure they are aware of the current Best Practice recommendations and answer any queries on the subject.

### **2.3 Best Practice**

#### 2.3.1 General

All members of the member Clubs should familiarise themselves with the Club's Child And Youth Protection Policy, and direct any queries or concerns to the Club Welfare Officer.

Club members must follow the Best practice guidelines attached (BFSLYC CYPP1).

#### 2.3.2 Training

All training of Club members covered by the Child and Youth Protection policy is only to be carried out by qualified Club Instructors. Instruction will be carried out in accordance with the current Best Practice guidelines (BFSLYC CYPP1).

#### 2.3.3 Duty of Care

Whilst using the Club's premises and not under supervised training by the Club's instructors, Club members covered by the Child and Youth protection policy must be accompanied by their parent/guardian or another competent adult member who has been designated to assume responsibility.

#### 2.3.4 Photography

The Clubs will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images (see BFSLYC CYPP2).

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 will be included.

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

#### 2.3.5 Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence.

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The Club Welfare Officer will then follow the attached procedures (see BFSLYC CYPP3).

Any member of the Club failing to comply with the Child and Youth Protection Policy may be subject to disciplinary action.

## **2.4 Internet Guidelines**

### 2.4.1 Club Websites and Discussion Forums

The BFSLYC requires Clubs that have Discussion forums on their websites to have printed guidelines circulated to the members governing the use of the forums.

The BFSLYC advise that the Clubs' guidelines include advice as follows: -

- Parents, adults and young people should note that the forum is not designed for use by young people and a minimum age of 16 is applicable.
- Members will not post any material which is false, defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or in violation of ANY UK law.

## **3.0 Child and Youth Protection Reporting Procedure**

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else loosely connected with the Club.

It may involve the behaviour of one of the 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 BFSLYC CYPP7.

### 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 that 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
- follow these Child Protection procedures.

Never: -

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- rush into actions that may be inappropriate
- make promises you cannot keep (e.g. you won't tell anyone)
- ask more questions than are necessary for you to be sure that you need to act
- take sole responsibility - consult someone else (ideally the Club Welfare Officer or a Committee Member) 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

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 Social Services or the Police who have trained experts to handle such cases.

Do not start asking questions which may jeopardise any formal investigation.

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 CYPP4).

All information must be treated as confidential, stored securely and only shared with those who need to know.

If the allegation or suspicion concerns someone within your Club only the child's parents/carers, a Committee Member (unless they are the subject of the allegation), the relevant authorities and the Club Welfare Officer should be informed.

If the alleged abuse took place outside the sport, the Police or Social Services 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.

For detailed, easy to read representations of the Child and Youth Protection procedures, please see CYPP3.

## ***Appendices***

- A - Best Practice Guidelines (BFSLYC CYPP1)
- B - Consent Form for Photography/Video (BFSLYC CYPP2)
- C - Reporting Procedures Flowcharts (BFSLYC CYPP3)
- D - Incident Reporting Form (BFSLYC CYPP4)
- E - Self Disclosure & CRD Consent Form (BFSLYC CYPP5)
- F - Guidance Notes for Self Disclosure & CRD (BFSLYC CYPP6)
- G - Recognising Abuse (BFSLYC CYPP7)

**Appendix A - BFSLYC CYPP1 -Best Practice Guidelines**

This guide only covers the essential points of good practice when working with children and young people. You should also read BFSLYC's Child Protection Policy and Procedures which are available for reference at all times.

- Wherever working with children, Instructors must work in pairs. Should parents/guardians be present, it is acceptable for the instructor to work alone.
- Do not spend any 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 Club's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of the committee and the child's parents
- Design training programmes that are within the ability of the individual child

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 or around 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.

**Appendix B - BFSLYC CYPP2 -Consent form for the use of photography or video**

The BFSLYC recognises the need to ensure the safety and welfare of children and young people taking part in Land sailing.

Members of BFSLYC member Clubs will not arrange for photographs, video or other images or young people to be taken without the consent of the parents/carers and children.

The Club will take all steps to ensure that images are used solely for the purposes for which they are intended. If you become aware that images are being used inappropriately you should inform the Club Welfare officer or another member of the Club committee immediately.

Consent

I (name of parent/carer)

.....  
Consent to the Club photographing or videoing (child's name)  
.....

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

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I (child's name)

.....  
consent to the Club photographing or videoing my involvement in Landsailing

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

The Club will ensure that images are used only for promotional material.

### **Appendix C - BFSLYC CYPP3 - Incident Reporting Procedures**

Flowchart 1 - What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)

Concern identified about the child If the child requires urgent medical attention, call an ambulance and inform the hospital doctor that you have a child protection concern. Report your concern to the Club Welfare Officer who will refer the matter to Social Services/Police without delay. Make a record of any thing the child has said and/or what has been observed, if possible with dates and times.

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

Discuss with Social Services or the Police who will inform the parents.

Complete an Incident Report form (BFSLYC CYPP4) as soon as possible after the incident and copy it to Social Services/Police within 48 hours.

If you are uncertain what to do at any stage, contact the NSPCC free 24 hour Helpline 0808 800 5000.

Flowchart 2 - What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the Club or an affiliated/recognised organisation

Concerns identified if child requires immediate medical attention call ambulance and inform doctor there is a child protection concern. Report incident/concerns to club/centre/event welfare officer or person in charge who will:

Complete an incident report form (BFSLYCCYPP4) as soon as possible after the incident.

Report to the Club Welfare Officer where urgent concerns and CWO not available, refer immediately to Social Services/Police and copy incident report form to them within 48 hours.

Committee decides on action to be taken.

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

-complaints procedure-disciplinary procedure – no further action

Possible outcomes:

-No case to answer-complaint resolved with agreement between parties -training/mentoring agreed- more significant concerns emerge-disciplinary sanction serious poor practice or poor practice with wider implications, alleged child abuse.

Possible processes:

-child protection investigation-criminal investigation/proceedings-investigation under disciplinary proceedings including possible temporary suspension.

Club investigation pends outcome of Social Services/Police investigation

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Possible outcomes:

-no case to answer-less serious referred to complaints procedure-disciplinary hearing sanctions-civil proceedings Appeal Club Welfare Officer Revision of BFSLY CCYP Procedures

**Appendix D - BFSLYC CYPP4 -Child and Youth Protection -Incident report form**

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 separate page 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 Club welfare officer or person in charge (if different from above)

Contact telephone number

This form should be copied, marked Private and Confidential, to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

**Appendix E - BFSLYC CYPP5 -Self-disclosure & CRD Consent Form**

The BFSLYC is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require committee members and volunteers whose role may involve contact with children to complete this self-disclosure form.

Name .....

1. Have you ever been convicted of any criminal offences?

YES NO

If yes, please supply details of any criminal convictions on a separate sheet

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including spent convictions, cautions, warnings and reprimands.

2. Are you a person known to any Social Services Department as being an actual or potential risk to children?

YES NO

If yes, please supply details on a separate sheet



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3. Have you ever had any disciplinary sanction relating to child abuse?

YES NO

If yes, please supply details on a separate sheet.

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. I understand that I will be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

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

### **Appendix F - BFSLYC CYP6 - Guidance notes for Self Disclosure & CRD**

The BFSLYC or the Club will only request a CRD check where strictly necessary, and where substantial contact with Children and Young or vulnerable adults is concerned.

All the Committee will have undergone these checks. All newly elected Committee members will be required to apply for a CRD check.

It is understandable that some may not wish to submit to CRD checks.

A refusal to undergo a CRD check will be treated confidentially, however Committee members refusing checks will be asked to stand down.

Instructors who do not wish to undergo CRD checks will not be asked to provide any instruction to those covered by the Child and Youth Protection Policy.

CRD checks may list previous convictions/cautions for unrelated offences, such as Motoring etc. Such offences will not preclude members from their roles as Committee Members or Instructors.

#### **An Overview of CRD**

The whole system of criminal record checking of people working with children has changed over the last few years and now includes vulnerable adults.

Checks are now processed through the Criminal Records Bureau and can only be requested for volunteers and staff who have been offered a position working with children or vulnerable adults.

#### **The Criminal Records Bureau (CRB)**

The CRB is a Government Agency and provides a one-stop shop for those seeking access to criminal record checks. It has access to information held on the Police National Computer and relevant lists held by the Departments of Health (DH), and Education and Skills (DfES), Additionally, in some circumstance, information is provided by local police forces. A Disclosure is the document containing such criminal record information

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## Criminal Records Checks

Two kinds of criminal records checks (higher levels) are currently available: -

- Standard disclosure -for posts that involve working with children or regular contact with vulnerable adults. It provides details of spent and unspent as well as cautions, reprimands and warnings recorded by the police centrally. The Disclosure will also indicate if there are no such matters on record. If an individual is applying for a position working with children then the Standard Disclosure will reveal whether the individual is barred from working with children due to their inclusion on the relevant government lists. An equivalent list of those barred from working with vulnerable adults is now available as the POVA list.

- Enhanced disclosure - for posts that involve regularly caring for, supervising, training or being in sole charge of children and vulnerable adults. An enhanced Disclosure contains the same details as a standard Disclosure. However, it may also contain non-conviction information from local police records, which a chief police officer thinks may be relevant.

## Cost of Criminal Records Checks

The CRB levy a charge for checks on paid employees only. Fees effective from April 2006: Standard Disclosure £31; Enhanced Disclosure £36 for paid employees. Both standard and enhanced Disclosures are free for volunteers.

## How to obtain a criminal records check

At the request of the employer, the individual requiring the check makes application, which has to be countersigned by a CRB registered body.

A voluntary organisation can apply to the CRB to become a registered body in order to access the Disclosure services for its own purposes. However, many organisations may consider this to be inappropriate for them, in which case they can use the services of a CRB Umbrella Registered Body authorised to countersign applications on behalf of others.

## Application process:

- The employer provides a blank disclosure application form to the applicant for completion or asks them to contact the CRB by a telephone application route.
- The applicant completes and signs the application form giving consent for their details to be checked.
- The voluntary organisation, as employer, checks identity documents and completes the relevant section of the form.
- The form is then countersigned by the employer if a CRB Registered Body in its own right or by an Umbrella Registered Body, and sends to CRB.
- CRB searches the various criminal record databases and compiles the criminal convictions certificate.
- The Disclosure (criminal convictions certificate) is sent to the individual and also a copy to the countersignatory (employer as registered body or the umbrella registered body)
- the case of an enhanced Disclosure where additional information has been supplied by the local police force, such additional information is sent to the registered body only, and under separate cover; the applicant does not receive a copy of this additional information.

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The CRB website [www.disclosure.gov.uk](http://www.disclosure.gov.uk) holds details of all Umbrella Registered Bodies. Wales Council for Voluntary Action Criminal Records Unit is listed on this website as an umbrella registered body for voluntary organisations in Wales WCVA Criminal Records Unit

WCVA Criminal Records Unit is a CRB Umbrella Registered body (URB) providing a high quality and professional customer service for access to the Criminal Records Bureau (CRB) Disclosure service. The Unit has been set up to help with the safer recruitment of paid staff and volunteers who are recruited into positions working with children and vulnerable adults within the voluntary sector.

The Unit is able to provide blank disclosure application forms and countersign applications on behalf of any voluntary organisation recruiting for positions based in Wales.

### BFSLYC Data Protection & Confidentiality

All information relating to Self Disclosure and Criminal Records Disclosure will be treated in the strictest confidence, as follows: -

1. All personal information supplied by members for the purpose of joining the Club, is treated as confidential and will not be disclosed to any third parties (except 3. below).
2. All documentation related to self-disclosure and Criminal Records Disclosure will be treated strictly confidential and will be destroyed or returned to the applicant should the member leave the Club.
3. The Club Welfare Officer or the BFSLYC Committee will, only when legally necessary, divulge personal information to the Emergency / Law Enforcement Services. This will only be carried out in the event of serious injuries, or where breaches of Child and Youth Protection Policy are involved.

### **Appendix G - BFSLYC CYPP7 - Recognising Abuse**

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust.

It refers to damage done to a child's physical or mental health.

Child abuse can take many forms: -

Physical abuse where adults or other children: -

- physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning)
- give children alcohol, inappropriate drugs or poison
- attempt to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Neglect includes situations in which adults:-

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

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### Sexual abuse

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

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- sport situations which involve physical contact (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.

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

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

Emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Bullying may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves.

The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure.

Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture.

### Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused.

However, some of the more typical symptoms which should trigger your suspicions would include:

- 
- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (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.

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It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused.

Similarly, there may not be any signs, but you may just feel that something is wrong.

If you have noticed a change in the child's behaviour, first talk to the parents or carers.

It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned...

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk.

If you cannot talk to the parents/carers, consult your Club Welfare Officer or the person in charge.

It is this person's responsibility to make the decision to contact Social 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.