



Hollingworth Lake Sailing Club

**Child Protection Policy and
Procedures**

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1. Introduction

Hollingworth Lake Sailing Club (HLSC) commits itself to the care and protection of young sailors, both members of the Club and non-members whilst they are participating in activities organised by the Club.

This document formalises HLSC's approach to the issues around Child Protection. In the preparation of this document, reference was made to the Child Protection documents available on the RYA's website www.rya.org.uk.

This policy and procedure has been produced to help HLSC to enable children and vulnerable adults to enjoy the sport of sailing in a safe environment. As a RYA Recognised Training Centre the club is required to have a formal Child Protection Policy which is checked as part of their annual inspection.

Copies of this policy will be kept in the Starters Box and Training Principal Folder. Elements of this policy i.e. *Good Practice Guides* will be made available in the procedures folder.

1.1 Rationale

The policy is required for several good reasons:

- to protect children, both on and off the water
- to assure parents that their children are safe at HLSC as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of our members, volunteers so that they know what to do if they are concerned about a child, whether the concern relates to the child's welfare at HLSC or outside the sport
- to protect our coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect HLSC, by showing that we have taken 'all reasonable steps' to provide a safe environment.

1.2 What is Child Abuse?

This document is concerned with all types of Child Abuse. Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. Child Abuse can take many forms and is normally categorised under the following headings: Physical abuse; Neglect; Emotional abuse; Bullying and Sexual abuse. Further information of types of child abuse can be found in Appendix C.

1.3 Review of document

This document will be reviewed annually by HLSC Welfare Officer.

1.4 Guidance to Officials

Any persons involved with junior / youth events should familiarise themselves with Child Protection guidance on the RYA(www.rya.org.uk) and SportsCoach UK (www.sportscoach.uk) websites.

2. Policy

It is the policy of the HLSC to safeguard children and young people taking part in sailing from physical, sexual or emotional harm. The club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities do so in an enjoyable and safe environment. This is the responsibility of every adult involved in sailing and HLSC activities.

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.

HLSC actively seeks to:

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

We will:

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

This policy relates to all volunteers who work with children or vulnerable adults in the course of their duties at HLSC.

For the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty in communication, or who rely on others to provide personal care.

All members of the Club should be aware of the policy.

2.1 Welfare Officer

The Club will appoint a Club Welfare Officer (CWO) whose role will be:

- To ensure that the policy and these procedures are regularly reviewed and updated.
- To ensure the policy is available to all relevant staff and volunteers
- To receive reports of any concerns or allegations and to decide on the appropriate action to be taken and keep the RYA informed as necessary.

Hollingworth Lake Sailing Club Welfare Officer is Dave Smith
Telephone: 0151 924 5316 Mobile: 07796 176350
E-mail: david@smith3085.wanadoo.co.uk

2.2 Concerns

It is the continuing goal of the HLSC to enhance the culture 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.

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, needs to follow the procedures and ensure the Club Welfare Officer is informed.

2.3 Good Practice

The club actively plans the work of the organisation and promotes good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust.

The Training Principal, Senior Instructor, Senior Powerboat Instructor and Club Welfare Officer will have an Enhanced Criminal Records Disclosure.

Our instructor staff and volunteers are given clear roles and responsibilities, are aware of the HLSC Child Protection Policy and Procedures and have access to the following in the Training Operating Procedures:

- HLSC Child Protection Policy Statement (Appendix A)
- Child Protection Good Practice Guidelines (Appendix B)

RYA Coaches and Instructors are also required to comply with the RYA Code of Ethics and Conduct.

2.4 Consent

2.4.1 Photography / filming

The Club will seek written consent from the child's parents/carers for their images to be taken and used. Consent will include the use of video as a coaching aid and for photos taken at an event or training session to be used in HLSC newsletters & website and relevant publications to publicise and promote the activities of HLSC.

Permission from children for photographs / video to be taken and used will be asked verbally at the time of the photograph /video being taken.

Care must be taken in the storage of and access to images.

If HLSC publishes images of children, no identifying information other than names will be included.

Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or camera phones in changing areas is not permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

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

2.4.2 Medical

Where a child is taking part in HLSC training/coaching a medical consent form must be completed which lists all medications the child may need and gives permission for medication or treatment to be administered in the parents' absence, including hospitalisation.

2.5 Confidentiality

All personal 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.

2.6 Child Protection Training

The club is committed to provide training for volunteers, instructors, coaches on the awareness of safeguarding and protecting children. The club welfare officer will ensure that the right people have access to relevant up to date information, advice and training.

2.7 Parental responsibility and club liability

Our club has a duty of care to its members, and particularly to young people who cannot take full responsibility for their own safety. We actively ensure that parents be responsible for their children's welfare and behaviour, or they designate another adult to take that responsibility, outside formal training / coaching activities.

Further guidance on Supervision of Children and Young People can be found on the RYA website: Working with Us /Clubs & Class Associations / Duty of Care

2.8 Organising and hosting events

When hosting an open junior or youth event at the club, we will liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies

2.9 Bullying

HLSC considers bullying of any kind unacceptable within training/ coaching and racing activities under its direct remit and control.

Further guidance is provided in the RYA's anti-bullying policy ~ Appendix F (and is available on the RYA website under Racing, Youth and Junior, Information, Policies).

3. Procedures

3.1 Handling concerns, reports or allegations

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

For guidance on recognising abuse, see Appendix C: "What Is Child Abuse".

For guidance on handling an allegation from a child, see Appendix B: "Child Protection - Good Practice Guidelines"

The flowcharts at the end of this section set out procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within the organisation.

3.2 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 Children's Social Care 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 Appendix E for Referral Form).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, 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 Child Protection Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

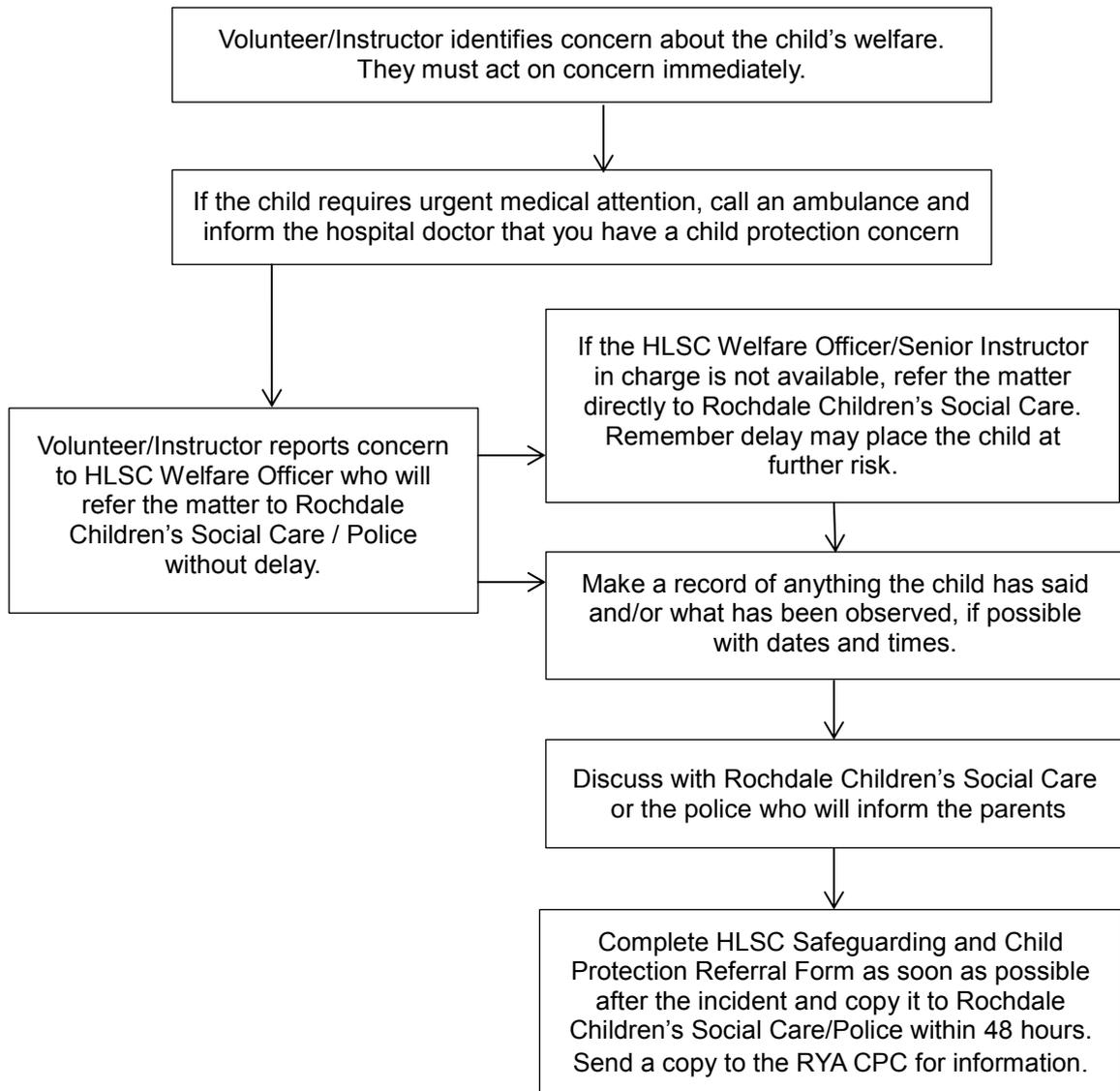
Confidential information will be stored securely and retained for at 3 years and then destroyed by secure means, e.g. by shredding or burning.

3.3 Handling the media

If there is an incident at the club which attracts media interest, or if you are contacted by the media with an allegation concerning one of our members, do not give any response until you have had an opportunity to inform the Child Welfare Officer / Commodore who may need to check the facts and seek advice prior to any response. An additional contact is the RYA's Communications department on 023 8060 4215 available for professional advice on handling the media.

Flowchart 1

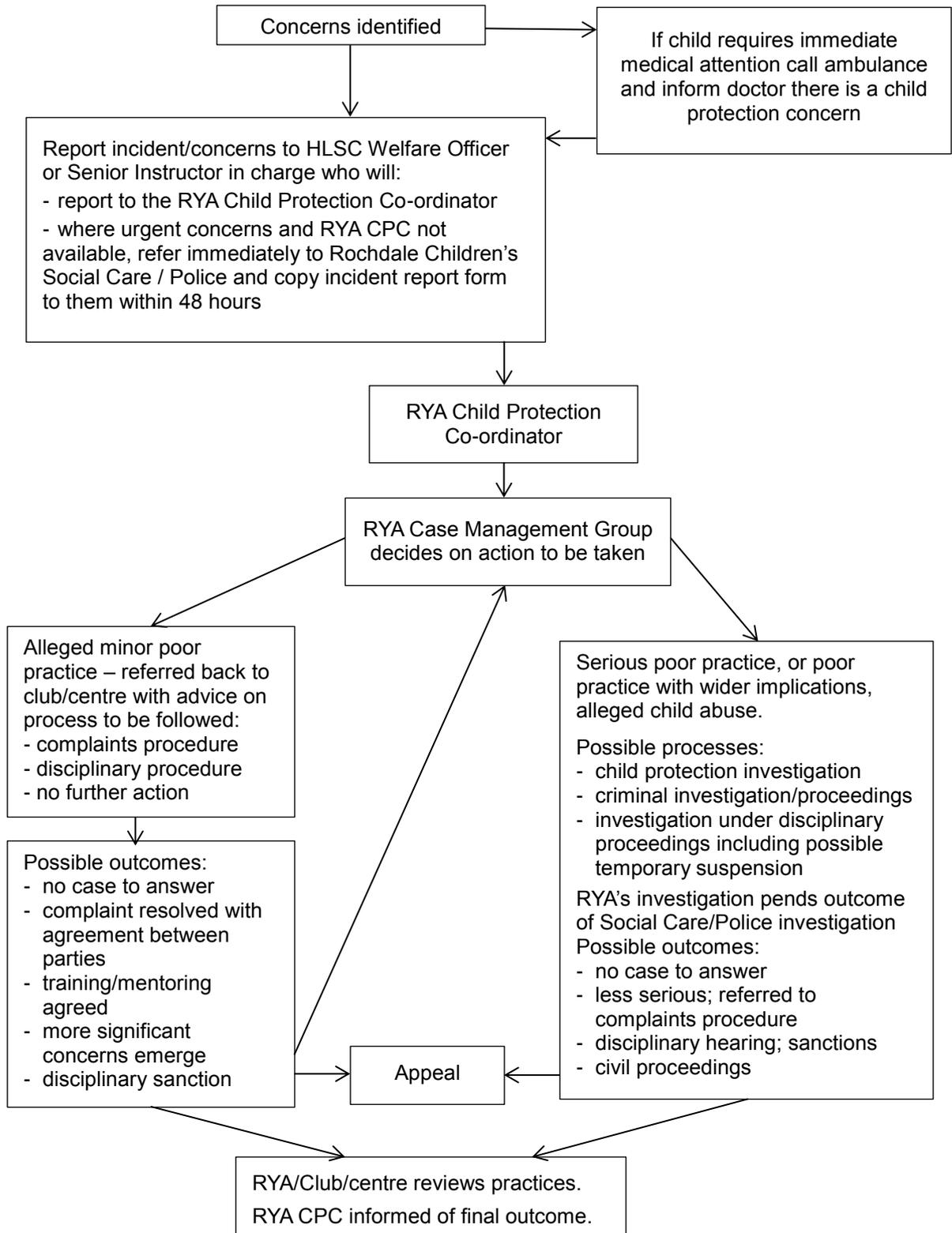
What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)



If you are uncertain what to do at any stage, contact the RYA's Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000 or Rochdale's Children's Social Care 0845 226 5570 (out of hours: 0845 121 2975).

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 RYA affiliated/recognised organisation.



4. Useful Contacts

Rochdale Children's Social Care

Crossfield Mill
Crawford Street
Rochdale OL16 5RS
Tel: 0845 226 5570 (8.30am - 4.45pm Mon-Fri)
At all other times contact:
Emergency Duty Team on
Tel: 0845 121 2975

Rochdale's Safeguarding Children Unit

www.rbscb.org
Tel: 0845 226 5500

Royal Yachting Association Child Protection Co-ordinator

Jackie Reid, Personnel and Administration Manager
RYA House, Ensign Way
Hamble
Southampton
SO31 4YA
Tel: 023 8060 4104
E-mail: jackie.reid@rya.org.uk
Website: www.rya.org.uk

Child Protection in Sport Unit (CPSU)

England
NSPCC
Tel: 0116 234 7278
E-mail: cpsu@nspcc.org.uk
Website: www.thecpsu.org.uk

NSPCC Helpline

0808 800 5000
Website: www.nspcc.org.uk

Childline - 24hr helpline

0800 1111
Website: www.childline.org.uk

Sportscoach UK - provide child protection training

Tel: 0113 274 4802
Website: www.sportscoachuk.org

Kidscape (anti-bullying)

Tel: 08451205204
Website: www.kidscape.org.uk

Appendix A

HLSC Child Protection Policy Statement

It is the policy of Hollingworth Lake Sailing Club to safeguard children and young people taking part in sailing from physical, sexual or emotional harm. The club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities do so in an enjoyable and safe environment. This is the responsibility of every adult involved in sailing and HLSC activities.

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HLSC actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
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This policy relates to all volunteers who work with children or vulnerable adults in the course of their duties at HLSC.

For the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communication, or who rely on others to provide personal care.

All members of the Club should be aware of the policy.



The Hollingworth Lake Sailing Club Welfare Officer is Dave Smith

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Mobile: 07462 924857

E-mail: david@smith3085.wanadoo.co.uk

Appendix B

Handout for Instructors, Coaches and Volunteers.

Child Protection Good Practice Guidelines

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

- Avoid spending any significant time working with children in isolation
- Never leave a child or a group of children unsupervised.
- Design training programmes that are within the ability of the individual child
- Do not take children to your home as part of your organisation's activity
- Do not take children alone in a car, however short the journey
- 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
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if possible.
- If you do have to help a child, make sure you are in full view of others, preferably another adult.

You should never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children
- Make sexually suggestive comments to a child, even in fun
- Fail to respond to an allegation made by a child; always act
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed following the event. 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.

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 (using the Safeguarding and Child Protection Referral form)
- follow the club's child protection procedures (see flowcharts)

Never:

- 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 designated Child Protection/Welfare Officer or the Senior Instructor in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain - you cannot ignore it the welfare of a child is paramount.

Appendix C

What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' March 2010)

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 a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting 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 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
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse involves an individual 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 meet their own sexual needs. The activities may involve:

- physical contact (e.g. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- 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 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 children 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
- preventing the child from participating in normal social interaction
- serious bullying (including cyberbullying), 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.

Bullying (including cyberbullying) 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:

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

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

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult HLSC designated 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.

Appendix D

Emergency Contact and Consent Form for Children under 18yrs

SAILOR DETAILS:

Sailor Name:		Date of birth:		Age:	
Home Address:					

EMERGENCY CONTACTS:

Parent / Guardian Contact		Alternative Emergency Contact	
Name:		Name:	
Relationship:		Relationship:	
Home Number:		Home Number:	
Work Number:		Work Number:	
Mobile Number:		Mobile Number:	
E-mail Address:		E-mail Address:	

MEDICAL INFORMATION

Does your child have a disability that our Instructors should be aware of? Yes / No

Does your child suffer from any medical condition(s) e.g. asthma, epilepsy? Yes / No

Does your child suffer from any allergies? *e.g. food, drink, medication etc.* Yes / No

Does your child currently take any medication? Yes / No

If Yes, Can your child self administer their required medication? Yes / No

If No, please provide details of how our instructors can assist your child:

--

If you answered Yes to any of the above questions please provide details:

--

Is there any other relevant information about your child which you as the parent/guardian would like to make HLSC organisers / coaches aware of e.g. phobias, dietary requirements, background etc.?:

--

DECLARATION

- I agree to my child participating in the club's training scheme.
- I consider that my child is in good health and capable of taking part in this activity.
- I agree to my child's details being kept on a database for tracking and contact purposes.
- I acknowledge the requirement for my child's obedience and responsible behaviour during this activity.
- I agree to my child being filmed or photographed with the possibility that these photographs /recordings may be used for publications and or publicity.
- In the event of an emergency and it is not possible to contact me or my child's alternative emergency contact, I consent to any emergency medical treatment that my child may require.
- I acknowledge that it is my responsibility to ensure my child is provided with the necessary items to complete this activity, e.g. sufficient food, water, protective sunscreen, warm clothing etc.

Signature:

(Parent / Guardian)

Date:

Print Name:

Appendix E

Safeguarding and Child Protection Referral 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 <i>(continue on separate page if necessary)</i>	
Action taken <i>(continue on separate page if necessary)</i>	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

On completion of this form it should be discussed with the HLSC Welfare Officer.

This form should be copied, marked 'Private and Confidential', to the RYA Child Protection Co-ordinator and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Appendix F

RYA Youth Racing Anti-Bullying Policy

1. INTRODUCTION

1.1 It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA consider bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.

1.2 This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

2.1 The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where 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.

3. WHAT IS BULLYING

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

The three key bullying behaviours are:

3.1.1 It does not just happen once; it is ongoing over time.

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

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

3.2 **Bullying can be:**

- Emotional; being unfriendly, excluding, tormenting (eg. 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; because of, or focussing on the issue of sexuality
- Verbal; name-calling, sarcasm, spreading rumours, teasing.

3.3 **Why is it important to Respond to Bullying?**

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

3.3.2 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.

4. SIGNS AND SYMPTOMS OF BULLYING

4.1 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.

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

5. PROCEDURES

5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Manager, the relevant class Child Protection Officer or the RYA Child Protection Co-ordinator.

5.2 This person will then follow the procedure laid down in the RYA Child Protection Policy and Guidelines.

5.3 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.

5.4 Being found to know of bullying without reporting it is a disciplinary offence.

6. OUTCOMES

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

6.2 The child who is bullying will be asked to explain his or her behaviour and the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.

6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.

6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.

6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.

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

6.7 All incidents will be reported to the RYA Child Protection Co-ordinator and kept on record to monitor any future reports.

7. PREVENTION

7.1 This Policy has been adopted by RYA Youth Steering Group and is available to all as a reference via the website.

7.2 The RYA will run a session on the effects and consequences of bullying and how to prevent them at one of the first of any new squad's training camps. This will include a session for parents where possible.

7.3 The Anti-Bullying Policy will be addressed in the Sailor Supervision Guidelines and the squad paperwork and training provided for house parents.

7.4 The effects and consequences of bullying and how to prevent them will be added to Coach training and CPD.

8. MONITORING AND REVIEW

8.1 The Policy will be monitored by the RYA Junior and Youth Racing Managers and the RYA Child Protection Co-ordinator.

8.2 The Policy will be reviewed annually by the Chairman of YSG in consultation with the RYA Child Protection Co-ordinator and appropriate RYA Youth