



Safeguarding





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Neptune Sailing Safeguarding and Child Protection Policy Statement

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 Neptune Sailing to safeguard children and young people taking part in boating from physical, sexual or emotional harm. Neptune Sailing will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Neptune 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.

All volunteers, employees and officers of Neptune Sailing should be aware of the policy

Neptune Sailing 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 Neptune Sailing 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 all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all employees, volunteers and officers who work with children or vulnerable adults in the course of their Neptune Sailing duties. It will be kept under periodic review. The Neptune Welfare Officer must be notified of all relevant concerns, allegations, complaints and they will ensure the RYA's Child protection Co-ordinator is informed where appropriate.

Good Practice

All volunteers, employees and officers of Neptune Sailing should follow the good practice guidelines which can be found in the Safeguarding file on the book case in the centre. This also includes the guidance on recognising abuse.

All adults are requested not to enter the changing rooms when children are changing. If this unavoidable it must be done in the company of another adult.



Neptune Sailing will seek written consent from the parents / carers before taking photos or video during Neptune Sailing Activities. If Neptune Sailing 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. (Page 5)

Anyone who is concerned about a young member's welfare should inform the Welfare Officer immediately, in strict confidence. The Welfare Officer will follow the attached procedures.

Any volunteer, employee or officer failing to comply with the Child Protection policy and any relevant Codes of Conduct may be subject to disciplinary action.



Neptune Sailing Welfare Officer

The role of Neptune Sailing's welfare officer is to:

- Maintain an up to date safeguarding policy and procedure, compatible with the RYA's.
- Ensure that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advise the management committee on safeguarding and child protection issues.
- Maintain contact details for local Children's Services and Police.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the Principal and Chairman.
- Keep Neptune Sailing and the RYA informed as necessary.

Neptune Sailing Welfare Officer: **Robert H####**
Telephone: **#####**
Mobile: **#####**
Email: **safeguarding@neptunesailing.org.uk**



Good Practice Guidelines

Culture

Neptune Sailing recognises the importance of maintaining a 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. It also recognises that children may be more vulnerable to abuse or find it difficult to express their concerns.

Neptune Sailing will plan its activities and work in ways that minimise situations where adults are working unobserved or could take advantage of their position of trust, thus protecting children, volunteers, instructors and officers.

Neptune Sailing will make the following guidelines available to all instructors, volunteers and officers:

- 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 Neptune Sailing activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of Neptune Sailing 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

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. 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.



Responsibilities of Volunteers, Instructors and Officers

Neptune Sailing will ensure all volunteers, instructors and officers are made aware of the organisations child protection policy and procedures and are issued with guidelines on:

- Good Practice
- Recognising signs of Abuse
- Recognising signs of Bullying

Bullying

Neptune Sailing is committed to a safe environment for young people, one free from bullying. Further information on what to look for and what action to take if bullying is suspected can be found within Neptune Sailing's anti bullying policy, page 12.

Managing challenging behaviour

Guidance for instructors on handling young people who display challenging behaviour is available on the RYA website under Courses and Training, Teaching, Instructor Resources. For further support please contact either the Principal or Chief Instructor.

First aid and medical treatment

First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer



Handling concerns, reports or allegations

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

A complaint, concern or allegation may come from a number of sources: the child, their parents/carers, someone else within your organisation. It may involve the behaviour of one of your 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 and report them to the appropriate statutory authorities. For guidance on recognising abuse, see page 19.

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 your Neptune Sailing's child protection procedures.

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (eg. you won't tell anyone)
- Ask more questions than are necessary for you to be sure that you need to act
- Take sole responsibility – always consult someone else (ideally the Welfare Officer) 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 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 using a referral form (Page 25).



All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within Neptune Sailing, only the child's parents/carers, the Principal (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 must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, e.g. by shredding or burning.

Procedures

- The flowcharts to be followed by anyone concerned about a child's welfare, derived from either outside Neptune Sailing or within Neptune Sailing can be found on pages 10 & 11.
- The disciplinary procedures setting out how an allegation of misconduct will be investigated and, if substantiated, acted upon.

Statutory Authorities

If Neptune Sailing is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Child Protection Co-ordinator as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct. See also 'Handling the media' below.

Reference to the Independent Safeguarding Authority or Disclosure Scotland

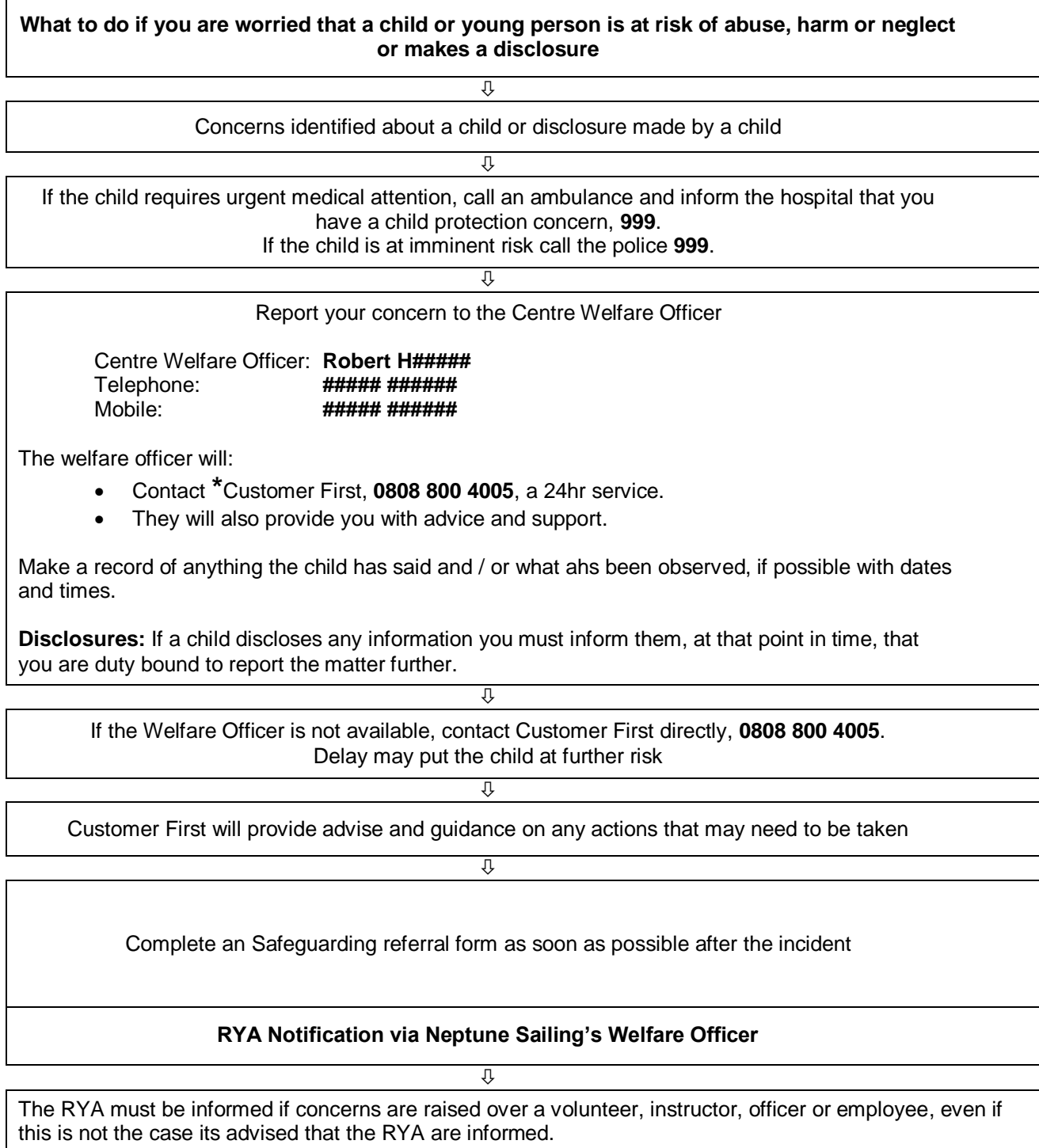
The Independent Safeguarding Authority (ISA) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If Neptune Sailing permanently dismisses or removes someone from regulated activity/work or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the ISA or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website or contact the RYA Child Protection Co-ordinator.

Handling the media

If there is an incident at Neptune Sailing premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of our volunteers, instructors, employees or officers, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.



Safeguarding Flowchart

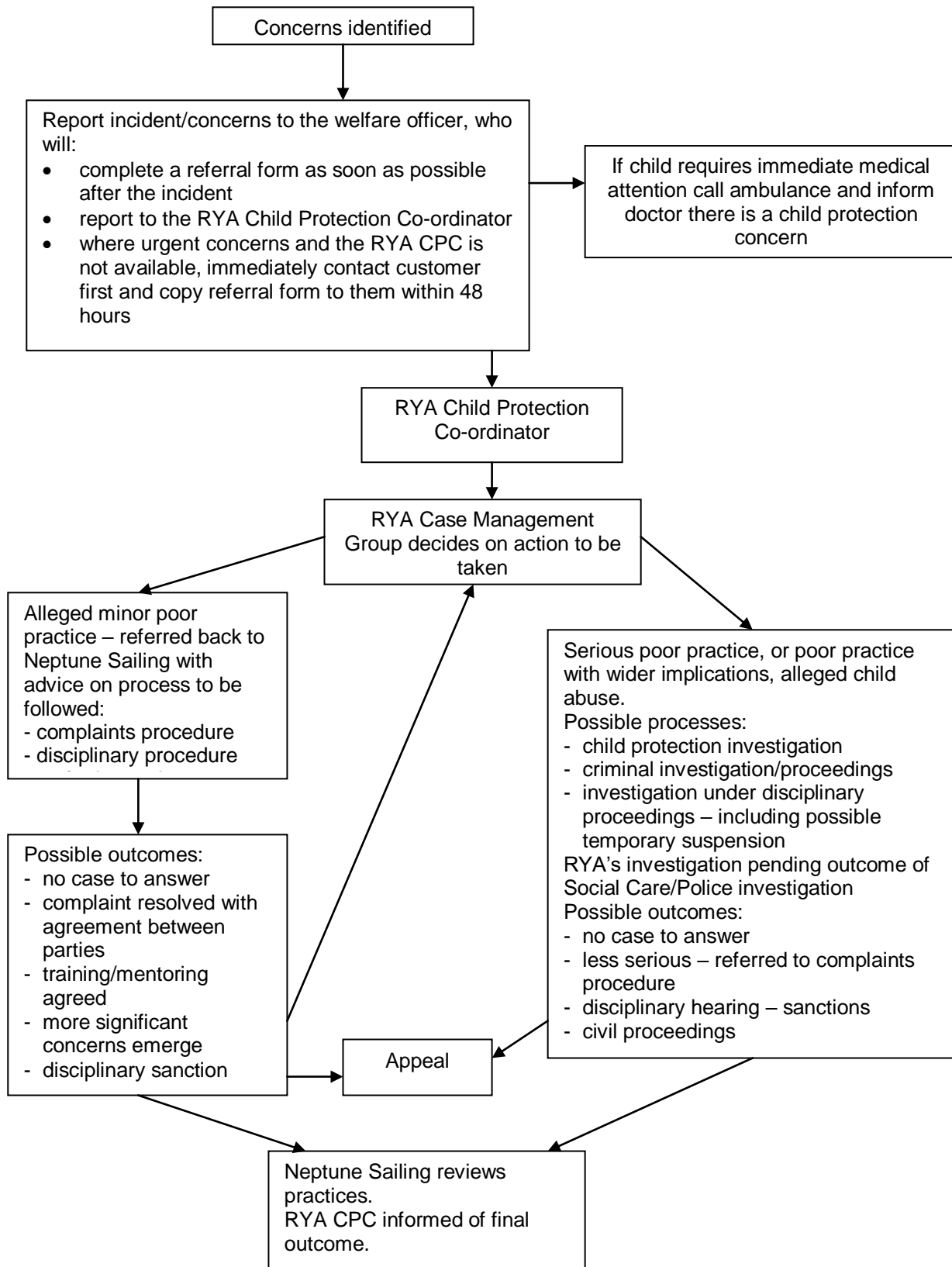


* Customer First is the first point of contact for anyone who has concerns about a child, young person or vulnerable adult, staffed by professionals who can provide advice, support and guidance.

Other Useful Numbers:

RYA Child Protection Helpline Coordinator: 023 8060 4104
NSPCC 24hr Helpline: 0808 800 5000

What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for Neptune Sailing



Safer Recruitment Policy

It is the policy of Neptune Sailing to subject all applicants whether paid or voluntary to an appropriate level of scrutiny proportionate to the role and level of risk involved in line with the relevant statutory guidelines. Neptune Sailing understands that it is a criminal offence to knowingly employ or use as a volunteer someone who is on the list of individuals barred from working with children, or with vulnerable/protected adults if relevant.

Neptune Sailing will

- Treat all applicants, whether they are volunteers or paid staff, with the same protocols before employing or using them as a volunteer.
- All applicants will be asked for references, a self disclosure and an Enhanced CRB dependant upon the role for which they have applied.
 - For example an instructor who will be working with young people on a regular basis who is not previously known to the Company will be expected to provide all of the above before being allowed to work with Neptune Sailing. However a committee member or a volunteer who in the course of their role will have minimal or no contact with young people may only be asked for a self disclosure.
- Check that all applicants are competent for the role, e.g. they hold the appropriate and valid RYA qualifications if required. These qualifications must be verified by the Principal, Chief Instructor or a Senior Instructor before they are allowed to take an active role on the water.
- Provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with the organisation's operating procedures.
- All employees and volunteers will receive a safeguarding induction which will include all of the Neptune Sailing's Safeguarding policies and procedures.

Anti-Bullying Policy

1. INTRODUCTION

- 1.1 It is the Policy of Neptune Sailing to safeguard children taking part in boating from physical, sexual and emotional harm. Neptune Sailing consider bullying of any kind unacceptable within their 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 Neptune Sailing 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 (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 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 Neptune Sailing's Welfare officer or the RYA principal. **See page 15**

5.2 This person will then follow the procedure laid down in Neptune Sailings Child Protection Policy and Guidelines. **See page 15 & 9**

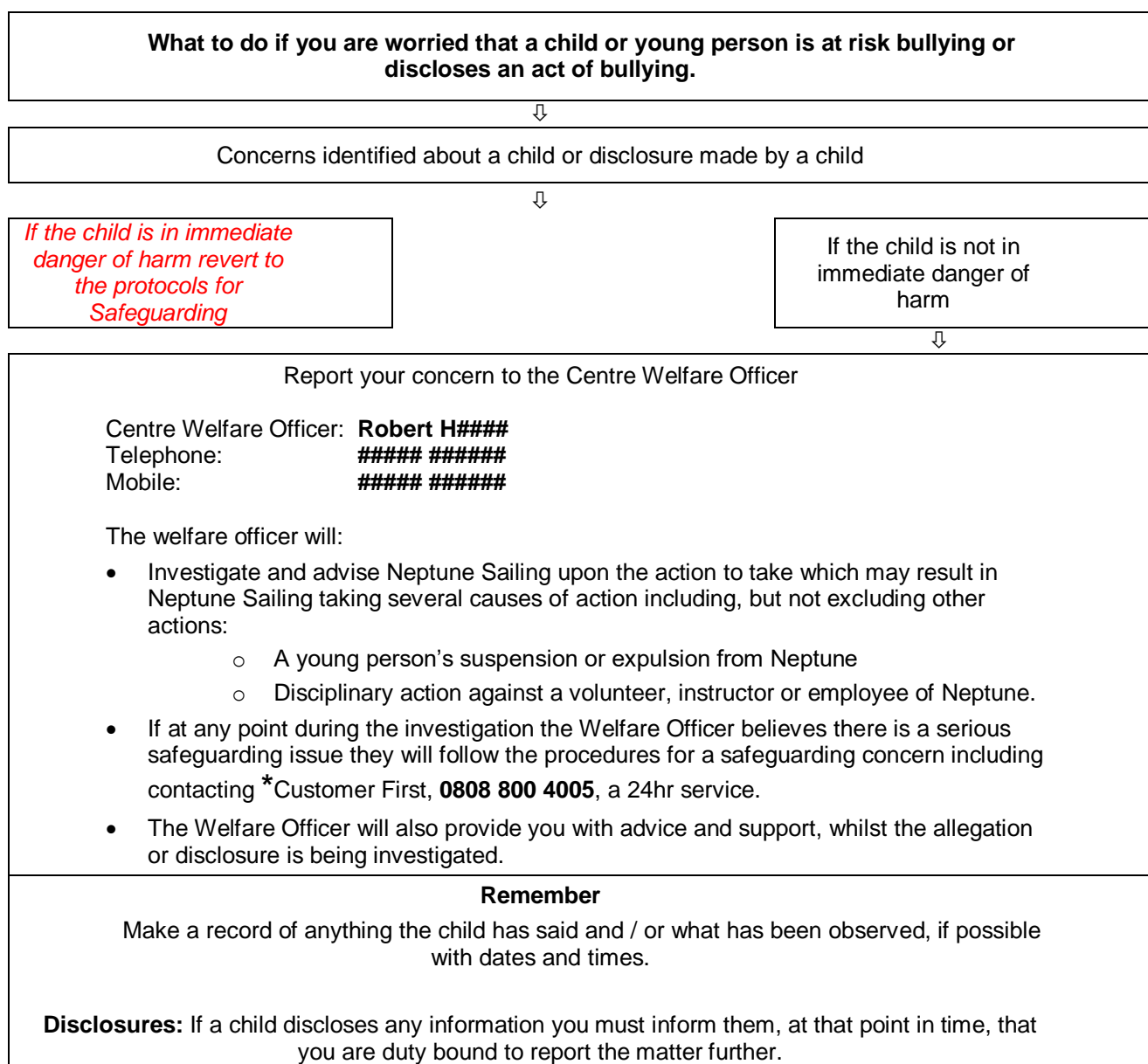
5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

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 consider 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 Depending on the severity of the case suspension or exclusion of the bully(ies), from Neptune Sailing, might be necessary.
- 6.5 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- 6.6 All incidents will be kept on record to monitor any future reports.

Bullying Flowchart



Neptune Sailing Photography Policy

Neptune Sailing recognises publishing articles and photos in its newsletters, websites, local newspapers etc is an excellent way of recognising young people's achievements and of promoting itself. However it also recognises the importance of minimising the risk of anyone using images of children in an inappropriate way.

Neptune Sailing will

- Obtain written consent from the parents/carers for their images to be taken and used
- Ensure any photographer or member of the press or media attending an event will wear identification at all times and will be fully briefed in advance on Neptune Sailing's expectations regarding his/her behaviour and the issues covered by these guidelines.
- Not allow a photographer to have unsupervised access to young people at an event or to arrange photo sessions outside the event.
- Obtain consent for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Ethics and Conduct.
- Take care with the storage of and access to images.
- When publishing images, make sure they are appropriate and that they do not include any information that might enable someone to contact the child, other than their name or age.
- 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 the welfare officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

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

Appendix

Appendix 1: Instructors, Coaches and Volunteers Good Practice Handout

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times, and can be found in the Safeguarding file on the book shelf in the centre.

- 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

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. 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.

Appendix 2: 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
- by 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. 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 cyber-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 describing 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.

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 organisation's designated Child Protection/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 3: Self-disclosure form

Self-disclosure form for applicants for posts involving:

Contact with children and/or vulnerable adults

Neptune Sailing is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. 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.

Name

1. Have you ever been convicted of any criminal offences? YES ☐ NO ☐

If yes, please supply details of any criminal convictions.

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 Children and Families Social Care Department as being an actual or potential risk to children?

YES ☐ NO ☐

If yes, please supply details.

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

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 cancelling my appointment. I understand that I may 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 4: Reference request

CONFIDENTIAL

(Name) has expressed an interest in working with Neptune Sailing in the role of Volunteer / instructor 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 this applicant 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 applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person?

.....

2. In what capacity?

.....

3. What attributes does this person have which would make them suitable for this role?

.....

.....

.....

.....

.....

4. Please rate this 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					

5. Do you have any reason at all to be concerned about this applicant being in contact with children or young people?

YES ☐ NO ☐ Please tick

If you answer 'Yes' we will contact you in confidence.

Name: (please print)	
Signed	
Date	
Tel. No	

Please return this form, marked 'Confidential' to:

Robert Horn
Neptune Sailing

Cathouse Lane
Woolverstone
Ipswich
IP9 1AU

Appendix 5: 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 (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
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	

This form should be copied, marked 'Private and Confidential', to the RYA Child Protection Co-ordinator, Jackie Reid, 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.

Parental Consent form (for participants under 18 years)

Please complete all sections in Block Capitals

Participant's details

First name	Surname name
Home Address	
Date of birth	Age

Parent/guardian/person with legal responsibility

First name	Surname
Relationship to child	
Home Number	
Mobile Number	

Alternative Emergency Contact:

First name	Surname
Relationship to child	
Contact number during sessions	

Medical information

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Has your child ever suffered from any of the following conditions:
Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NO

If YES please provide details, including any specific medical advice to be followed in an emergency:

Is your child currently taking any medication? YES / NO

If YES please specify:

When did your child last have a tetanus vaccination? Year:

Neptune Sailing

Is your child currently suffering/recovering from any injuries which may affect their sailing?

YES / NO

If YES please provide details:

Does your child have any allergies?

YES / NO

If YES please provide details:

Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?

YES / NO

If YES please provide details:

Can you child swim 25 metres?

YES / NO

Declaration of parent or person with legal responsibility

I the parent/guardian of hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Medical consent

I give Neptune Sailing permission to administer any relevant treatment or medication to the above-named participant when or if necessary.

My child may be given a plaster YES / NO

In an emergency situation I authorise Neptune Sailing to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

I grant to Neptune Sailing without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

I have read and understood the Conditions of Use attached.

I agree to notify the organisation of any relevant changes in my child's circumstances.

I confirm that my child is not under a court order.

Signed: (participant)

Signed: (parent/guardian).....

Name: (please print)

Date:

Conditions of use of photography or video

In accordance with our Neptune Sailing's child protection policy we will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform the Welfare Officer immediately.

1. We will normally only identify a child by reference to the child's first name.
2. We will not use personal details or full names (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels, such as 'Wednesday group'.
5. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
7. Commercial sale of any form of media will be limited to the organisers or their official photographers.