

CVSS

SAFEGUARDING POLICY

(CHILD AND VULNERABLE ADULT PROTECTION)

CVSS complies with the safeguarding requirements of the RYA. We seek to provide a safe, welcoming environment in which our sailors can develop skills and confidence and enjoy sailing and katanuig.

CVSS provides sailing and boating activities for people with disabilities. The nature of CVSS activity means that many of our sailors are children (C)-below 18 years- or vulnerable adults (VA) by virtue of their age, or learning, physical and sensory difficulties. (Where “sailor” is used in this document also understand “paddler”).

CVSS recognises that abuse can range from mild verbal abuse to bullying and serious emotional, physical and sexual abuse.

It is the policy of CVSS to safeguard all our sailors and in particular C&VA who are taking part in boating. CVSS will take all reasonable steps to ensure that, through appropriate procedures and training, all sailors participating in CVSS activities do so in a safe environment. We recognise that the safety and welfare of our sailors is paramount whatever their age, gender, disability, culture, ethnic origin, religion or belief, social status or sexual identity.

PHOTOGRAPHY AND FILMING

In order to protect our sailors photography on site is restricted.

CVSS values the photographs that can be taken because they provide a record of our work and materials to show potential sailors. We take the following steps to ensure protection of our sailors.

GROUP SAILORS

- Sailors who come in groups may be photographed if the sailors themselves give permission (if appropriate)
- And/Or the group leader confirms the parents/carers have approved this type of photograph

- Or they are included in a group shot but cannot be identified (e.g. are in a boat at a distance from the main focus of the shot and out of focus)

INDIVIDUAL SAILORS

Can be photographed if they/ their parents/carers have given permission

CVSS will endeavour to discourage members of the public on the Aquadrome site from taking photographs of CVSS sailors sailing.

YOUNG VOLUNTEERS

CVSS has a Young Volunteers (YV) group consisting of young people below 18 years who provide invaluable help to our sailors. The YV are within the remit of this policy. They will be advised of appropriate behaviour towards sailors and will also be protected via CVSS procedures if they are the subject of abuse at CVSS or disclose abuse whilst at CVSS.

YV are asked to confirm with their parents that they are willing for photographs to be taken of YV at work. The YV are also asked for permission to photograph them.

VOLUNTEERS WITH DISABILITIES

Adult volunteers with disabilities who may be considered VA are also within the remit of this policy

FILMING

In the event of filming on site on behalf of CVSS, BLYM (our host sailing club), individual sailors or groups attending CVSS appropriate permissions/waivers will be obtained. If authorized filming is taking place and some individuals have indicated they cannot feature "in focus" (see above) these sailors/assistants/parents/ volunteers may be asked to wear distinguishing equipment (eg an orange sash) to assist film makers in identify those who cannot feature.

MINIMISING RISK

1. CVSS will recruit volunteers carefully and will arrange DBS (previously enhanced CRB) checks on them via the CVSS Membership Secretary. CVSS volunteers whose DBS/CRB is incomplete will carry out restricted duties. The trustees will regularly review the status of the DBS checks of volunteers.
2. Parents/carers of C/VA sailors are required to remain on site whilst the sailor is present (or to appoint a suitable adult representative). These adults will be responsible for any personal care required by the sailor whilst they are on site- though clearly CVSS will assist if necessary.
3. Sailors who require hoisting need to be seated in slings. Where it is possible they will be asked to use their own slings and for their carer to seat them in it. When this is not possible and CVSS volunteers position a sailor in a sling it will be done with regard for the sailor's personal dignity and with another person present.
4. Volunteers are advised of the following to minimise risk.

To

- Avoid spending extended periods in isolation with a sailor
- Avoid engaging in or allowing any form of inappropriate touching (whilst being sensitive to the level of understanding of some CVSS sailors)
- Avoid using or allowing the use of inappropriate language (whilst being sensitive to the level of understanding of some CVSS sailors)
- Avoid making sexually suggestive comments to children or VA sailors/VA volunteers even in fun.
- Engage in rough , physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children or vulnerable adults 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.
- Photograph or video children, or publish their pictures, without the knowledge and consent of their parents/carers. Be sensitive to the risk, that a third party could misuse images

EVENTS THAT WOULD BRING THE CVSS C/VA/YV PROCEDURES INTO ACTION

- CVSS volunteer observes behaviour by parent/ carer/ volunteer/sailor/site visitor towards a C/VA /YV that causes concern to be raised
- C/VA/YV reports behaviour by parent/carer/CVSS volunteer/site visitor to another sailor who informs CVSS volunteer. (This should be treated as an allegation to be recorded and possibly acted on)
- C/VA alleges CVSS volunteer has behaved abusively to them at CVSS or elsewhere
- C/VA alleges they have been the subject of abuse by family member/carer (not necessarily at CVSS) *
- Parent /carer alleges an incident has occurred involving a C or VA and another person (not CVSS) on site or elsewhere*
- Parent/carer alleges CVSS volunteer has abused a C/ VA /YV at CVSS or elsewhere

- YV alleges they have been subjected to abuse at site or elsewhere by CVSS volunteer
- YV alleges they are subject to abuse by non-CVSS offsite*

ITEMS marked as * may result in appropriate support being given to the allegee to access services that are helpful SEE Appendix 2

DEALING WITH ALLEGATIONS

- If a C/VA/YV discloses abuse to a CVSS volunteer

IT IS NOT APPROPRIATE TO AGREE 'NOT TO TELL ANYONE'.

This can lead to a situation where, after consideration, action needs to be taken involving a range of agencies and the victim may feel let down if he/she believed that they had ensured complete confidentiality.

- **DEALING WITH THE PRESS**

In the event of an incident which triggers this policy (or other serious events at CVSS).

The advice of the trustees to members if they are approached is to give **"NO COMMENT"** and refer the press to the nominated trustees who will make any press release. If the trustees cannot be contacted contact the RYA . See below. This will avoid the release of information that has not been verified and protect the C/VA/VY involved.

RYA PRESS OFFICE WILL SUPPORT CLUBS WHO ARE DEALING WITH THE PRESS ON ISSUES OF THIS TYPE SEE LIST OF CONTACTS AT THE END OF THIS POLICY DOCUMENT

Any concern or allegation of inappropriate conduct will be taken seriously. (An allegation may range from mild verbal bullying to physical or sexual abuse).

If there is a concern that a C/VA/YA may be being abused, outside the CVSS environment, this must be reported to the relevant agencies **it is NOT** the CVSS responsibility to carry out detailed investigation.

CVSS will treat any allegations made with sensitivity and in confidence.

PROCEDURE

Any allegation made will be dealt with calmly and be reported to the leader of the day and/or shore officer (SO) at the earliest convenient moment. The SO will then inform the leader.

The person who received the allegation/observed the behaviour which is a cause for concern will write a brief outline of the allegation, or give a verbal report to the leader/SO who will record it verbatim (it is possible the reportee will not be able to write), as it was made to them, on an incident form (Appendix 1) date and sign it and give it to the leader.

The leader will take responsibility for an initial **limited** investigation and take the following actions.

1. If a BLYM warden is on duty the leader will inform him/her of the situation. (The leader may need help with running CVSS sailing whilst dealing with the allegation)
2. If the person making the allegation requires medical attention this should be arranged after discussion with them/their parent/carer/group organiser. If an ambulance is required one should be called and arrangements made to open the gate. In this eventuality CVSS leader should note all information given/observed at the time and ensure this is recorded on Appendix 1 form. It is unlikely that any further investigation will be possible. If the C/VA/VY is accompanied by a parent/carer it should be agreed who is to inform the appropriate authorities. If no parent/carer is present (or able to take on the role) the leader must ensure that contact is made or delegate this task to a responsible 3rd person- police, social care dept, school, and BLYM warden. In these circumstances a CVSS volunteer may need to accompany the C/VA/YV to hospital etc.
3. The individual who is the subject of the allegation should not discuss the events with the person who has made the allegation
4. The sailor should not be subjected to intensive questioning by CVSS since this may have an effect on any subsequent investigations.

5. The leader will carry out a confidential investigation in the first instance. **This written record of this must be made signed and dated and passed on to the Trustee with responsibility for Health and Safety as soon as practicable**
6. If the C/VA/YV making the allegation or the person who is the subject of an allegation is part of an organised group the allegation will be reported to the group leader on site.

If the group leader is the subject of the allegation contact must be made with a responsible person at the organisation. A note should be made of the name of the person contacted at the organisation and the time and date the contact was made. If messages have been left a note should be made of who took the message.

If a message has to be left on an answering machine it should be clear that urgent contact to CVSS is needed BUT NOT WHY. It then is essential that contact should be made with **a Trustee of CVSS and serious consideration given to point 7 below.**

7. If there are grounds for serious concern i.e. the child may have been subject to physical, sexual or emotional abuse or neglect the case must be referred to children's social care or the police as soon as possible (**SEE CONTACTS BELOW**). If this action is taken it is important that CVSS receives acknowledgement of our concerns and that a responsible named person has taken on responsibility for investigation and action. This name and the organisation must be noted down
8. If an allegation is made against a family member or carer and the C/VA is not in an organised group CVSS must take on the responsibility for appropriate action. A trustee should be contacted urgently. If they cannot be reached the leader should discuss actions with the BLYM warden (if present). If it is felt that the situation requires immediate action Social Care services should be contacted for their advice (SEE APPENDIX 2).
9. If the allegation concerns a CVSS member it should be recorded as above and an incident form completed (Appendix 1). An investigation will then be carried out.
10. The incident should be reported to the RYA Child Protection coordinator (contact Details in Appendix2)

SEE LINKED POLICY-

- * SAFE RECRUITMENT

AND IF IMMEDIATE ACTION INVOLVING AMBULANCE IS NEEDED

- * CVSS INCIDENT PROCEDURE FOR STEP BY STEP ACTION PLAN

APPENDICES

APPENDIX 1

Incident Report Form. Keep in a confidential manner.

APPENDIX 2

List of useful contacts.

APPENDIX 3

What is child abuse?

APPENDIX 4

RYA – When someone tells you something..

Appendix 1

C.V.S.S. Incident Report Form	
Use this form to record Child and Vulnerable Adult concerns, and incidents such as sudden severe illness (use Accident Form for accidents)	
Mark Form “ PRIVATE AND CONFIDENTIAL” AND FORWARD TO TRUSTEE NOMINATED “HEALTH AND SAFETY”	
Blank forms in the procedures file in horsebox	
1. Date and time of incident	
2. Name of sailor/carer/volunteer about whom report is being made (give contact details for person or, if more appropriate, parent /carer /teacher)	
3. Nature of incident i.e. complaint/allegation/nature of sudden illness etc. Describe what happened. If you are recording someone else’s report make this clear (continue of another sheet if necessary)	
4. Actions taken (continue on separate sheet if necessary)	

5. If police, ambulance, fire-service or social services called give name and position of person handling the case (when appropriate) and telephone number.	
6. Signature of person completing this form and name in block capitals	
7. Role in CVSS (Leader/SO/Safety Officer/Vol/Trustee/Com member)	
8. Was BLYM warden/other responsible persons (e.g. leaders of other sailing groups) on site. Did they assist/were they aware of this incident? If yes, please give names of these people and indicate if they gave specific help and what it was	
<p>Please advise volunteers present to treat events as confidential. Tel trustee for Health and Safety ASAP (or another trustee or committee member) to inform them of events. Forward the form a.s.a.p.</p>	

APPENDIX 2

Useful Contacts

Where Can Further Help Be Obtained?

CVSS CONTACTS **DAVID BROWN 07956 223567**

CVSS TRUSTEE & SAFEGUARDING OFFICER responsible for health and safety

MIKE MARCUS 07774 967245

CVSS CHAIRMAN and TRUSTEE

To talk things through or to gain some advice the following offer 24-hour free telephone numbers

Local Contacts:

BLYM Child Protection/ Welfare Coordinator	Phillippa Parks	Tel 07855 207476
RYA Safeguarding Coordinator	RYA House, Hamble SO31 4YA	02380 604104
Hertfordshire Safeguarding Children Board		0300 1234043
Buckinghamshire Safeguarding Children Board		01296 383485
Local Police Child Protection Team Herts	CHILD ABUSE UNIT	08453 300222
Local Police Child Protection Team Buckinghamshire		01296 382070

National Contacts:

The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Freephone: 0808 800 5000 0207 825 2500
Childline Uk		Freephone: 0800 1111 childline.org.uk
Child Protection in Sport Unit (CPSU) NSPCC	4 Gilmour Close Beaumont Leys Leicester L4 1EZ	0116 234 7278 cpsu@nspcc.org.uk
Samaritans	In an emergency SS will hold Duty Officer's contact number	0845 7909090
Sportscoach UK –	Provides child protection training	Tel: 0845 601 3054 www.sportscoachuk.org
FOR ADVICE IN DEALING WITH THE PRESS IF AN INCIDENT OCCURS RYA PRESS OFFICE	Offer advice and support to officers of RYA clubs dealing with the press in situations relating safeguarding and other matters	02380 604 100.

Appendix 3 – What is child abuse?

Revised Jan 2019

(Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

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

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

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

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

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

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

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over young people.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs

- neglect in a sport 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.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Bullying (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

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

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

Recognising Abuse

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. 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 (eg. 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 Welfare/Safeguarding 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 4



When someone tells you something...

As a coach or instructor you may be in the situation where one of your young students starts to tell you things that cause concern and could lead you to believe that some form of abuse has taken place. This may make you feel very uncomfortable and uncertain about how to deal with the information they are giving you.

As shown in the RYA Safeguarding and Child Protection Guidelines you need to be careful about the type of questions you ask and how you ask them.

How should you respond when the child starts telling you something worrying?

1. Stay calm
2. Let the child talk freely at their own pace rather than trying to lead them down a certain path of questioning
3. Reassure the child
4. Only ask questions to determine whether there is cause for concern so you can refer the matter
5. When you have heard enough to know that you need to refer the matter, wait for an appropriate break in the conversation and let the child know that you need to talk to your welfare officer
6. Record what they have said as accurately as possible and tell them what will happen next.

Don't make assumptions or try to guess or suggest who has harmed the child, or express anger towards the abuser. You must not promise the child that you can keep the information secret as it is your responsibility to refer the matter.

What sort of language should you use?

Use reassuring language that conveys sympathy and understanding and encourages the child to tell you in their own words what has happened, such as:

"What you are saying is important and I will respect this."

"It's not your fault."

"I will help you as best I can."

"Take as much time as you need to talk to me."

"I can understand why you're upset."

"It's good that you've told me what's worrying you."

"This is so important that I need to speak to someone who can do something about what is happening."

Avoid leading questions such as "Who hit you?" which shows that you have made an assumption about what has happened, which may be wrong. Instead ask "What happened?"

Don't disrupt the flow of information by stopping the child while you write down what they're saying, or offer to deal with the allegation yourself. Your responsibility is to refer the matter to the person in charge of welfare at your organisation.

What should you do with the information?

Then write down what you have been told. Be careful to remain factual – write what you actually heard, not what you think you heard or assume has happened. This information may later be referred to statutory authorities so it is important that this disclosure is recorded and dealt with appropriately. Pass the information to your welfare officer as soon as possible. If they are not available and what you have heard is serious enough to make you think the child is in imminent danger, you should contact the Police or Children's Social Care.