

1 Child safeguarding Policy

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2 Introduction

All parents, adult assistants and employees/sub-contractors will be aware of the fact that any organisation that works with children and has a legal responsibility to safeguard children in its care. PSC has a child welfare policy and procedures because it seeks to:

- to safeguard children, both on and off the water, from physical, sexual or emotional harm.
- to assure parents that their children are as safe at an PSC event as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to the child's welfare at an PSC event or outside the sport
- to safeguard 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 safeguard the organisation, by showing that PSC has taken 'all reasonable steps' to provide a safe environment.

3 PSC Safeguarding and Child Welfare 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. Note that this may apply to coaches and other assistants. The policy also applies to vulnerable adults.

It is the policy of PSC to safeguard children and young people taking part in boating from physical, sexual or emotional harm. PSC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in PSC 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, social status, ethnic origin, race, religion or belief, social status or sexual identity, have a right to welfare from abuse.

PSC 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 PSC - organised training and events are run to RYA guidelines and 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 volunteers, contractors and employees
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all volunteers, contractors and employees who work with children or vulnerable adults in the course of their PSC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the PSC Child safeguarding and equality manager.

4 PSC safeguarding policy and Procedures

4.1 PSC Child Welfare Co-ordinator

The PSC Child Welfare Co-ordinator is: Sue Whitehill Email: suewhitehill@hotmail.com

If the Child Welfare Co-ordinator is unavailable the matter may be referred to the PSC Commodore or another Main Committee member, and Jackie Reid, the RYA Child Welfare Coordinator, tel. 023 8060 4104, e-mail jackie.reid@rya.org.uk.

4.2 Recruitment of Volunteers, Contractors and Employees

Instructors, Coaches and welfare officers who are involved with the training of members will be asked to;

Complete a self-declaration form and a references form where they have been members of the Club for less than three years.

Forms will be required to be revalidated every 2 years if that person is to continue in their role.

All Instructors and Racing Coaches used by PSC will be asked to sign up to the RYA Code of Ethics and Conduct (*see Appendix D*).

4.3 Good Practice Guidelines

All volunteers, contractors and employees should receive and follow the handout detailing **good practice guidelines** (*see Appendix E*). Those working with young people should be aware of the guidance on **recognising abuse** (*see Appendix A*) and agree to abide by the clubs code of conduct and RYA racing charter.

4.4 Dealing with concerns that abuse may be taking place

Anyone who is concerned about the welfare of a young person or vulnerable adult, either outside the sport or within PSC, has a responsibility to act. The procedure to be followed, and guidance on carrying it out, is given in Appendix B. The PSC Child Welfare Co-ordinator should be informed immediately, in strict confidence. Any member of the club failing to comply with the safeguarding policy and any relevant codes of conduct, maybe subject to disciplinary action.

4.5 Changing rooms and showers

It is preferable for adults to stay away from the changing rooms while there are children there. However, if bullying is felt to be an issue a balance should be struck depending on the situation. In general it is better if one adult is not alone. Males should not enter female changing rooms unless there is an emergency. Females should not enter male changing rooms unless there is an emergency. If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite gender.

4.6 Photography

PSC will seek written consent from the child and their parents/carers before taking photos or video at an event or training session that are to be used for commercial purposes. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If PSC publishes images of children, normally no identifying information other than names and club will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the PSC Child Welfare Co-ordinator. Guidelines for Photography are in Appendix C

4.7 Children who are unwell

First aid is part of PSC's normal duty of care. Consent will normally be obtained if medication or medical treatment is required in the absence of the parent/carer. No young person under the age of 18 should normally be left unattended either with a doctor or at a hospital. A child who is unable to participate in activities through being unwell should be supervised. This will normally be by the parents or by the responsible adult who has been previously appointed by the parents to act 'in loco parentis' for their child on that day. In the absence of either then the matter will be referred to the person in charge of the event.

4.8 Awareness of PSC's commitment to child welfare

At PSC all young persons and their parents should be made aware that there is someone responsible for their welfare who can be contacted if they have any concerns. For this purpose, the name and contact details for the PSC Child Welfare Co-ordinator will be displayed on the notice board.

4.9 Organising and hosting events

Organisers of PSC events should seek to ensure that all involved in the organisation of the event comply with the PSC policies.

A copy of this policy will be kept in the galley for easy reference

4.10 Parental responsibility and PSC liability

It is a Club rule that parents of all persons under 16 are required to stay on site or delegate their parental responsibilities to another adult who is known to the child, who they trust. In such cases they are to ensure the child and the organisers know who that person is. On certain training courses parents are not required to remain on site. In such cases this will be made clear and the course or event organisers will assume responsibility for the child.

It is a parent's responsibility to ensure that their child's experience, clothing, food, fitness and temperament are suitable for the event that they are attending and that their child's boat and equipment are suitable for and appropriately maintained for the event.

It is parents parent's' responsibility to notify any medical or other conditions to the organisers of training or other events.

At a *training* event the coaches should also check that the sailors in their care are appropriately clothed and have appropriate safety equipment before going afloat

4.11 Confidentiality

All personal information should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to safeguard children

4.12 Compliance with the Policy

Any member of PSC failing to comply with the Child Welfare Policy And Procedures may be subject to disciplinary action under Papercourt Sailing Club's Rules and Byelaws leading to possible expulsion from the Club. During the investigation membership of PSC may be suspended.

Appendices

Appendix A What is child abuse?

Appendix B Handling concerns, reports or allegations

Appendix C PSC guidelines on photography

Appendix D RYA Coach Code of Ethics and Conduct

Appendix E PSC Good Practice Guidelines

Appendix F Guidelines on terms of reference for the PSC Child Welfare Co-ordinator

Appendix G: FORMS

- PSC Photography consent form

- PSC Self-disclosure Form

- PSC Child Welfare References Request

- PSC Incident Report Form

Appendix A What is 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. It refers to damage done to a child's physical or mental health. Child abuse can take many forms:

Physical abuse where adults or other children:

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

Neglect includes situations in which adults:

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

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

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- Sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

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

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

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

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

Recognising Abuse

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

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

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.

What to do if you are concerned

If you have any concerns about suspected abuse or poor practice, whether within a sailing event or outside the sport or at home, you should read Appendix B and follow the management procedures flowchart.

Appendix B Handling concerns, reports or allegations

A complaint, concern or allegation may come from a number of sources: the child, their parents, or someone else. It may involve the behaviour of an PSC volunteer or contractor, 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 Appendix A.

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 [Use the PSC incident report form, Appendix G]
- take the action identified in the PSC child welfare procedures management flowchart overleaf

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 PSC Child Welfare Co-ordinator or the person in charge or someone you can trust) so that you can begin to safeguard the child and gain support for yourself.

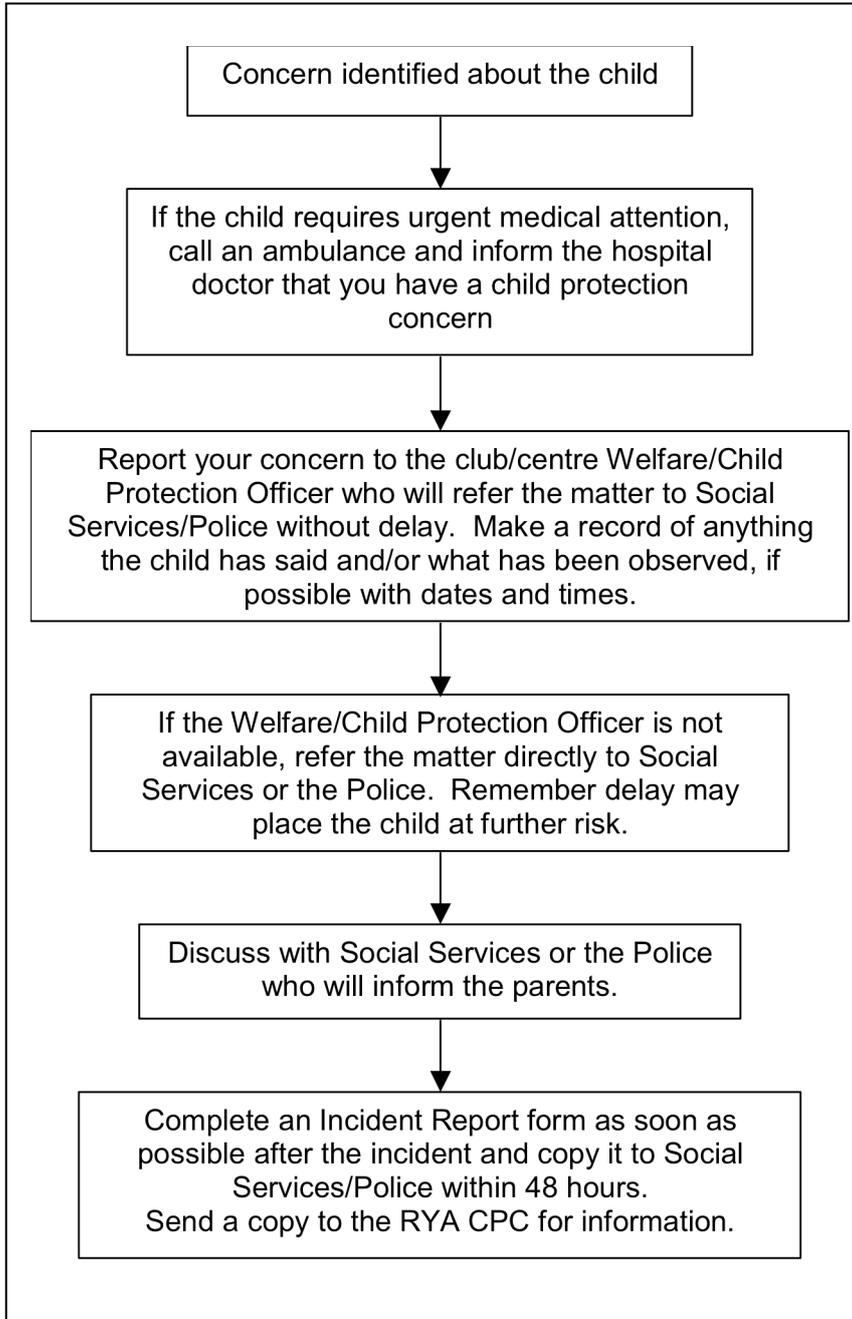
You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Social Services or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise any formal investigation. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities

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

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 Welfare Co-ordinator



Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for PSC

Concerns identified

If child requires immediate medical attention call ambulance and inform doctor there is a child welfare concern

Report incident/concerns to event/venue person in charge or to PSC Child Welfare Co-ordinator who will:

- complete an incident report form as soon as possible after the incident
- report to the PSC Welfare Co-ordinator or if unavailable the Commodore or another Main Committee member
- Where urgent concerns and RYA CPC not available, refer immediately to Social Services/Police and copy incident report form to them within 48 hours.

RYA referral group decides on

- action to be taken
- Alleged minor poor practice – referred back to PSC with advice on process to be followed:
 - complaints procedure
 - disciplinary procedure
 - no further action
- Possible outcomes:
 - - no case to answer
 - - complaint resolved with agreement between parties
 - - training/mentoring agreed
 - - more significant concerns emerge
 - - disciplinary sanction

Serious poor practice, or poor practice with wider implications, alleged child abuse.

- Possible processes:
 - - child welfare investigation
 - - criminal investigation/proceedings
 - - investigation under disciplinary proceedings – including possible temporary suspension
- RYA's investigation pends outcome of Social Services/Police investigation
- Possible outcomes:
 - - no case to answer
 - - less serious – referred to complaints procedure
 - - disciplinary hearing – sanctions
 - - civil proceedings

Appeal

- RYA Welfare Co-ordinator
- RYA/PSC/venue reviews practices.
- RYA CPC informed of final outcome.

Handling the media

If there is an incident at a PSC event, which attracts media interest, or if the media contacts you with an allegation concerning anyone associated with PSC, do not give any response until you have had an opportunity to check the facts and read the Club Major Incident Policy.

Appendix C PSC guidelines on photography for commercial purposes

PSC will seek to minimise the risk of anyone using images of children in an inappropriate way.

Before taking photos or video for commercial purposes, written consent must be obtained from the child and their parents/carers for their images to be taken and used.

- A consent form could be included with the event entry form
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on PSC expectations regarding his/her behaviour and the issues covered by these guidelines.
- Photographers are not to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Care must be taken in the storage of and access to images.

When publishing images, make sure they are appropriate and do not include any information that might enable someone to contact the child.

- It is preferable to use a general shot showing participants on the water, or a group shot of the prizewinners, without identifying them by name.
- When recognising the achievement of an individual sailor and wishing to publish their name with their photo, DO NOT publish any other information (e.g. where they live, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.
- 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 organisation's welfare officer and treated in the same way as any other child welfare concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

Appendix D RYA Coach Code of Ethics and Conduct

Sports Coaching helps the development of individuals through improving their performance.

This is achieved by:

- 1 Identifying and meeting the needs of individuals.
- 2 Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
- 3 Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

- 1 All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Welfare Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy. Coaches working at PSC events must have read and understood the PSC Child Welfare Policy.
- 2 Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- 3 Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the sport's governing body and hold appropriate insurance cover.
- 4 Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
- 5 Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- 6 Coaches should hold up to date and nationally recognised governing body coaching qualifications
- 7 Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 8 Coaches should, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
- 9 Coaches should co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- 10 Coaches should always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- 11 Coaches must consistently display high standards of behaviour and appearance.

Appendix E PSC Good Practice Guidelines

Handout for Instructors, Coaches and Volunteers

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

- Do not put yourself in a position where you find yourself alone with a child out of public view;
- Avoid any favouritism
- Avoid being overly tactile;
- Avoid fitting buoyancy aids or other clothing or equipment; try to get the children to put their own on; If it is necessary to assist a child to put on specialist clothing, get him or her to agree that you will fit it and explain what you are doing while you are assisting him/her; and, make sure you do so openly and in sight of other participants, or ask them to ask a friend to help them.
- If you are required to lift, carry or support a child, for instance, lifting a child into a safety boat after a capsize, avoid making contact with sensitive parts of the body, explain what you are doing while you are doing it and, where practicable, gain their consent;
- Do not take children alone in a car, however short the journey .Do not take children to your home as part of PSC activity .Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of the child's parents
- Never leave a child or a group of children unsupervised.
- Design training programmes that are within the ability of the individual child

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with 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 F Guidelines on terms of reference for the PSC Welfare Co-ordinator

Although everyone has a role to play in ensuring that children are safe, PSC will appoint a designated person with specific responsibility for implementing the policy, and to acts as the point of contact to receive information and advice from the RYA. The Welfare Co-ordinator will be a volunteer, ideally someone with relevant knowledge and experience, who is perceived as being approachable and having a child-focused approach, but will not necessarily be an expert – that is the role of Social Services and the Police. If they haven't received any previous training, some child welfare in Sport training will be recommended.

Training on 'Good Practice and Child Welfare' is available from Sportscoach UK, This is a three-hour basic awareness workshop and is available across the UK. Some County Sports Partnerships, local authorities and Local Safeguarding Children Boards (formerly Area Child Welfare Committees) also offer open training. For more information see www.thecpsu.org.uk under PE, School Sport and Club Links, Clubs, Training and Education.

The Child Welfare Co-ordinator's general terms of reference are:

- Maintaining an up to date policy and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the committee on child welfare issues.
- Ensuring contact details for local Social Services and Police are available.

If there is a concern, the Child Protection Co-ordinator' will 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 PSC procedures and in conjunction with the PSC chairman /event organiser
- Keep the RYA informed as necessary (*see flowcharts In Appendix B*).

Appendix G : FORMS

PSC Photography consent form

PSC Self-disclosure Form

PSC Child Protection References Request

PSC Incident Report Form

PSC Commercial Photography consent form

Consent form for the use of photography or video

PSC recognises the need to ensure the safety and welfare of children and young people taking part in boating.

In accordance with our child protection policy we will not arrange for commercial photographs, video or other images or young people to be taken without the consent of the parents/carers and children.

PSC will follow the guidance for the use of images, Please note that if any parents/spectators are considering taking photographs at PSC event they should be prepared to identify themselves if requested and state their purpose for photography or filming, and also conform to the PSC guidelines on photography.

PSC will take all steps to ensure that images are used solely for the purposes for which they are intended. If you become aware that images are being used inappropriately you should inform the PSC Child Protection Coordinator.

Consent

I (name of parent or carer).....

consent to PSC photographing or videoing (child's name)

.....

Signed: Date:

I (child's name)

Consent to PSC photographing or videoing my involvement in sailing

Signed: Date:

PSC Self-disclosure Form

Self-disclosure form for applicants for posts or roles (including voluntary assistance) involving contact with children and/or vulnerable adults

Papercourt Sailing Club (PSC) is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts or roles 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. All information will be treated as confidential and managed in accordance with data protection legislation and guidance. You have a right of access to information held about you under the data protection act 1998.

Surname..... **First Name**.....

Address.....

Tel No H.....**M**:.....**Postcode**.....

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

If yes, please supply details of any criminal convictions, cautions, reprimands or final warnings.[this includes traffic offences] 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 Services Department, or to the police as being an actual or potential risk to children?

YES NO

If yes, please supply details.

3. Have you ever had any disciplinary investigations or sanction by any organisation due to concerns about your behavior towards children?

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 disciplinary action or 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 welfare issues, in circumstances where this is considered necessary to safeguard children.

Signed: Date:

Please return this form together with the following page of references to the PSC Youth Administrator or Training Administrator

Note: if the applicant is aged under 18, this form should be countersigned by a parent or guardian.

PSC Child welfare References Request

(Name) has expressed an Interest in assisting at a children’s sailing event or training camp run by Papercourt Sailing Club.

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 have known the person for at least TWO years please give careful consideration to the reference request below.

If you would like to discuss any aspect of this request, the PSC Child Protection Coordinator can be contacted, in confidence:

Reference One

I have known the above named person for years. I certify that I know of no reason why they should not work with children.

Name.....Position.....

Address.....

Tel No.....

Signature.....Date.....

Reference Two

I have known the above named person for years. I certify that I know of no reason why they should not work with children.

Name.....Position.....

Address.....

Tel No.....

Signature.....Date.....

PSC Incident Report Form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (Continue on separate page if necessary)	
If Police or Social Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of 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 safeguarding manager and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident, and to the PSC CPC if not present at the event