



OSC Child Safeguarding Policy

Orford Sailing Club (OSC) is committed to the safeguarding of children. We will ensure their safety and welfare and protect them from discrimination and abuse irrespective of age, disability, gender, race, religion or social status.

OSC takes all reasonable steps to ensure that through safe recruitment, training, and appropriate operating procedures in order to provide a safe and fun environment to children taking part in Club events and activities.

All members, staff, and volunteers should be aware of this policy and follow the guidelines within it. Those working or volunteering with children must perform their duties in accordance with the RYA's *Safeguarding and Child Protection Policy and Guidelines* (this is available on their website). Instructors must also comply with the RYA's *Code of Ethics and Conduct* (also on the website).

For the purposes of this policy anyone under the age of 18 should be considered as a child.

Respect

All members, staff, volunteers, and parents/carers should show respect and understanding for each other and treat everyone equally, conducting themselves in a manner that reflects the friendly nature and community ethos of Orford Sailing Club. The Club's objective is for all participants to enjoy their sailing and their time at the Club more generally.

Raising Concerns

Anyone concerned about a child's welfare, either at the Club elsewhere, should inform the Child Welfare Officer immediately; communication will be held in strictest confidence.

The *OSC Child Welfare Officer* is:

Linda Orford | welfare@orfordsail.org.uk | (01394) 459 907

Recruitment

All applications to work or volunteer at the Club will be subject to scrutiny by the RYA Principal. Character references will be obtained and checked, and Enhanced Criminal Records Disclosure checks will be undertaken for persons instructing or helping children directly.

Enrolment

The RYA Principal/Senior Instructor will obtain medical consent from the parent(s)/carer(s) for children participating in events to in case the child requires medication, treatment or hospitalisation in their absence.

Children are expected to:

- respect other children, members, staff, and volunteers
- listen to and accept instructions from course/event leaders
- never bully others in any way (including in person, by phone, by text, or online)

Adults (including Parents/Carers) are expected to:

- try to avoid entering changing rooms on one's own when children are changing before or after events

Members, Staff, and Volunteers are expected to:

- consider the welfare and safety of children at all times
- ensure that all activities are appropriate to the age, ability and experience of the children
- work in an open environment
- communicate clearly with children and parents/carers
- be aware of each child's relevant medical information
- avoid unnecessary physical contact with young or vulnerable people
- be excellent role models with consistently high standards of behaviour and appearance



Handout for Members, Staff, and Volunteers

This guide only covers the essential points of good practice for everyone involved with children and young people. You should also read and be familiar with the RYA guidelines on their website.

In general you should:

- design training programmes that are within the ability of the individual child
- ensure that when you are helping a child it is in full view of another, preferably an adult
- try to have a child's friend assist you when helping a child with their wetsuit or buoyancy aid
- avoid spending any significant time with children in isolation
- avoid transporting children in a car, and place them in the back seat should it be unavoidable
- not take children away from the vicinity of the club as part of any OSC activity
- limit the volume of electronic communications with children regarding operational matters, and copy in the parent or carer should an individual child have to be contacted

You should never:

- do things of a personal nature that children can do for themselves
- permit the use of inappropriate language by or in the vicinity of children
- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate physical contact
- drink alcohol or smoke when working with children
- make sexually suggestive comments to a child

Special circumstances:

It may sometimes be necessary assist children with tasks of a personal nature, particularly if they are very young or disabled. Such activity should only be carried out with the full understanding and consent of the child (where possible) and their parent(s)/carer(s). In an emergency situation which requires personal assistance then the parent(s)/carer(s) should be fully informed of the situation as soon as possible.

You must always act upon any allegation made by a child.