

ENCLOSURE ONE TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

CHILD PROTECTION – POLICY & PROCEDURES

This document constitutes Paphos International Sailing Club's (PISC) policy and procedures for the protection of children (and also applies equally to other vulnerable people) based on the latest advice from the Royal Yachting Association (RYA) and National Society for the Protection of Children (NSPCC) modified to the circumstances of PISC. Although the aforementioned is used for advice, Cyprus law will take precedence should the need for legal action be necessitated.

PISC POLICY

It is the policy of PISC to safeguard children and young people taking part in boating from physical, sexual or emotional harm. PISC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in PISC activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse. All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.

Any person under the age of 18 is considered a child for the purpose of this document.

WELFARE OFFICER

The PISC committee is responsible for appointing a Welfare Officer (WO) who is responsible to the main committee for ensuring that the procedures contained below are applied and for advising the main committee should changes in procedure be required. A Deputy Welfare Officer (DWO) will also be appointed to assist the WO. Details of the WO and DWO are shown on posters displayed in the clubhouse and at Agios Georgios. Annex A identifies the responsibilities and duties of the WO.

PROCEDURES

Members and Volunteers

All PISC members who volunteer in a role that would bring them into regular contact with children will first be asked to complete a PISC Self Declaration form (Annex B) and apply for a Clear Criminal Record Certificate (CCRC) issued from the Ministry of Justice and Public Order through the Cyprus Police. Until these documents are completed and copies held by the WO as appropriate, volunteers will not be permitted to be involved. It is mandatory that the WO, DWO and those instructing, coaching or supervising children to be in possession of valid documents.

All volunteers assisting children must acquaint themselves with the PISC Code of Conduct (Annex C) and Good Practice Guidelines (Annex D). Each volunteer will receive induction training and copies of Annexes C and D. All volunteers will be briefed on Risks and Health & Safety procedures and those involved in waterborne activity will receive appropriate training. Although persons assisting children will be briefed on identifying and reporting abuse, information to assist in recognising child abuse is contained at Annex E

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PROTECTION

Every vulnerable person regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that would result in them being physically or psychologically damaged. Action will be taken by PISC if any suspicion that a vulnerable person's physical, sexual or emotional wellbeing is at risk.

In general, a parent, guardian or a responsible adult (18 year of age or over) who is in loco parentis for the child or children must accompany all children under the age of 16 when using PISC facilities. It will not be acceptable for parents etc to drop off their children on the assumption that PISC is responsible for the welfare of unaccompanied children. On specific occasions, for example during formal training courses, PISC officials may act in loco parentis for children provided written consent is received from the relevant parents or guardians.

All persons assisting young people are encouraged to share relevant concerns with the PISC Welfare Officer. If the situation is clearly urgent, if the child is too frightened to go home, or if there are very serious doubts about a child's safety, we will contact the Police immediately. If our concerns are more general we will discuss these with the PISC Welfare Officer who may then make a referral to the police. All persons assisting children will follow the procedures below:

- Share their concerns with the PISC Welfare Officer unless more urgent action is required.
- Record any information or suspicions seen, heard or known, accurately at the time the event occurs (see Annex F).
- Always REFER, **never** INVESTIGATE, any suspicions or allegations about abuse.

We will:

- Record details of every child or vulnerable person involved in PISC activities, including relevant medical details, and have a contact name and number close to hand in case of emergencies.
- Record the names of everyone on the water during PISC activities.
- Undertake risk assessments for PISC activities and provide appropriate safety cover.

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HANDLING OF DISCLOSURE INFORMATION

The following is to be read in conjunction with PISC Data Protection Statement that can be found on the club website.

In accordance with the European Code of Practice for registered persons and other recipients of Disclosure Information we will ensure the following practice:

- Information provided on a disclosure certificate will only be used for recruitment purposes onto a specific programme or activity.
- Disclosure information will only be shared with those authorized to see it in the course of their duties.
- The designated PISC signatory of the form at Annex B will be the Welfare Officer or the Deputy Welfare Officer who will be responsible for storage and destruction of disclosure information.
- The Welfare Officer will only retain Self Declaration forms and CCRC's for those volunteers who are specifically involved in activities where children or vulnerable persons are participating.

Confidentiality and data storage

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 protect children. The WO is responsible for ensuring that when data is no longer relevant it should be destroyed securely by shredding.

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Annex A

RESPONSIBILITIES AND DUTIES OF THE WELFARE OFFICER

Although everyone has a role to play in ensuring that children are safe the designated Welfare Officer (WO) has specific responsibility for implementing PISC policy, and act as the point of contact to receive information and advice. In the absence of the WO the Deputy Welfare Officer (DWO) assumes this responsibility and all other duties of the WO. Although some specialist training either through on-line courses or attendance at a formal course will be arranged in the future for the WO and DWO they are not expected to be experts on the subject of child welfare, the main emphasis is to have an understanding. Responsibility for child welfare is vested in the following Cyprus authorities:

- a. Child Welfare Department of Social Services. The nearest office is Paphos District Welfare Office 28 Aristoteli Valaoriti & Kinira, 8100 Paphos. Tel: 26821600 or Fax: 26306162. Email: pafos.dwo@sws.mlsi.gov.cy
- b. The Cyprus Police Tel: 26806505.

Prior to any formalised training being arranged the WO and DWO should research the website: <http://sportscoachuk.org/workshops/workshop-search> that contains advice and details of training.

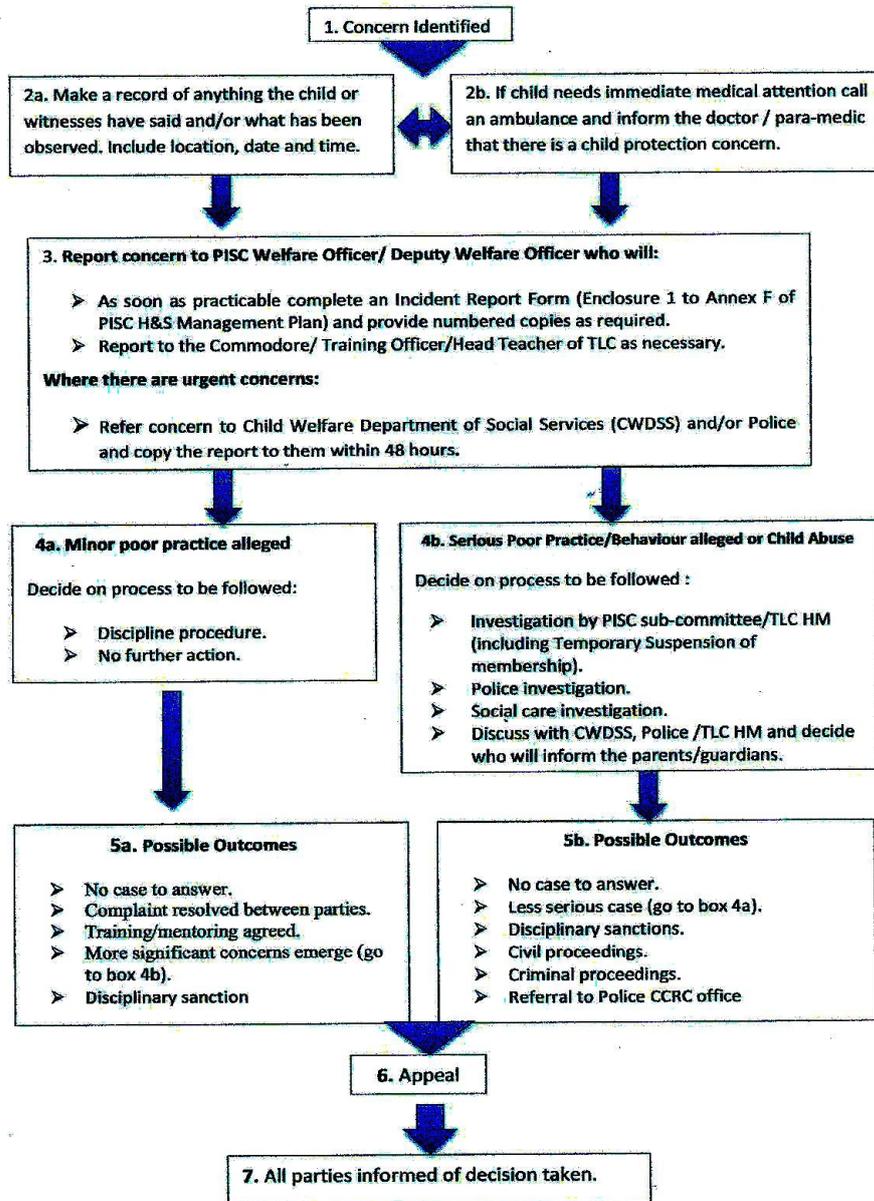
The WO general terms of reference include:

- Maintaining an up to date policy and procedures by regularly reviewing the RYA and NSPCC websites and advise from the Child Welfare Department.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Liaise with local child welfare authorities and know the point of contact.
- Maintain a register in line with PISC policy, of Self Declarations and CCRC's for all nominated members involved in training children.
- Destroy by shredding any personal information that is no longer relevant.
- Be present when children are participating in PISC organised activities.
- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- In the event of a complaint:
 - a. Decide on the appropriate action to be taken in line with PISC procedures and in conjunction with the person in charge of the activity.
 - b. If TLC children undertaking training as part of the PISC/TLC partnership project are involved the TLC teacher who accompanies the children must also be consulted.
 - c. Follow the appropriate guide in the flowchart below.
 - d. Record details using the guide at Annex F.
 - e. Keep the Commodore and TO informed and TLC HM as necessary.

Everyone in the club should know who the WO and DWO are and how to contact them. Therefore the WO is to ensure posters displaying this information are prominently positioned at PISC Clubhouse and at the Agios Georgios sailing venue.

REPORTING PROCEDURES

Concern about the behaviour of someone at PISC Clubhouse or Sailing Base



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Annex B

SELF DECLARATION FORM

Title:
Surname:.....
First Names:.....
Date of Birth (dd/mm/yyyy):.....
Gender:.....

Have you ever been convicted of any criminal offence relating to violence or of a sexual nature? YES/NO

If yes, please supply details:

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.

Are you a person known to any Social Services department as being an actual or potential risk to children? YES/NO

If yes, please supply details:

Have you had any disciplinary sanction relating to child abuse? YES/NO

If yes, please supply details:

I hereby consent to the PISC receiving Disclosure checks on me.
I understand that the information contained within this form or supplied by third parties, along with the results of any police or social services checks, will be included on the PISC Child Protection List. I further understand that this may involve, where strictly necessary, disclosing my details to other regulatory bodies and/or third parties who have an interest in child protection issues.

Signed by the above named person.....

Date:.....

For PISC Welfare Officer use. Application Accepted/Rejected

Name:..... Signature

Date:

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Annex C

CODE OF CONDUCT

It is the policy of PISC that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to action as specified in the Disciplinary Matters Section of PISC Club Rules.

Participants - young sailors

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the PISC or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

Coaches, Instructors, Officials and Volunteers

- Read and understand the Child Protection Policy of the Club
- Respect the rights and worth of every person and treat everyone equally within the context of the sport

- Consider the welfare and safety of participants before the development of performance
- Follow all guidelines laid down by the Club with regards specific training programmes
- Hold appropriate insurance cover through the Club
- At the outset clarify with students (and their parents) what is expected of them / what they are entitled to expect
- Promote the positive aspects of the sport (e.g. courtesy to other water users)
- Encourage participants to value their performance, and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow PISC guidelines and policies
- Holders of RYA Instructor or Coach qualifications must also comply with the RYA Code of Conduct
- Holders of CYSAF Instructor or Coach qualifications must also comply with CYSAF Code of Conduct (to be issued)

If you are concerned that someone is not following the Code of Conduct you should immediately inform the Club Welfare Officer (or Deputy Welfare Officer) or the person in charge of the activity.

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Annex D

GOOD PRACTICE GUIDE (Handout for all Instructors & Volunteer Helpers)

- Do not spend excessive amounts of time alone with children away from others
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents
- Do design training programmes that are within the ability of the individual child.
- If a child is having trouble with a wet suit or buoyancy aid, ask them to ask a friend to help if at all possible.
- If you do have to help the child, make sure you are in full view of others, preferably another adult.
- Make themselves cognisant of PISC Health & Safety and Risk assessment documents.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- 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
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

Important: However, it may be sometimes necessary for volunteers 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 parents. 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 adults present are sensitive to the child and undertake personal care tasks with the utmost discretion. All instructors and volunteers should read Child Protection Policy & Procedures and have access to it at all times.

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Annex E

RECOGNISING ABUSE

This annex explains what child abuse is, how to recognise it and what to do if you have concerns.

What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' 2015)

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:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- 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 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 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 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.

Bullying (including 'cyber bullying' by text, e-mail, social media etc) 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.

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 that 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 the PISC Welfare Officer/Deputy Welfare Officer or the person in charge.

It is this person's responsibility to make the decision to contact Child Welfare Department of Social 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.

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Annex F

RECORDING INFORMATION

In cases of suspected child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

DO

- Listen
- Take notes and complete the Incident Report Form below
- Tell the Welfare Officer or in urgent cases contact the Child Welfare Department of Social Services or the Police (see Annex A)

DON'T

- Ask direct questions
- Try to stop the child telling you about their problem
- Make promises
- Allow anyone else outside the police to interview or ask questions of the child
- Assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Make notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

COMMON QUESTIONS that could be used in some situations.

The Dos – open questions/statements

- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it

The Don'ts – leading/closed questions/comments

- Was it your father/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret

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INCIDENT REPORT FORM

Copy Number 1 of

Try and keep the process friendly rather than a formal; you want the child to be as comfortable as possible during this stressful process.

Interviewer's details

Name: Position:

Child's details

Name: Date of birth:

Address:

Parents / Carers names:

Address:

Record what was said and reported (use additional paper, as required)

Action taken

Reported to Welfare Officer? YES /NO

Date / time incident reported:.....

Details of advice received

Reported to Police? YES/NO

Which police station?

Officer reported to:

Date / time incident reported:

Details of advice received:

Contacted other organisations for advice? YES/NO

Date / time of call:.....

Which organisation(s)?:

Person advice received from:

Details of advice received:

Signed by interviewer, as above: Date:

(also sign any additional paper used)