



Boleh Safeguarding Children Policy 2021

Boleh Trust: Code of Conduct

It is the policy of Boleh Trust that all participants, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport. The aim is for all participants to enjoy their sailing and related activities.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants

- 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 Boleh Trust or its members

Parents

- Support your child's involvement and help them enjoy their sailing and related activities
- Never force your child to take part in sailing or related activities
- 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' judgments and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform The Boleh Trust 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

Volunteers

- Consider the welfare and safety of participants
- Encourage participants to value their performance
- 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
- Communicate clearly with parents and participants
- Be aware of any relevant medical information

If you are concerned that someone is not following the Code of Conduct, you should inform your Safeguarding Officer or the person in charge of the activity.

The Safeguarding Officer Caroline Middleton should be notified of all relevant concerns, allegations or complaints: email: cemiddleton@hotmail.com telephone: 07779698963



Boleh Trust Safeguarding and Child Protection Policy Statement 2021

As defined by the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy applies to all Boleh Trust employees, contractors and volunteers.

The Boleh Trust is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

The Boleh Trust recognizes the UN Convention for the Rights of the Child, children should have an equal right to protection as adults.

The Boleh Trust takes all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities involving the Boleh Trust do so in a safe and enjoyable environment.

The Boleh Trust follows the rigorous practices and safeguarding procedures adopted by RYA.

The Boleh Trust 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.
- Run events to the highest possible safety standards.
- Treat all children with respect and celebrate their achievements.

The Boleh Trust:

- Recognises that safeguarding children is the responsibility of everyone, not just those who work with children.
- Carefully recruits and selects all employees, contractors and volunteers in roles involving close contact with children and provides them with appropriate information or training.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.
- Communicates changes and shares good practice

This policy will be reviewed by The Boleh Trust on an annual basis.

The Safeguarding Officer Caroline Middleton should be notified of all relevant concerns, allegations or complaints: email: cemiddleton@hotmail.com telephone: 07779698963



Boleh Trust: Safeguarding Policy and Procedures

Policy Statement

The Boleh Trust is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All volunteers, contractors and employees should be aware of the policy.

Safeguarding Officer

The Safeguarding Officer is:
Caroline Middleton
Email: cemiddleton@hotmail.com
Telephone: 07779698963

For the purposes of this policy the term Safeguarding Officer also encompasses Child Protection Officer and Welfare Officer.

Staff and Volunteers

All staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. Those supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

Good Practice

All employees, contractors and volunteers should follow the good practice guidelines attached and agree to abide by The Boleh Trust Code of Conduct. Those working or volunteering with young people should be aware of the guidance on recognising abuse at Annex 1: What is Child Abuse

Adults are requested not to enter the showers and changing rooms ashore and whilst in the boat to exercise discretion and sensitivity to the privacy needs of the minors on board in particular at times when children are changing. If this is unavoidable it is advised that they are accompanied by another adult.

The Boleh Trust will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Boleh Trust 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 Safeguarding Officer.

Concerns

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

**The Safeguarding Officer is: Caroline Middleton. Email: cemiddleton@hotmail.com
Telephone: 07779698963**

Any person failing to comply with the Safeguarding policy and code of conduct will be the subject of disciplinary action and their role within the organization will be carefully considered.

Employees and Volunteers – Good Practice Guide



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

- 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
- 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
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

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.



Reporting procedures: Concern about a child outside the sport environment

1. **Concern identified follow either:**
 - a. If child requires immediate medical attention call ambulance and inform doctor that there is a child protection concern.
 - b. Report your concern to the Safeguarding Officer who will refer the matter to Children Services/Police without delay
 - c. make a record of anything the child has said and/or what has been observed, if possible with dates and times.

2. **If option b is used then the following procedure should be followed:**
 - a. If the Safeguarding Officer is not available refer the matter directly to Children's Services or the police. Remember delay may place the child at further risk.
 - b. Discuss with Children's Services or the Police to agree who will inform the child's parents/carers.
 - c. Complete a referral form as soon as possible after the incident and copy to Children's Services/Police within 48 hours. Send a copy to the Safeguarding Officer for information.



Reporting procedure: Concern about the behaviour of someone at or connected to The Boleh Trust

1. Concern identified follow either:
 - a. If child requires immediate medical attention call ambulance and inform doctor that there is a child protection concern
 - b. Report your concern to the Safeguarding officer who will:
 - i. Complete a referral form as soon as possible
 - ii. refer the matter to Children Services/Police without delay
 - iii. make a record of anything the child has said and/or what has been observed, if possible with dates and times.
 - iv. Where the concerns are urgent and the Safeguarding Officer is not available refer immediately to Children's Services/Police and copy a referral form to them within 48 hours.

2. The trustees will be informed and a decision regarding action to be taken

3. Possible outcomes:
 - a. No case to answer
 - b. Complaint resolved between the parties
 - c. Training/mentoring agreed
 - d. More significant concerns emerge and further referrals made to statutory bodies.
 - e. Disciplinary sanctions (including interim temporary suspension)
 - f. Appeal

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	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary).	
Action taken by organisation (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 and e-mail address	
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 and e-mail address	
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This form should be copied, marked 'Private and Confidential', to the The Boleh Trust Safeguarding Officer Caroline Middleton. Email: cemiddleton@hotmail.com Telephone: 07779698963 and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Annex 1: 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. 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 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.

Useful Contacts

NSPCC 24 hour free helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Children 1st (Scotland) free helpline (9.00 am – 9.00 pm Mon – Fri)

08000 28 22 33

Website: www.children1st.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

The Boleh Trust Safeguarding Officer:

Caroline Middleton.

Email: cemiddleton@hotmail.com

Mobile 07779698963

Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

Cornwall: Working hours: 0300 1234 101 Out of hours: 01208 251300

Devon: Working hours: 0345 155 1071 Out of hours: 0345 600 0388

Dorset: Working hours:

Central Dorset: 01258 472652

South Dorset: 01305 760139

West Dorset: 01305 221450

East Dorset: 01202 877445

Out of hours: 01202 657279

Hampshire: Working hours: 0300 555 1384 Out of hours: 0300 555 1373

Wiltshire: Working hours: 0300 456 0108 Out of hours: 0845 6070 888

Somerset: Working hours: 0300 123 2224 Out of hours: 0300 123 23 27

Isle of Wight: Working hours: 0300 300 0117 Out of hours: 0300 555 1373

West Sussex: Working hours: 01403 229900 Out of hours: 033 022 26664

East Sussex: Working hours: 01323 464222 Out of hours: 0345 608 0192

Child Protection in Sport Unit (CPSU)

England

Tel: 0116 366 5590

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Wales

Tel: 0116 366 5590

E-mail: cpsuwales@nspcc.org.uk

Northern Ireland

Tel: 028 9035 1135

E-mail: cpsu@nspcc.org.uk

Scotland (Children 1st Safeguarding in Sport)

Tel: 0141 419 1156

E-mail: safeguardingsport@children1st.org.uk

Website: www.safeguardingsport.org.uk

Disclosure and Barring Service (DBS - formerly CRB)

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

sportscoach UK – provide Safeguarding and Protecting Children training

Website: www.sportscoachuk.org