

KGSC Safeguarding and Child Protection, including Vulnerable Adults Policy and Self Disclosure Form

For the purpose of this policy, anyone under the age of 18 should be considered as a child. This policy also covers 'vulnerable adults' such as those with learning disabilities, who have difficulty communicating or who rely on others to provide personal care. All members of the club and volunteers should be made aware of this policy. Any member of staff, volunteer or club member failing to comply with this policy may be subject to investigation under the KGSC Club Bylaws or English law, as appropriate.

Policy Statement

“It is the policy of King George Sailing Club to safeguard children and young people taking part in activities at KGSC from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures & training, children participating in KGSC activities do so in a safe environment. We recognise that the safety & welfare of the child is paramount & that all children, irrespective of gender, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse.”

The latest guidance regarding the recognition and prevention of child abuse can be found within the latest “RYA Safeguarding & Child Protection Policy and Guidelines” on the RYA website: <https://www.rya.org.uk/about-us/policies/safeguarding/safeguarding-policies-procedures-and-guidelines>

Club Welfare Officer (CWO)

The CWO is the Sarah Bolton She can be contacted via enquiries@kgsc.org.uk. All concerns, complaints, reports or allegations of, or relating to, child abuse should be made to the CWO immediately and will be treated in the strictest of confidence. They will be taken seriously and will be responded to swiftly and appropriately. RYA guidelines will be followed. All personal/sensitive information will be treated as confidential, stored securely and only shared with those whom the CWO deems to be party to it in the course of their duties or to protect children.

Staff & Volunteers

All club staff & volunteers whose role brings them into regular contact with young people will be asked to satisfactorily provide a KGSC Self-Disclosure. This form is to be found at the bottom of this policy and should be handed to the Welfare Officer. The Club Welfare Officer and those aged 16yrs+ who regularly instruct, coach or supervise young people on behalf of KGSC will also be asked to apply for a DBS check. It is asked that all staff/volunteers keep this check transferable with the DBS Update Service, keeping the records up to date a minimum of every 3 years.

Good Practice

All staff & volunteers should follow the '*Good Practice Guide for Instructors, Coaches & Volunteers*' and be aware of the guidance on recognising abuse. These documents are available from the RYA website. All members and visitors will be made aware of and asked to follow the good practice of the '*King George Sailing Club Code of Conduct*'.

Changing Rooms

With the current changing room set up, KGSC are unable to provide separate changing rooms for children and adults. KGSC recommend staff/volunteers avoid prolonged periods in the changing rooms when under 18s are present, and where possible use either an alternative changing room or use the toilet/shower cubicles to preserve modesty. There are alternative toilets available in the classroom when it is not in use.

Photography

At times photographs or video footage of children may be taken, under the direction of a senior member of staff, strictly for the purposes of coaching, recording events or for general promotional interest on and off the water. Parent/guardian consent to such images being taken and published in any KGSC promotional material is obtained within the Health and Water-confidence Declaration. No identifying information, other than first names, will be included in the publication of such images. Any adults using cameras or recording equipment when children are on site should be approached by a senior instructor and politely asked to identify themselves and state their purpose. If there is any doubt about their intentions they should be requested to cease their activity and an entry be filled in in the '*Incidents, Accidents & Near-Misses*' book.

Volunteer Self-Disclosure Form

KGSC is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require volunteers who will be working 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.

Name

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

If yes, please supply details overleaf of any criminal convictions. 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 and Families Social Care Department as being an actual or potential risk to children? YES / NO

If yes, please supply details overleaf.

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

If yes, please supply details overleaf.

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 cancelling my appointment. I understand that I may be asked to apply for a DBS check 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 protection issues.

I declare that I have read and understood the child and vulnerable persons protection policy.

Signed: **Date:**

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian