



Yacht Sail Training School - Safeguarding Policy and Procedures

January 2019

Policy Statement

Yacht Sail Training is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. We recognise that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status, has a right to protection from discrimination and abuse.

Yacht Sail Training takes all reasonable steps to ensure that, by providing staff with appropriate procedures and training, it offers a safe environment for all participants. Everyone will be treated with dignity and respect.

All staff members are made aware and are asked to read and understand the policy before any work commences with the school..

School Welfare Officer (*This must be updated if School Welfare officer changes*)

The School Welfare Officer / Principal for the school is: :
(Jonathan Colwell +44 (0) 7401 872 889)

School Welfare Officer 2
(Geoffrey Woodcock: geoff@medsailingholidays.com)

Staff and Volunteers

All School/ staff and volunteers whose role brings them into regular contact with adults at risk will be asked to provide references. The School Welfare Officer and those regularly instructing, coaching or supervising adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure.

Good Practice

All members of the School should follow the good practice guidelines attached to this document (see RYA Sample Document 4). Those working with adults at risk should be aware of the guidance on recognising abuse (*see RYA Appendix A – also attached to this document*).

Concerns

Anyone who is concerned about the welfare of an adult, either outside the school or within the School, should inform either or both of the School Welfare Officers immediately, in strict confidence. Either School Welfare Officer will follow the attached procedures (*see RYA Flowcharts 1 and 2*).

Any member of the School failing to comply with the Safeguarding Adults policy and Yacht Sail Training Codes of Conduct may be subject to disciplinary action or dismissal from Yacht Sail Training.

Part 2 – Procedures

3 Designated Person

January 2019

Everyone has a role to play in ensuring that participants are safe, But responsibility lies with The Welfare Officers to implement this policy, They act as the point of contact to receive information and advice from the RYA. The welfare Officers also take the role in relation to children.

Both Welfare officers are knowledgeable and approachable by both adults and children or there carers, there contact details are found at the beginning of this document. If you feel that the Welfare officers are not able to deal with the situation we also advise to consider speaking directly with the RYA and also Adult Social Care Services.

The Welfare officer (Jonathan Colwell) is required to:

- Maintain an up to date policy and procedures, compatible with the RYA's.
- Ensure that relevant staff are aware of and follow the procedures, including implementing safe recruitment procedures.
- Have signed that they have read and understood Yacht Sail Training procedures
- Advise the management committee on safeguarding issues.
- Advise the management and staff of any new safeguarding policies
- Maintain contact details for local Adult Social Care Services.

If there is a concern, the welfare officer is your first point of contact, we have appointed a second welfare officer incase the first welfare officer is unavailable at the time of the event, or you feel the first welfare officer is not dealing with the situation in the correct manner and within an acceptable timescale.

Welfare Officers:

- Are the first point of contact for any concerns or allegations from adults at risk, carers or others.
- They must ensure that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with Yacht Sail Training procedures and in conjunction with the person in charge (Principal).
- Keep the RYA informed as necessary (*see flowcharts in Section 6*).

Yacht Sail Training must make aware all staff who the current Welfare Officer is and how to contact them, A link of this are found on the home page of Yacht Sail Training Website.

RYA designated person

The RYA's Safeguarding and Equality Manager is Jackie Reid, tel. 023 8060 4104, e-mail safeguarding@rya.org.uk

4 Recruitment and training

January 2019

- a. All Staff members must complete the recruitment sign up forms. "Application Form" That should be checked by the current welfare officer.
- b. All staff must complete and sign the companies operating procedures and risk assessment must be regularly reviewed and any changes must be updated with all staff.

In completing "a & b" above an individual with poor intent towards children or adults to gain access to the organisation or to abuse a position of trust should be minimised.

The welfare officer is responsible that All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking you carry out should be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same adult at risk, in sole charge with no carers or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

Yacht Sail Training must follow the below pointers:

- **who to check**
 - New Applicants paid staff and/or volunteers (if they have the same level of responsibility and contact, they should be treated in the same way whether they are paid or not)
 - Those with specific responsibilities (eg. instructor, centre principal, welfare officer, coach) or anyone who regularly supports adults at risk
 - Current members of staff.
- the **level of check** to be conducted for each category
 - References
 - Self-declaration – see Sample Document 3 (please note that the revised version does not ask about criminal record; if you are entitled to ask an applicant about their spent criminal record it is recommended that you request a Criminal Records Disclosure)
 - Enhanced Criminal Records Disclosure (and Barred List check if appropriate) or membership of the Protection of Vulnerable Groups Scheme (Scotland only), if the post is eligible.
 - If employing Croatian individuals each applicant should and must hold a Croatian police check / Non criminal record papers. "Uvjerenje o nekaznjavanju"

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred individual to work in Regulated Activity (Regulated Work in Scotland), for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/ Work, and for an organisation to fail to make a referral to the DBS/Disclosure Scotland if they have dismissed someone from Regulated Activity/Work for harming or posing a risk of harm to a vulnerable person.

Is the Applicant competent?

Yacht Sail training aim to recruit and retain someone who is well suited to their role, and ensure equality of opportunity, by:

- Providing the applicant with a clear job or role description so that they understand what the work involves
- Draw up a 'person specification' listing the key qualifications, skills, experience and qualities required for the role

- Check that the applicant is competent for the role, eg. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required
- Each member of staff must be provided an induction, training and ongoing mentoring / supervision to cover any areas where they may lack experience or confidence and to be familiarised Yacht Sail Training's operating procedures.

Is the Applicant safe?

If the role involves regular contact with adults at risk, applicants should at least:

- Provide information about their past career or relevant experience Application form (see *document 1 – Application Form*)
- Supply reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- The welfare officer / Yacht Sail Training must explore the applicants experience of and attitude towards working with adults at risk
- Yacht Sail training must take up references, at least one of which should ideally be from someone who has first-hand knowledge of their previous work with adults at risk, and make the nature of the work clear to the referees (see *Document 2 - Reference Request*).

If the role involves regularly training or supervising adults at risk, providing personal care, or providing day-to-day management of people who do such roles, Yacht Sail Training must:

- First ask the applicant to complete a self-declaration form (see *Document 3 – Self Declaration Form*). Although they might make a false declaration, the fact that yacht Sail training has the procedures in place will hopefully deter anyone with a criminal record related to their suitability to work with adults at risk from proceeding any further
- Before confirming their appointment, ask the applicant to apply for an Enhanced Criminal Records Disclosure (with Barred List check if appropriate) or Protection of Vulnerable Groups scheme membership (see below) or Croatian Non-criminal record papers. “Uvjerenje o nekaznjavanju”. OR relevant documents for their country of residence.

Information on gaining details regarding applicants:

Criminal Records Disclosures (DBS/AccessNI) and Protection of Vulnerable Groups (PVG) Scheme

Revised April 2017

Organisations affiliated to or recognised by the RYA can access the DBS, Access NI or PVG processes through the RYA, which is a registered Umbrella/Intermediary Body. The procedure varies according to the home country and legal jurisdiction in which your organisation is located (see below). The RYA does not make an administrative charge for this service, but a fee is payable to the DBS/AccessNI/Disclosure Scotland in the case of paid staff. The service is free for volunteers. Up to date information is available from the RYA website www.rya.org.uk/go/safeguarding or contact the RYA's Safeguarding and Equality Manager on 023 8060 4014, e-mail disclosure@rya.org.uk

DBS checks, Access NI checks and the PVG Scheme should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

Although it is not currently a legal requirement for voluntary sports clubs or private employers to ask their staff or volunteers to apply for Disclosures, it is an offence to allow a person to undertake

regulated activity (regulated work in Scotland) with the relevant vulnerable group if they have been barred from working with that group. There is a risk that determined offenders who are no longer able to work undetected in the statutory sector, where checks are normally compulsory, may move into the voluntary and sports sectors. If groups from local day centres etc come to your site, they may request that you check your instructors or volunteers.

The sections below refer to 'Vulnerable Adults' in England, Wales and Northern Ireland and 'Protected Adults' in Scotland. The legislation governing criminal records disclosures pre-dates the Care Act 2014 and the terminology used has not yet been updated.

England, Wales and Northern Ireland

An individual is only eligible to apply for an Enhanced Disclosure, which will disclose their 'spent' as well as their 'unspent' record, if they will be in a position listed under the Exceptions to the Rehabilitation of Offenders Act 1974, ie. one that involves regularly caring for, training, supervising or being solely in charge of vulnerable adults. They can only be required to apply for the additional Adults Barred List check if they will be undertaking 'regulated activity' with vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012, ie. providing personal care.

Scotland

If the normal duties of someone in your organisation include 'regulated work' with protected adults they are required to apply for membership of the Protection of Vulnerable Groups (PVG) Scheme. In the case of work with adults, only those providing a 'welfare service', such as providing personal care to a person with a particular need, are defined as undertaking regulated work. Once an individual is a member of the Scheme, their existing or subsequent employers or voluntary organisations can ask them to apply for a 'scheme record update' to check whether their PVG status has changed or any new information has been added to their record.

Confidentiality and data storage

Revised April 2018

All personal information, including Disclosure 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 adults at risk, in accordance with the DBS/PVG/AccessNI Codes of Conduct and your organisation's Data Privacy Policy.

RYA recruitment and induction policy

Revised April 2018

The RYA requires all employees and contractors recruited to posts involving regular contact with children or adults at risk to provide references and to obtain an Enhanced Criminal Records Disclosure, with Barred List check if applicable, prior to confirmation of appointment. All RYA Instructors and Racing Coaches sign up to the Codes of Conduct (see Appendices B and C).

RYA employees and contractors whose work will involve contact with adults at risk are required to familiarise themselves with these Guidelines.

Safeguarding Training

Revised April 2018

The Ann Craft Trust is a charity that champions the rights of disabled people and pushes forward the UK's understanding of safeguarding. They offer training on Safeguarding Adults in Sport designed

for different roles and levels of responsibility. For more information see <https://www.anncrafttrust.org/safeguarding-adults-sport-activity/level-2>

Many local authorities offer training on safeguarding adults, although it will generally be more relevant to a social care setting.

The RYA has developed an online safeguarding awareness course 'Safe + Fun' which is available through a number of RYA Training Centres. The course is primarily concerned with safeguarding children, but many of the learning outcomes also apply to adults at risk. To find a centre that offers the course, use the 'Where's my nearest' function on the RYA website: <http://www.rya.org.uk/wheresmynearest/Pages/Directory.aspx#list/>. It is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches to complete the online course prior to their Instructor or Coach course. The course is available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge.

A further online module for Club Welfare Officers is also available. Contact Jackie Reid, the RYA's Safeguarding and Equality Manager, safeguarding@rya.org.uk or 023 8060 4104 to enrol.

5 Good practice guidelines

Yacht Sail Training Culture

March 2015

Creating a culture within yacht Sail Training is paramount and we operate an open door policy for anyone who wishes to discuss and get advice or raise concerns on anything relating to or that may affect Yacht Sail Training School or the individuals working / training or studying environment, any conversations will be dealt with in strictest of confidentiality in order to not make it worse for themselves or others.

Minimising risk

January 2019

(see Good Practice Guide, Document 4)

Responsibilities of staff and volunteers

January 2019

Make sure your staff or volunteers are given clear roles and responsibilities, are aware of your organisation's safeguarding policy and procedures and are issued with guidelines on:

- following good practice (see Document 4) and
- recognising signs of abuse (see Appendix A)

RYA Coaches and Instructors are expected to comply with the RYA Codes of Conduct (see Appendices B and C).

Responsibilities of participants and carers

Revised: January 2019

Yacht Sail Training have adopted a Code of Conduct (see Document 5) which is to be signed up to by everyone involved within the school, whether they are participants (where they have the capacity to do so), carers, staff or volunteers, everyone must be aware of their responsibilities towards each other and appropriate action must be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Individual responsibility and School liability

Revised January 2019

All of Yacht Sail Training members have a duty of care to their members and participants and must ensure that on-water activities are conducted safely. Adults are normally responsible for their own safety, welfare and behaviour. In the case of a person who lacks the capacity to take responsibility for their own welfare, any member of staff is allowed to ask as they may require a second adult / carer or designated to be on site. When involving a 2nd in line: Adult / Carer it must be made clear at what point responsibility transfers from the instructor, coach or organiser to that person.

(For further information and reference:)

For further information on a club's legal liability and duty of care, please go to the Club Zone of the RYA's website www.rya.org.uk (you'll need your affiliated club's login) and select Club Management, Health & Safety, Organising and Managing Events, or click on this link: [Race, Training and Event Management](#)

Changing rooms and showers

Revised January 2019

All Practical and Shore-based training spaces have been checked for their suitability for adults and children to shower and change in safe environments. Regular checks on shore side ports should be checked to make sure standards are kept up to date and Yacht Sail Training MUST keep a record of the checks.

The checks must include:

1. Are there separate male & Female changing and shower facilities?
2. Disabled toilet facilities available?
3. Family changing areas are accessible

NOTE: 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 sex. Any occasion when this happens must be recorded with Yacht Sail Training.

First aid and medical treatment

Revised: January 2019

All instructors must hold first aid certificates and be a appropriately trained and qualified which is part of Yacht Sail Training Staff duty of care.

If the individual lacks the capacity to give consent, and medication or medical treatment may be required in the absence of their carer, prior consent from the carer must be obtained (*see Document 6 – Booking & Parental Consent Form*).

6 Handling concerns, reports or allegations

January 2019

(See also: Complaints Handling)

This section is primarily for the Welfare Officer / Officers, everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

A complaint, concern or allegation may come from a number of sources: the adult at risk, their carers, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the person outside the sport. Vulnerable people may confide in someone they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. It can be difficult to distinguish poor practice, whether intentional or accidental, from abuse. If you are concerned that an adult at risk may be being abused, it is NOT your responsibility to decide whether it is poor practice or abuse, or to investigate further, BUT it is your responsibility to act on your concerns. For guidance on recognising abuse, see Appendix A.

If there is an allegation or concern about an adult at risk who has capacity (see page 5), **their consent must be obtained** before any referral is made, unless others are also at risk of harm. No information should be given to the adult's family or carers without their consent.

If the adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation.

Handling an allegation from an adult at risk

Revised April 2017

Always:

- stay calm – ensure that the person is safe and feels safe
- show and tell the person that you are taking what he/she says seriously
- reassure the person and stress that he/she is not to blame
- be careful about physical contact, it may not be what the person wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the person has said as soon as possible after the event, using their own words
- follow your organisation's safeguarding procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the designated Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the adult at risk and gain support for yourself.

You may be upset about what the person has said or you may worry about the consequences of your actions. However, one thing is certain – you cannot ignore it. Professionals involved in taking decisions about adults at risk must take all of the circumstances into account and act in the individual's best interests. You are not expected to be able to take such decisions.

Recording and handling information

Revised April 2018

If you suspect that an adult at risk 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 Adult Social Care who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the person to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. If the person has difficulty communicating, ask them if they would like someone there to assist or interpret, but do not assume that they want their regular carer present.

Listen to and keep a record of anything the person tells you or that you have observed and, with their consent where possible, pass the information on to the statutory authorities (see Document 7 - Safeguarding Referral Form). Take care to distinguish between fact, observation, allegation and opinion. It is important that the information is accurate.

All information must be treated as confidential and only shared with those who need to know.

If the allegation or suspicion concerns someone within your club or centre, only the person's carers, Yacht Sail Training Welfare Officer, the person in charge of the organisation (unless any of them are the subject of the allegation), the relevant authorities and the RYA Safeguarding Manager should be informed. If the alleged abuse took place outside the school, Adult Social Care will decide who else needs to be informed. It should not be discussed by anyone within the organisation other than those who received or initiated the allegation and, if different, the person in charge.

Confidential information must be processed, stored and destroyed in accordance with your organisation's Data Privacy Policy and Data Protection legislation.

Procedures

Revised April 2017

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about an adult's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee
- a procedure for handling a complaint about a member or volunteer

The RYA's information sheet on the Conduct of Members, which includes the key elements of a fair hearing. It can be found on the website in the Club Zone (you will need your club's login) under Your People, Members, Expulsion of Members, or click on [Conduct of Members](#).

Statutory Authorities

March 2015

If Yacht Sail Training School is contacted by the Local Authority or Police concerning information received or a complaint made by or about a member, volunteer or employee, The Principal / Welfare officers are advised to contact the RYA Safeguarding and Equality Manager as soon as possible for

guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

Handling the media

January 2019

If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

Insurance

January 2019

If there is a serious allegation involving harm caused to a child or adult at risk, either at your premises or as a result of taking part in your activities, the person in charge (Principal) should consider notifying your insurers in case there is a subsequent claim against the organisation.

Reference to the Disclosure and Barring Service or Disclosure Scotland

January 2019

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If your organisation permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Section 7 Useful Contacts) or contact the RYA Safeguarding and Equality Manager.

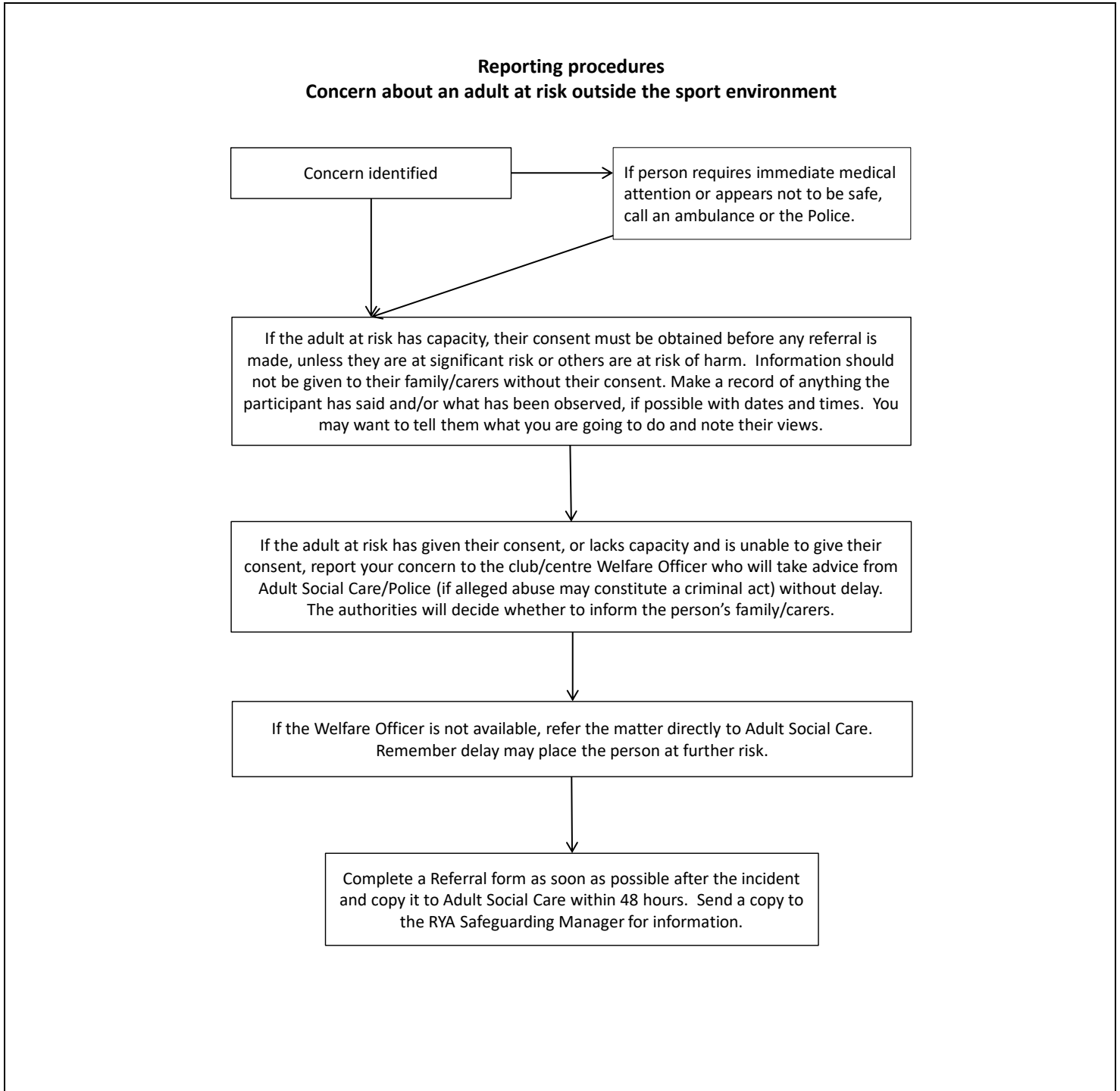
Reporting Procedures

January 2019

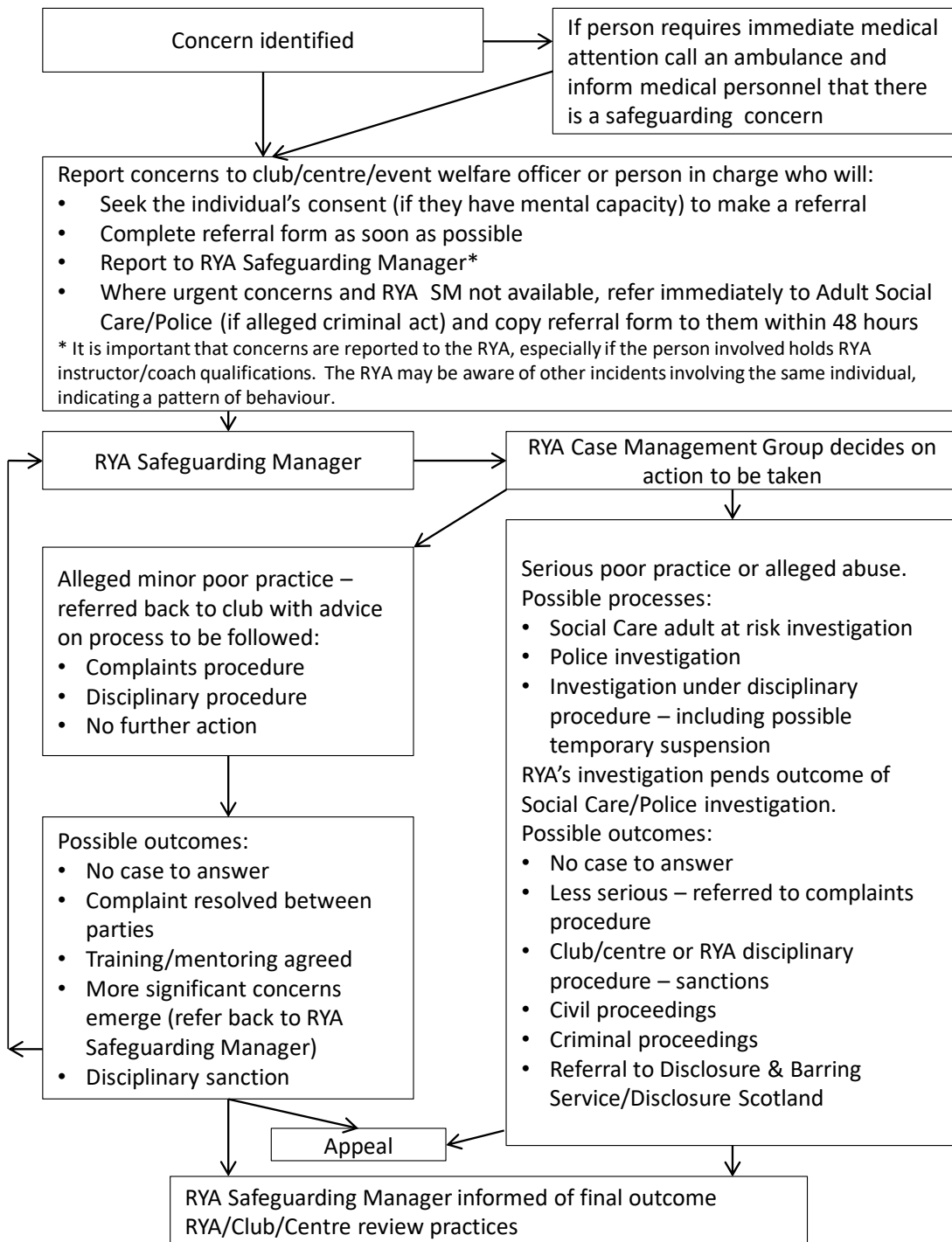
If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or your local authority Adult Social Care department.

Details of Adult Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if the person is at immediate risk, the Police.

Flowchart 1



**Reporting procedures
Concern about the behaviour of someone at a club/centre**



Part 3 – Information

7 Useful Contacts

Revised: January 2019

Royal Yachting Association

Jackie Reid, Safeguarding and Equality Manager
RYA House, Ensign Way
Hamble
Southampton
SO31 4YA
Tel: 023 8060 4104
E-mail: safeguarding@rya.org.uk
Website: www.rya.org.uk/go/safeguarding

Social Care Services

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

Ann Craft Trust

The Ann Craft Trust (ACT) supports organisations in the statutory, independent and voluntary sectors across the UK to protect disabled children and adults at risk. ‘**Safeguarding Adults in Sport and Physical Activity**’ is a programme supported by Sport England to help sports organisations to develop best practice in safeguarding adults at risk. They provide a range of resources and training.
Tel: 0115 9515 400
Website: <http://www.anncrafttrust.org/safeguarding-adults-sport-activity/>

The following is a small selection of charities that support people with different needs and disabilities. A more comprehensive list can be found in the Resource Pack on the Ann Craft Trust website.

Action on Elder Abuse helpline

Tel: 0808 808 8141
Website: www.elderabuse.org.uk

Dementia UK

Tel: 0800 888 6678
Website: www.dementiauk.org

Mencap Direct

Tel: 0808 808 1111
E-mail: help@mencap.org.uk
Website: www.mencap.org.uk

MIND – mental health charity

Tel: 0300 123 3393
Text: 86463
E-mail: info@mind.org.uk
Website: www.mind.org.uk

National Autistic Society

Tel: 020 7833 2299
Website: www.nas.org.uk

Victim Support

Tel: 0808 168 9111

www.victimsupport.com

Disclosure and Barring Service (DBS) – RYA is Registered Body

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

AccessNI – RYA is Registered Body

Website: www.nidirect.gov.uk/accessni

Volunteer Scotland Disclosure Services – RYA is Enrolled Body

Website: www.volunteerscotland.net/disclosure-services

Disclosure Scotland (for referrals)

<https://www.mygov.scot/pvg-referrals/>

UK Coaching

Provide training on coaching people with disabilities

Website: www.ukcoaching.org

8 Documents

Document 1: Application form

Revised January 2019

To be adapted for voluntary role or paid employment

Application for the post/role of (job/role title)

When completed this form should be returned, marked 'Private and Confidential', to:

The closing date for applications is (date)

Personal details

Title:

Surname:

Other names in full:

Contact details

Address:

Home phone:

Work phone:
(state if you do not wish to be contacted at work)

Mobile:

E-mail:

Training and Qualifications

Academic and/or vocational qualifications:

RYA or other qualifications relevant to the role:

Do you hold a valid UK driving licence? YES / NO:

Summary of past experience

Please state the name of organisation, position held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)

Please state how you think your skills and experience match the requirements of this role and give your reasons for applying.

Other relevant information

eg. recreational interests, hobbies, voluntary or community work

Criminal record

Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant (*in Scotland: to apply for membership of the Protection of Vulnerable Groups Scheme*). Or Relevant documentation in home country of residence.

References

Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children or adults at risk (as appropriate). References from relatives will not be accepted. Please indicate if you do not want us to contact any of your referees before interview or before an offer of employment.

Referee 1

Name

Address

E-mail address

Phone number

Capacity in which known to you

Referee 2

Name

Address

E-mail address

Phone number

Capacity in which known to you

Data Protection

In order to recruit to this role *Yacht Sail Training* will process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. All personal data will be handled in accordance with *Yacht Sail Training* Data Privacy Policy which can be found <https://yachtsailtraining.com/privacy-policy/>

Applicant's Declaration

I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature

Date

Document 2: Reference request

Revised January 2019

Confidential

(**Applicant** _____) has expressed an interest in working with *YACHT SAIL TRAINING* in the role of (**position** _____) and has given your name as a referee. This role involves

substantial access to (**children and/or** _____) adults at risk. As an organisation / school committed to safeguarding the welfare of participants, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with vulnerable people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have which would make them suitable for this role?

Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

Do you have any reason at all to be concerned about this applicant being in contact with (*children/*) adults at risk?

YES / NO

If you answer 'Yes' we will contact you in confidence.

Name: (please print):

Tel. No:

Signed:

Date:

Please return this form, marked 'Confidential' to:

YACHT SAIL TRAINING, UNIT 1, 1 STEPNEY ROAD, NEWCASTLE UPON TYNE, NE1 2PZ, UK

Note: A reference is personal data and the subject is entitled to request a copy from the recipient.

Document 3 – Self-declaration form

Revised January 2019

Private and Confidential Self-declaration form for roles involving contact with adults at risk

(Organisation name) is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. As part of our Safeguarding policy, we require applicants for posts involving contact with adults at risk to complete this self-declaration form.

If your role will involve regular or frequent contact with or responsibility for adults at risk you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant (*Scotland: to be a member of the Protecting Vulnerable Groups Scheme*). 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 our Data Privacy Policy and current data protection legislation and guidance.

Name

- 1. Have you ever been known to any Adult Services Department as being an actual or potential risk to adults at risk?**
YES / NO
If yes, please supply details.

- 2. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards adults at risk?**
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 and/or the withdrawal of my appointment.

If required I agree to provide a valid Criminal Records Disclosure (*Scotland: PVG Scheme Membership certificate*).

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards adults at risk.

I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard adults at risk.

Signed: Date:

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

Document 4 – Good Practice Guide

Revised January 2019

Handout for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with adults at risk. You should also read the organisation's Safeguarding Policy and Procedures which are available for reference at all times.

- Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations
- Always try to work in an open environment in view of others
- Avoid spending any significant time working with adults at risk in isolation
- Do not take an adult at risk alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift
- Do not take an adult at risk to your home as part of your organisation's activity
- Where any of these is unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the organisation or the person's carers
- Design training programmes that are within the ability of the individual
- If you need to help someone with a wetsuit or buoyancy aid or provide physical assistance or support, make sure you are in full view of others
- Take great care with communications via mobile phone, e-mail or social media that might be misunderstood or shared inappropriately. In general, only send group communications about organisational matters using these methods. If it's essential to send an individual message to a person who has a learning disability or other impairment that might affect their understanding, copy it to their carer.

You should never:

- engage in rough, physical or sexually provocative games or activities
- allow or engage in inappropriate touching of any form
- use inappropriate language
- make sexually suggestive comments, even in fun
- fail to respond to an allegation made by an adult at risk; always act
- do things of a personal nature that the person can do for themselves.

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers. In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

Document 5 – Code of Conduct

January 2019

Code of Conduct

As a school we want everyone to enjoy their sailing in a safe and pleasant environment where everyone is treated with respect and understanding. Yacht Sail Training has a simple "Code of Conduct" which is set out below and is also available to view within our website under "Code of Conduct" and which we feel sure all members and their families will and should adhere to.

Yacht Sail Training Association Code of Conduct:

It is the policy of Yacht Sail Training 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 course / class / event or fun day. The aim is for all participants to enjoy their course / class / event or fun day and to improve their performance and enjoyment within a sailing environment.

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.

Sailors & Participants

- Listen to and accept what you are asked to do to improve your performance, keep you safe and ensure the smooth running of a course / class / event or fun day.
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play / study 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 class or its member.

Parents / Under 18

- 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 something they don't wish to partake in.
- Never punish or belittle a child (your own or another child) for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support participants, coaches, instructors, officials and volunteers
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the school of relevant medical information
- Ensure that your under 18 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 course / class / event or fun day.

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair studying 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 RYA and class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform one of the following.

- Yacht Sail Training Principal - Jonathan Colwell
- Yacht Sail Training Chief Instructor - Marcus Caston
- Yacht Sail Training Operations Management - Geoffrey Woodcock
- Royal Yachting Association.

Document 6 – Booking and Parental Consent form

January 2019

Course DETAILS

Course name	
Course	
Date	
Course Instructor	
Course details	

PARTICIPANT CONTACT DETAILS

Name	
Address	
Contact no.	
Email address:	
If you are under 18, your parent or guardian must complete and sign the Parental/Guardian Agreement Form at page []	

ABOUT YOU

Do you have any previous boating experience or qualifications? If yes, please give brief details.	
Can you swim 25 metres?	
In the interests of your safety do you have any medical conditions or physical or mental impairments that the organiser needs to be aware of that	Yes/ No If you answer yes please provide further details in the Medical Information and

may affect your ability to take part in the Course?	Impairments section of this form at page [].
Telephone number of emergency contact.	

BOOKING TERMS

1. RISK STATEMENT

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event or attending the course, you agree and acknowledge that:

- (i) You are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the Event or any training with Yacht Sail Training Practical or Shorebased;
- (ii) You will comply at all times with the instructions of the Instructor particularly with regard to handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions;
- (iii) You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- (iv) You will not participate or attend any of Yacht Sail Training Courses if your ability to participate is impaired by alcohol, drugs or if you are otherwise unfit to participate;
- (v) You will inform your allocated Yacht Sail Training Instructor and office if there have been any changes to the information provided on this form at the time of the Event.
- (vi) The provision of patrol boat cover is limited to such assistance as can be practically provided in the circumstances;
- (vii) You are aware of any specific risks drawn to your attention by the instructor and that Yacht Sail Training has brought to your attention.

2. CANCELLATION

You understand that Yacht Sail Training may cancel or postpone the Event at any stage in the event of bad weather, equipment failure or otherwise.

3. MISCONDUCT

You understand that Yacht Sail Training may exclude anyone from a particular session and evict anyone from the premises who refuses to comply with these Booking Terms or who misconducts themselves in any way or who causes damage or annoyance to other persons.

4. DATA PROTECTION

Yacht Sail Training has a Data Privacy Policy which can be found at <https://yachtsailtraining.com/privacy-policy/>
Your data will be stored and used in accordance with that policy.

The information you provide in this form will be used to facilitate your participation in the training and to contact you. Yacht Sail Training would also like to include your contact details on a mailing list in order to make you aware of membership opportunities and future training courses.

If you would NOT like to be included on this mailing list please tick here

If you wish to withdraw your agreement at any time, please contact info@yachtsailtraining.com

5. USE OF YOUR IMAGE

Yacht Sail Training may arrange for images or videos to be taken during training and published on the Yacht Sail Training website or social media channels to promote the Yacht Sail Training.

If you DO NOT agree to images of you being used for this purpose, please tick here.

If you are taking part in the training as a family, your family members, aged 18 and over, should indicate their agreement to the use of their image separately below.

Parental agreement for images of participants aged under 18 is included in the Parental/Guardian Agreement Form at page [].

Family member

Family member

Family member

If you later wish to withdraw your agreement, please contact [info@yachtsailtraining.com]. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to your images being used, you agree to assign any copyright or any other right of ownership of these images to Yacht Sail Training.

AGREEMENT

I confirm that I have read and fully understand the above Booking Terms and agree to comply with them.

Signed..... (The Participant) Date.....

PARENTAL/GUARDIAN AGREEMENT

(to be completed if the participant is aged under 18)

Name of participant	
Name of parent/guardian completing this form	
Relationship to participant	
Contact number during Event	

Optional clause to be used where Yacht Sail Training require a responsible adult to remain on site during the Event

Supervision

I will be responsible for my child throughout the course or event. I will be available at the School venue

OR

I appoint the person named below, who has agreed to act in loco parentis. He/she will be responsible for my dependant throughout the course. He/she will be available at the school venue.

Name of person appointed in loco parentis.....

Mobile number.....

Optional Medical consent if parent/guardian is not on site

Medical treatment

I give permission to the organisers to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Use of your child's image

Yacht Sail Training may arrange for images or videos to be taken during the course and published on Yacht Sail Training website or social media channels to promote Yacht Sail Training.

If you DO NOT agree to the use of images of your child being used for this purpose, please tick here.

If you agree to the use of images of your child being used, please confirm below that your child is not under a court order which may prevent their image being published.

I confirm that my child is not under a court order which may prevent their image from being published.

If you later wish to withdraw your agreement, please contact info@yachtsailtraining.com. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to images being used, you agree to assign any copyright or any other right of ownership of these images to the Yacht Sail Training

PARENTAL/GUARDIAN AGREEMENT (if under 18)

I agree that _____ may take part in the Event. I confirm that I have read through the above conditions with him/her and that she/he understands and agrees with them. I also confirm that he/she takes part in the Event with my full agreement that that the particulars given above are correct and complete in all respects.

Signed.....Parent/Guardian.....

Date.....

MEDICAL INFORMATION AND IMPAIRMENTS

If you declared that you have a medical condition or physical or mental impairment that the organiser needs to be aware of because it may affect your ability to take part in the course please provide details below.

SPECIAL CATEGORY DATA

I confirm that I have given Yacht Sail Training the medical information listed on this page (if any) for the purposes of my participation in the course. I understand that this information will only be used for that purpose and will be retained for as long as necessary to comply with Yacht Sail Training legal obligations.

I agree/ I do not agree (Please circle)

Document 7 – Safeguarding Referral Form

January 2019

In the unfortunate event that you wish to bring to the attention a complaint in regards to an event regarding Yacht Sail Training Centre / a member of staff, classroom or yacht in use, Please complete the following form and send to the relevant departments listed at the end of the form.

If not already done so we urge any problems that have arose or complaints you wish to raise to firstly be directed to the Principal “Jonathan Colwell” OR the Chief Instructor “Marcus Caston” in order for us to be able to deal with them and resolve them in an orderly manner.

Further to this we are always keen to receive any suggestions, improvements or even complaints that you feel Yacht Sail Training could develop on. If you do not wish to escalate the matter and would rather send us an anonymous letter please send it to: Yacht Sail Training, Unit 1, 1 Stepney Road, Ouseburn, Newcastle Upon Tyne, NE1 2PZ United Kingdom or alternatively please fill out a complaints form on our website by using the following URL: <https://yachtsailtraining.com/customer-recommendations-or-complaint-procedure-form/> Name and contact details are not required unless you wish to insert them. if you include your contact details we will set up a timeline and will update you with our progress and how we are dealing with the specific matter.

This form is to be completed by the Instructor involved and by the Principal / Chief instructor of Yacht Sail Training. If the person wishes to email this direct to RYA without the communication of Yacht Sail Training – Please see “Direct Send” Information at the base end of the form.

Revised January 2019

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age (if known) of adult at risk involved	
Name of centre	Yacht Sail Training
Has the information been brought to the attention of Yacht Sail Training Principal or Chief Instructor?	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Known Action taken by Yacht Sail Training (continue on separate page if necessary)	

If Adult Social Care or Police contacted, name, position and telephone number of person handling case	
Name of person completing form	
Position / Role of the person completing form (Only if employed by Yacht Sail Training):	
Course name (Course taken by person completing form ONLY if not employed by Yacht Sail Training)	
Contact telephone number and e-mail address (Person completing the form)	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

This form should be emailed to complaints@yachtsailtraining.com which will only be received by the Principal of Yacht Sail Training School: Alternatively: Please post to: Jonathan Colwell (Principal) Yacht Sail Training, Unit 1, 1 Stepney Road, Ouseburn, Newcastle Upon Tyne, United Kingdom, NE1 2PZ, Please mark it as: "Private & Confidential" on the front of the letter.

Please also send a copy of this form to the following relevant RYA department:

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Appendix A – What is abuse?

Revised April 2018

(Based on the statutory guidance supporting the implementation of the Care Act 2014)

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adults at risk may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. This won't happen at a club/centre, but there could be concerns about a participant's home situation.

Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

Financial or material abuse - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase sailing clothing or equipment they don't need.

Discriminatory abuse - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; or in a watersports context, failing to ensure that the person is adequately protected from the cold or sun or properly hydrated while on the water.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the

person is not receiving adequate support or care, or could be an indication of a mental health issue such as depression.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Not included in the Care Act 2014 but also relevant:

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 be another vulnerable 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 for belonging to a different race, faith or culture.

Mate Crime – a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual'. Mate Crime is carried out by someone the adult knows. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Recognising abuse

Revised April 2017

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse
- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred
- Someone losing or gaining weight, or an unkempt appearance
- A change in behaviour or confidence
- Self-harming
- A person's belongings or money go missing
- The person is not attending, or no longer enjoying, their sessions
- A person has a fear of a particular group or individual

- A disclosure – someone tells you or another person that they are being abused.

If you are concerned

Revised April 2017

If there are concerns about abuse taking place in the person's home, talking to their carers might put them at greater risk. If you cannot talk to the carers, consult your organisation's designated Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Adult Social Care Services. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Social care professionals involved in taking decisions about adults at risk must take all of the circumstances into account and act in the individual's best interests. You are not expected to be able to take such decisions.

The following six principles inform the way in which professionals and other staff in care and support services and other public services work with adults:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding.

Some instances of abuse will constitute a criminal offence, for example assault, sexual assault and rape, fraud or other forms of financial exploitation and certain forms of discrimination. This type of abuse should be reported to the Police.

Appendix B – RYA Instructor Code of Conduct

Revised Feb 14

RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

Appendix C – RYA Coach Code of Ethics and Conduct

Revised Jan 12

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 Protection 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.
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 RYA 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. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must 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 must, 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 must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.