



Handout for Instructors, Coaches and Volunteers – Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's 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
- Design training programmes that are within the ability of the individual child
- 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

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.



Guernsey Yacht Club

Guernsey Yacht Club Child Protection Policy

Policy Statement

It is the policy of Guernsey Yacht Club to guard and protect all children involved in any activity with the Yacht Club.

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

Club Welfare Officer

The Guernsey Yacht Club Welfare Officer is: Monica Asplund, e-mail: Asplund@cwgsy.net, Phone: 01481- 700 836

Volunteers

All Club volunteers whose role brings them into contact with young people will be asked to provide references and/or to complete a self-disclosure form. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure. Volunteers whose children are not involved in training or racing will be considered as coaches and will also be asked to apply for an Enhanced Police Disclosure.

Good Practice

All members of the Club should follow the **Good Practice Guide** attached. Those working with young people should be aware of the guidance on recognising abuse see "*What is child abuse*" in marked binder in the Club Room.

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club 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 Club 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 Club Welfare Officer.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the procedures according to RYA.

Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action.