



Weir Quay Sailing Club Safeguarding Policy

- * For the purposes of this policy/procedures whenever child/children are mentioned the policy also refers to any club member that may need safeguarding.
- * For the purposes of this policy/procedure, anyone under the age of 18, is defined as a child as recorded in the Children Act 1989.
- * The policy applies to all WQSC employees, contractors and volunteers.

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

WQSC takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children taking part in WQSC events and activities.

The child's experience of the sport is our priority. We will create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence. We will treat all children with respect, celebrate their achievements and listen to their views and experiences.

WQSC, an RYA affiliated club, will adopt and implement RYA policies and procedures regarding safeguarding.

WQSC:

- Recognises that safeguarding children is the responsibility of everyone, not just those working directly with them.
- Carefully recruits and selects all employees, contractors and volunteers in roles involving close contact with children and provides them with appropriate information or training.
- Committee will have a role of Welfare officer specifically for managing and monitoring safeguarding.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to external agencies as necessary.
- Regularly 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 with training centres, clubs and class associations.

This policy will be reviewed by the WQSC Committee annually.

WQSC's Welfare Officer should be notified of all relevant concerns, allegations or complaints.

The Club Welfare Officer is:

Katherine Duncan

07809 628 168

katherineduncan1@hotmail.co.uk

March 2021



Weir Quay Sailing Club Safeguarding Procedures

Policy Statement

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

WQSC takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children and vulnerable adults taking part in its events and activities.

All members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is:

Katherine Duncan

07809 628 168

katherineduncan1@hotmail.co.uk

Staff and Volunteers

All new Club staff and volunteers whose role brings them into regular contact with young people will be asked to provide two references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

Good Practice

All members of the Club should follow the good practice guidelines attached (*Appendix A*) and agree to abide by the Club Code of Conduct (*Appendix B*) and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse (*Appendix C*).

Adults are requested not to enter the showers cubicles 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, preferable of the opposite sex

The Club will seek written consent from parents/carers before taking photos or video of a child 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 or participant'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 attached procedures (*Appendix D - RYA Flowcharts 1 and 2*).



Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action under the Disciplinary Policy (*Appendix E*).

Role of WQSC Welfare Officer – (Safeguarding designated person)

The WQSC Welfare Officer will:

- Inform the RYA Safeguarding Manager when they are appointed, to ensure that they receive relevant information and advice.
- Be independent of the committee although be able to attend meetings when required and will not be the Commodore, Vice Commodore or Dinghy Officer of in charge of the Cadets evenings.
- Be given opportunities to take part in appropriate training to fill this role.

Responsibilities of the WQSC Welfare Officer:

- Maintaining up-to-date policy and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services and Police.

If there is a concern, WQSC Welfare Officer will:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed as necessary. (RYA Safeguarding and Equality Manager, tel. 023 8060 4104, RYA Safeguarding Officer, tel. 023 8060 4226, e-mail safeguarding@rya.org.uk)
- Ensure everyone in the club knows who the Welfare Officer is and how to contact them. (i.e.: posters around club house)

Criminal Records Disclosures (DBS) and Protection of Recruitment and Training

All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny. The level of checking will 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 child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

If the role is eligible, WQSC will complete an Enhanced Criminal Records Disclosure check (and Barred List check if appropriate), for

- all members or volunteers involved in working with children
- all new applicants
- on all those with specific responsibilities or anyone who regularly helps with junior/youth activity.
- AND existing volunteers will have their DBS rechecked every three years

WQSC recognises it is a criminal offence under the Safeguarding Vulnerable Groups Act 2006.



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- for a Barred individual to work in Regulated Activity/Regulated Work
- for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and
- for an organisation to fail to make a referral to the Disclosure and Barring Service if they have dismissed someone from Regulated Activity/Regulated Work for harming a child or vulnerable adult or placing them at risk of harm, or would have dismissed them if they had not resigned.

WQSC will take steps to ensure volunteers are competent and safe by:

- providing a clear role description so that they understand what the work involves
- check that the applicant is competent for the role, e.g., they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required
- provide induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with WQSC's operating procedures.
- explore their experience of and attitude towards working with children
- take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children, and make the nature of the work clear to the referees.

WQSC, will, if we deem the role involves regularly training or supervising children or is a position of trust or authority over children's welfare and is eligible for a Criminal Records:

- ask the applicant to complete a self-declaration form (*Appendix F*) (WQSC recognises they might make a false declaration, but believes these procedures may deter anyone with a criminal record related to their suitability to work with children 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)

WQSC recognises 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, and notes:

- Although it is not 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 someone to undertake regulated activity/work if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools come to your site, a school may request that you check your instructors or volunteers so that they are subject to the same level of scrutiny as the children's teachers.
- 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, i.e., one that involves regularly teaching, training, instructing, caring for or supervising persons under 18. They can only be required to apply for the additional Barred List check if they will be undertaking 'regulated activity' with children or vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012.A
- WQSC have adopted the policy in Appendix L for the recruitment of ex-offenders.



WQSC recruitment and induction policy

WQSC requires all volunteers and members recruited to posts involving regular contact with children to provide two references and to obtain an Enhanced Criminal Records Disclosure, with Barred List check if applicable, prior to confirmation of appointment. All Instructors, Racing Coaches and Race Officials will sign up to the relevant Codes of Conduct.

The Safeguarding and Child Protection policy statement is contained on the WQSC website and is issued to all new instructors. All WQSC members and volunteers whose work will involve contact with children are required to familiarise themselves with these Guidelines and to undertake appropriate training and CPD.

Confidentiality and data storage

WQSC will ensure that all personal information, including Disclosure information, will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children, in accordance with the Policy Statement on the secure handling of data (*Appendix G*).

Training

WQSC will ensure that all members and Volunteers working with children have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development

Handling concerns, reports or allegations

This section is primarily for the organisation's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns

A complaint, concern or allegation may come from a number of sources: the child, their parents or carers, someone else within your organisation, a member of the public, or the statutory authorities (Police or Children's Social Care). It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix C

Handling an allegation from a child

Always:

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



Never:

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

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality, this rarely happens. However, one thing is certain – you cannot ignore it.

Recording and handling information

If you suspect that a child 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 Children's Social Care or the Police 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 child 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. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities (see Sample Document 7 for Referral Form).

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 child's parents/carers, the organisation's 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 and Equality Manager should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

Procedures

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

- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure, setting out the process to be followed if an allegation or complaint is made about an employee/volunteer
- a procedure for handling a complaint about a member.

Statutory Authorities

If WQSC is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you 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

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

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

Data retention

Confidential information must be processed, stored and destroyed in accordance with your organisation's Data Handling Policy. Records containing personal information should be: adequate, relevant and not excessive for the purpose(s) for which they are held; accurate and up to date; and only kept for as long as is necessary.

They will be reviewed on a regular basis.

If a person is removed from your organisation for a safeguarding reason, you need to consider whether you should retain essential details of the reasons for the action taken, and who will have access to that file in the future, in case the former member tries to re-join at a later date or a further allegation is made about them.

Historical allegations

If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

Reference to the Disclosure and Barring Service

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. If WQSC permanently dismisses or removes someone from a role involving 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. ***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.



APPENDIX A

Good practice guidelines.

Culture

It is important to develop a culture within your organisation where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Minimising risk

Plan the work of the organisation and promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

These common-sense guidelines should be available to everyone within your organisation:

- 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 and 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
- 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 both the child (where possible) and their parents/carers.

In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. 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.

Additional vulnerability

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:

- a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer



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- a deaf child may not be able to express themselves or speak confidentially if they need an interpreter
- a child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.

Grooming

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy teachers and others working with young people receive training on recognising the warning signs.

Bullying (including cyber bullying)

If a child alleges bullying or shows signs of being bullied, this must be investigated. Please refer to WQSC's Anti-Bullying policy. (*Appendix J*)

Managing challenging behaviour

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website www.rya.org.uk/go/safeguarding, under RYA Safeguarding and Child Protection Guidelines.

Responsibilities of staff and volunteers

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 and
- recognising signs of abuse

RYA Coaches and Instructors are expected to comply with the RYA Codes and Conduct

Parental responsibility and club liability

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching. WQSC have adopted a Code of Conduct that, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Although WQSC have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's



welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.

When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. If WQSC requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

Changing rooms and showers

A WQSC the shower areas are designed as separate cubicles. This should allow for individuals to shower and dress in reasonable privacy.

It is preferable for adults to stay away from the changing area while there are children there.

If it is essential, in an emergency situation, for a male to enter a female cubicle or vice versa, it is advised that they are accompanied by another adult of the opposite sex.

First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Consent will be given by parent/carer if medication or medical treatment is required in the absence of the parent/carer.

Organising and hosting events

When hosting an open junior or youth event at your club, liaise with the relevant clubs to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

Away events

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.

Communication and Images

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are:

www.nspcc.org.uk/shareaware

www.net-aware.org.uk

www.internetmatters.org

www.saferinternet.org.uk

Parents

Organisations are responsible for the content published on their sites or pages, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links above for guidance.

Club websites and social media

When promoting WQSC and encouraging our members to interact online, we need to



- ensure that the content and language on our site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

Children and young people

Children and young people use modern technology as a matter of course, but they don't always understand the risks involved and their parents are not always fully aware of their children's risky behaviour. Online communication and texting can often be used as a means of bullying.

'Cyberbullying' should be treated in the same way as any other form of bullying.

www.thinkuknow.co.uk and www.childline.org.uk provide guidance and support for children and young people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and 'sexting'.

Coaches and Instructors

When working with children and young people you are advised to:

- only contact sailors using WQSC's approved method of communication.
- avoid using over-familiar language and copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

- have a personal and a professional page for your social media
- do not allow young sailors to follow or be friends with your personal account
- set your privacy settings as high as possible on your personal account
- challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- educate young sailors about the boundaries between them and their Coach or Instructor.

Photography, images and video

Publishing articles, photos and videos in club newsletters, on websites, in local newspapers etc is an excellent way of recognising young people's achievements and of promoting WQSC and the sport as a whole. It is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

Therefore, WQSC will make sure:

- Written consent is obtained from the child's parents/carers for their images to be taken and used
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.



Care must be taken in the storage of and access to images. An image is personal data and should be treated in accordance with your organisation's Data Privacy Policy. (on the club website)

When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, **DO NOT** publish any other information (e.g., where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the WQSC's welfare officer and treated in the same way as any other child protection concern.

Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing areas in any circumstances.



Appendix B

WQSC Code of Conduct

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

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to 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 club/class or its members

Parents

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

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies



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- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and 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 your Club Welfare Officer or the person in charge of the activity.



Appendix C

What is child abuse? And how to recognise it.

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

Physical abuse may involve adults or other children inflicting physical harm:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- 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

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 (e.g., 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 (e.g., supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over young people.



Neglect

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 sport 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.

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (e.g., attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination e.g., towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Bullying

Bullying (including online/cyber bullying, for example via text or social media) 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 is often 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 or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

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 (e.g., 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 (e.g., 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 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 WQSC's designated 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.



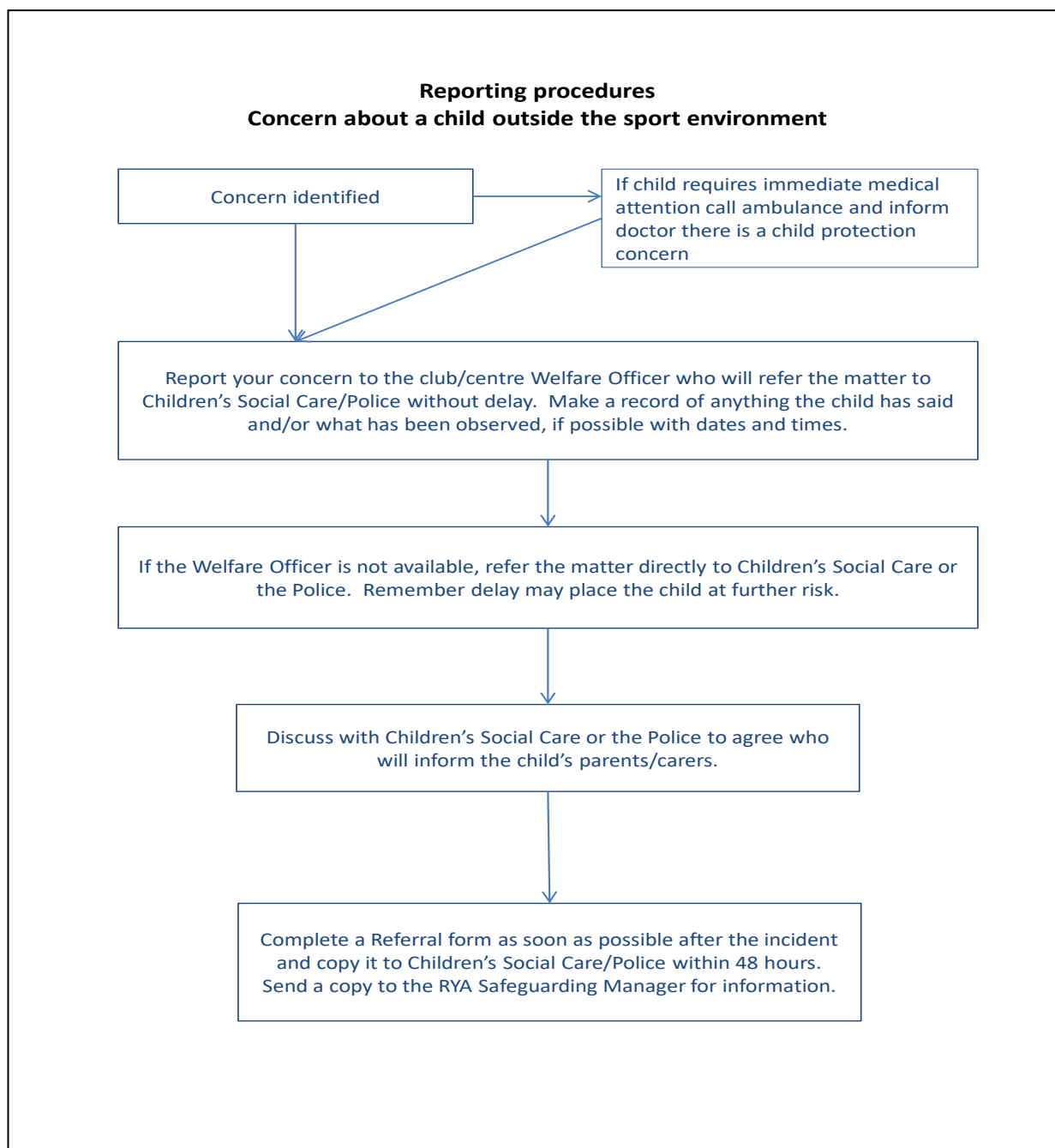
Appendix D

Reporting Procedures

If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

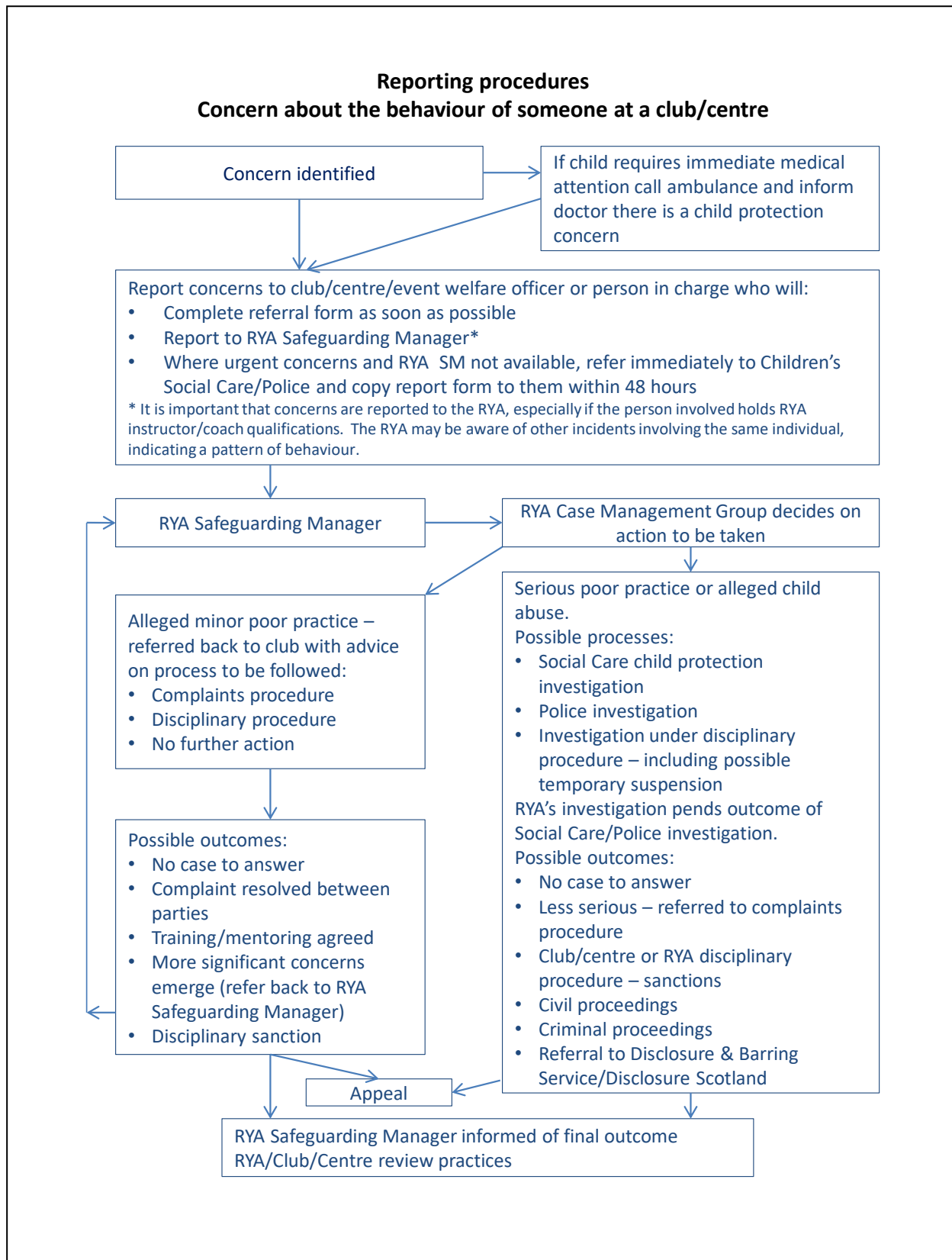
Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA's Safeguarding and Equality Manager or, if a child is at immediate risk, the Police.

Flowchart 1





Flowchart 2





Appendix E

Disciplinary Policy Conduct

- members expect high standards of courtesy and sportsmanship from its members and visitors and that an atmosphere of social tolerance will exist between all members and visitors.
- Examples of the types of behaviour which are likely to breach the requirements set out above appear in the appendix to this policy.

Complaints

- If a member is unhappy with any aspect of the WQSC facilities or organised events they should, in the first instance, discuss their concern with the relevant committee's officer,
- If a member feels there has been a breach of WQSC's high standards of courtesy and tolerance or have a dispute with another member, they should, in the first instance, discuss their concern with the relevant committee's officer or the Club's Welfare Officer.
- It may be necessary for the Officer to undertake their own enquiries, including speaking with other Members, in order to appraise themselves of all the facts.
- If the complaint concerns a Safeguarding issue, the member who is the subject of the complaint, will be asked to leave the site immediately and not return until the matter has been resolved and all parties are happy.
- While every effort should be made to resolve the matter to the Member's satisfaction it is acknowledged that this is not always possible.
- If the complaint concerns a Safeguarding issue, please refer to section 10 of the safeguarding policy.
- If the member is not satisfied with the officer's suggestions to resolve the member's concern, then a Formal Complaint, in writing, should be submitted to the Commadore for discussion and appropriate actions at the next General Committee Meeting. If the
- The Member making the Complaint may be asked to attend the General Committee meeting to clarify any points required by the General Committee and to hear the decision of the General Committee regarding the complaint.
- The Member making the complaint will be sent a record of the General Committees decision.

Appendix to Discipline policy

Examples of types of conduct likely to breach Section 1 (Conduct)

- Unwanted physical contact – unnecessary touching, insulting or abusive behaviour or gestures, physical threats or assault.
- Unwanted verbal conduct – unwelcome advances, propositions or remarks, bad comments, jokes, banter or offensive/abusive language and aggressive verbal threats.
- Unwanted non-verbal conduct – racially or sexually based graffiti referring to an individual's characteristics or private life, abusive or offensive gestures, display of pornographic or suggestive materials including via e-mail and/or other social media.
- Bullying – personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate, demean or undermine an individual and personal abuse either in public or private.
- Unlawful Victimisation – treating an individual less favourably than others are, or would be, treated in the same or similar circumstances because they have made a complaint or allegation of discrimination, or have acted as a witness or informant in connection with proceedings under discrimination legislation.



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- Direct/Indirect Discrimination – less favourable treatment on the grounds of a particular persuasion or characteristic.
- Property damage/theft - Interference with WQSC or another member's belongings or property without permission including theft or embezzlement of WQSC or an individual's monetary or material property.



Appendix F

Private and Confidential Self-declaration form for roles involving contact with children

Weir Quay Sailing Club is committed to safeguarding children from physical, sexual and emotional harm.

As part of our Safeguarding policy, we require applicants for posts involving contact with children to complete this self-declaration form.

If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant.

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

- Have you ever been known to any Children’s Services Department as being an actual or potential risk to children? YES / NO

If yes, please supply details.

- Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? 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 children or young people.
- 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 children.

Signed: Date:

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



Appendix G

RYA Policy Statement on the secure handling, use, storage, retention and disposal of DBS Disclosure certificates and certificate information

General Principles

As an organisation using the Disclosure and Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, WQSC complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulations (GDPR), the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Certificate information is kept securely, in lockable, non-portable, storage containers or on a password protected computer with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information have been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning, or securely deleted from a computer system. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g., waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.



Acting as an Umbrella Body

Before acting as an Umbrella Body (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), the RYA will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the Code of Practice and in full accordance with this policy.

We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, as such a written policy and, if necessary, will provide a sample policy for that body or individual to use or adapt for this purpose.



Appendix H Useful Contacts

NSPCC 24-hour free helpline
For advice on any aspect of children's welfare
0808 800 5000
E-mail: help@nspcc.org.uk
Website: www.nspcc.org.uk

Childline 24-hour free helpline
0800 1111
Website: www.childline.org.uk

MIND – mental health charity
Tel: 0300 123 3393
Text: 86463
E-mail: info@mind.org.uk
Website: www.mind.org.uk

Royal Yachting Association
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

Child Protection in Sport Unit (CPSU)
Website: www.thecpsu.org.uk

England
Tel: 0116 366 5626
E-mail: cpsu@nspcc.org.uk

Disclosure and Barring Service (DBS) – RYA is Registered Body
Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

UK Coaching – provide Safeguarding and Protecting Children training
Website: www.ukcoaching.org



Appendix I

Sample Document 7 – 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	

This form should be copied, marked ‘Private and Confidential’, to the RYA Safeguarding and Equality Manager: 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 J

Good Practice Guide for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Safeguarding 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
- 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.



Appendix K

Anti-Bullying Policy – to be reviewed annually

It is the Policy of the WQSC to safeguard children taking part in boating from physical, sexual and emotional harm. WQSC considers bullying of any kind unacceptable within our activities under its direct remit and control.

A child is defined as being any person under the age of 18.

This document sets out what WQSC means by bullying, how you can recognise it and what to do about it if you think it might be happening.

The objective of this Policy is to prevent bullying occurring, however, in the event that it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

WHAT IS BULLYING

Bullying is the use of aggression with the intention of hurting another person, whether on social media by text, in person, by phone or on-line or by any other means. The three key bullying behaviours are:

- It does not just happen once; it is ongoing over time.
- It is deliberate and intentional - it is not accidentally hurting someone.
- It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g., hiding possessions gear or equipment, threatening gestures.)
- Physical pushing, kicking, hitting, punching or any use of violence.
- Racist racial taunts, graffiti, gestures.
- Sexual unwanted physical contact or sexually abusive comments.
- Homophobic because of, or focussing on the issue of sexuality.
- Verbal name-calling, sarcasm, spreading rumours, teasing.

Why is it important to respond to Bullying?

- Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.
- Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore, promptly informing an appropriate person about these behaviours helps everyone.

SIGNS AND SYMPTOMS OF BULLYING

A child's behaviour may offer indications or signs that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.



- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has a cut or bruises that cannot adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g., to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

PROCEDURES

If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform the Club Welfare Officer. This person will then follow the procedure laid down in the WQSC Child Safeguarding Policy and Guidelines.

- Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.
- Being found to have been aware of bullying without reporting it is a disciplinary offence.

OUTCOMES

- All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.
- The child who is alleged to be bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible, the children will be reconciled.
- Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or WQSC, might be necessary – the procedure followed will be as per the WQSC Disciplinary Policy.
- After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- All incidents will be reported to the RYA Safeguarding & Equality Manager and kept on record to monitor any future reports.

PREVENTION

This Policy has been adopted and ratified by the WQSC Committee and is available to all as a reference via the website, and in the Green folder at the Hub Club
WQSC will encourage coaches and participants to familiarise themselves with the policy, and refer to it within the relevant contracts and guidelines.



Appendix L

Policy Statement on Ex-Offenders as volunteers

As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, WQSC complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

WQSC makes this policy on the recruitment of ex-offenders available to all DBS applicants at the outset of the recruitment process. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the Code of Practice and a copy is made available on request.

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

WQSC aims to ensure that all present and potential participants, members, volunteers and staff are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status or offending background.

WQSC actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcomes applications from a wide range of candidates and selects all candidates based on their skills, qualifications and experience. WQSC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

WQSC can only ask an individual to provide details of convictions and cautions that WQSC is legally entitled to know about. Where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), WQSC can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

WQSC ensures that all those who are involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974, and are aware that they can seek guidance from the RYA if required.

WQSC ensures that an open and measured discussion takes place with the individual seeking the position on the subject of any offences or other matter that might be relevant, including any matter revealed on a DBS certificate, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.



Sample Document 2 – Reference request

CONFIDENTIAL

(Name) has expressed an interest in working with Weir Quay Sailing Club in the role of, and has given your name as a referee.

This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in regular contact with children or young 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.

1. How long have you known this person?

2. In what capacity?

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

.....
.....
.....

4. Please rate this person on the following using a scale of 1 – 10. 1 being poor and 10 being excellent. (please tick one box for each question)

- Responsibility?
- Maturity?
- Self-motivation?
- Motivation of others?
- Commitment?
- Energy?
- Trustworthiness?
- Reliability?

5. Do you have any reason at all to be concerned about this applicant being in regular contact with children or young people? 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:

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