



LYME REGIS SAILING CLUB Ltd

Safeguarding Good Practice Guidelines

This guide only covers the essential points of good practice when working with children and young people. You should also read the Club's [Child Protection Policy and Procedures](#) (available on the website or in the Club Room).

Guidance for all (and specifically instructors, coaches and volunteers)

- 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 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.

The Club aims to:

- Promote a culture where both children and adults feel able to raise concerns
- Endeavour to protect children, volunteers and staff by adopting good practice described in the [RYA Good Practice Guidelines](#) (copy in the Club Room)
- Provide in-house training, fund external training and/or sign post information sources and self-learning opportunities as appropriate for all members of the Club, volunteers, children, vulnerable adults, parents and staff.
- Make safeguarding and all related policies, procedures and guidance information easily accessible on-line and in hard copy.
- Ensure staff and volunteers are given clear roles and responsibilities and are aware of the [Club's safeguarding policy and procedures](#), [safeguarding good practice guidelines](#) and are issued with [guidelines on recognising signs of abuse](#) (copies in the Club Room).

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. Everyone should refer to the [Lyme Regis Sailing Club Code of Conduct](#) for guidance.

Lyme Regis Sailing Club Ltd has a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, but parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities. Full details are provided on [briefing sheets](#) or [registration forms](#), and [parental consent forms](#) for each of the three groups;

1. Optimist Cadets,
2. Tuesday Youth Section, and
3. Saturday morning Youth Race Group

Where children participate in races (Wednesday and/or Sunday Club races) parents or guardians are fully responsible at all times.

Changing rooms and showers

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 do so whilst accompanied by another adult.

As the Club facilities are used by other organisations (i.e. Lyme Regis Sea School, members of the boat building academy, non-Club sailors during events, visitors etc.) parents should be aware that adult club members and/or members of the public may be in the changing rooms.

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.

The use of cameras or smart phones/tablets in changing areas is not permitted under any circumstances.

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. Those individuals appointed to the role of First Aid provision must be communicated to children, parents and guardians. It is advisable that adults providing medical assistance do so whilst accompanied by another adult.

Events

Hosting: When hosting an open junior or youth event at your club, all young competitors and their parents should be notified of the Club Welfare Officer and their contact details (See [Fun and Safe Poster](#) in the Club room). Organisers should refer to guidance from the RYA Racing Department and any Class Associations.

Away events: Those accompanying young people at away events or training camps and the competitors themselves should be fully aware of all Club safeguarding policy, procedures and guidance. Supplementary guidance is available from the RYA www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx

Communication, website and social media

- Those involved with promoting the Club through the website and social media should refer to [RYA good practice guidance](#) and LRSC [Parental Consent Form/Oppi Registration Form](#) (see copy in Club Room/website)
- The Club is responsible for the content published on our sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones.
- Everyone to be alert to bullying, including cyber-bullying.

Suggested sources of reading for parents and anyone working with young people:

www.nspcc.org.uk/shareaware www.net-aware.org.uk www.internetmatters.org
www.getsafeonline.org www.thinkuknow.co.uk