

QMSC SAFEGUARDING & CHILD PROTECTION (& VULNERABLE ADULTS) POLICY (updated 26.04.18)

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

Policy Statement

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

The latest guidance regarding the recognition and prevention of child abuse can be found within the latest "RYA Safeguarding & Child Protection Policy and Guidelines" on the RYA website:

<http://www.rya.org.uk/infoadvice/childprotection/Pages/CPPolicyGuidelines.aspx>

Club Welfare Officer (CWO)

The CWO is the Assistant Manager & Training Principal, Paul Adams. He can be contacted on: 01784 248881 / 07824 453195 / sailing.principal@queenmary.org.uk All concerns, complaints, reports or allegations of, or relating to, child abuse should be made to the CWO immediately and will be treated in the strictest of confidence. They will be taken seriously and will be responded to swiftly and appropriately. RYA guidelines will be followed. All personal/sensitive information will be treated as confidential, stored securely and only shared with those whom the CWO deems to be party to it in the course of their duties or to protect children. In the event that the CWO is unavailable, or is potentially implicated in the concern, then the Club Secretary, Tony Bishop, should be contacted on 01784 248881 / 07932 971796/ tony.bishop@queenmary.org.uk

Staff & Volunteers

All Club staff & volunteers whose role brings them into regular contact with young people will be asked to satisfactorily provide a QMSC Self-Disclosure annually. The Club Welfare Officer and those aged 16yrs+ who regularly instruct, coach or supervise young people on behalf of QM will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate through the CWO. It is asked that all staff/volunteers keep this check transferable with the CWO keeping the records up to date a minimum of every 3 years, with Self-Disclosure annually.

Good Practice

All staff & volunteers should follow the 'Good Practice Guide for Instructors, Coaches & Volunteers' and be aware of the guidance on recognising abuse. These documents are available from the RYA website and displayed in the QM Staff Room, on the QM Staff Website and on the members notice board in the foyer. All members and visitors will be made aware of and asked to follow the good practice of the 'QM Club Code of Conduct'.

Changing Rooms

With the current changing room set up, Queen Mary SC are unable to provide separate changing rooms for children and adults. Private changing facilities are available for staff in the staff room, and there are 3 disabled toilets (2 with shower facilities) for the use by all staff, volunteers, members & visitors. These must be used by staff & volunteers when changing/showering when the changing rooms are in use by their students. Outside of these situations, QMSC recommend staff/volunteers follow good practice and avoid

prolonged periods in the changing rooms, and when necessary to enter the changing rooms with at least one other adult present.

Photography

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