



U Sail Bermuda Safe and Fun Guarding Policy

Safeguarding Policy Statement

U Sail is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying to children **and young adults** taking part in its activities. We recognize that the safety, welfare and needs of the child **the people we educate** are paramount and that **everyone** all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All employees and volunteers should be aware of the policy and staff induction training is completed by the head of operations/chief instructor.

Centre Welfare Officer

The Centre Welfare Officer is: Maja Penruddocke

Staff and Volunteers

All Centre staff and volunteers whose role brings them into regular contact with young people may be asked to provide references. The Principal and those regularly instructing, coaching or supervising young people may also be asked to attend SCARS training and/or RYA Safe & Fun Guarding Course.

Good Practice

All employees and volunteers of the Centre must follow the good practice guidelines attached (*see flow chart 1 & 2*) and agree to abide by the U Sail Centre Code of Conduct (*RYA Instructor Code of conduct*) 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 recognizing abuse (*see RYA Appendix A*).

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 Centre 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 Centre 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 Centre Welfare Officer.

Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Centre, should inform the Centre Welfare Officer immediately, in strict confidence. The Centre Welfare Officer will follow the attached procedures (*see RYA Flowcharts 1 and 2*).

Any Centre employee or volunteer failing to comply with the Safeguarding policy may be subject to disciplinary action under Centre Rule.

As defined by the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy applies to all U Sail Bermuda employees, contractors and volunteers.

U Sail Bermuda is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognised that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

U Sail Bermuda takes all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities organized by U Sail, do so in a safe and enjoyable environment.

U Sail Bermuda actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Run RYA-organized training and events to the highest possible safety standards.
- Treat all children with respect and celebrate their achievements.

U Sail Bermuda

- Recognizes that safeguarding children is the responsibility of everyone, not just those who work with children.
- Carefully recruits and selects all U Sail employees, contractors and volunteers in roles involving close contact with children and provides them with appropriate information or training.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- 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.

The centre welfares officer, the Principal of U Sail Bermuda should be notified of all relevant concerns, allegations or complaints.

PART 2 – PROCEDURES

3 Designated Person

The Centre Welfare Officer is responsible for ensuring that all volunteers, employees and instructors are aware of the safeguarding policy and that the U Sail Safeguarding policy is fully implemented.

It is her responsibility

- a) to keep safeguarding policies and procedures up to date and compatible with those of RYA
- b) Ensure that all staff and volunteers are aware of and follow procedures via quarterly meetings with all staff and volunteers
- c). To update management on safeguarding and child protection issues.
- d). Maintain contact details of Police and Child Services.

If there is a concern, the designated person would act as follows:

In the event of any concern, a written or emailed report should be made to the Centre Welfare officer within 24 hours of the concern arising. However, this should be in addition to also preferably verbally advising the Centre Welfare Officer as soon as possible.

She should then alert the Principal by email and verbally that a concern has occurred. The Principal and the Centre Welfare Officer will decide on a course of action which will be documented in the Centre Welfare log and initialled and dated by the centre director.

4 Recruitment and training

The purpose of this recruitment policy is to ensure that anyone recruited is fully committed to apply the U Sail Bermuda policy and procedures at all times.

All work applications must include a cv and cover letter and at the discretion of the centre principal at least one or preferably two-character references. A self-declaration form must be completed by each member of staff at U Sail Bermuda including directors. The policy of U Sail ensures that no preference will be given whatever ethnicity or race of the applicant. It will be at the discretion of U Sail whether a police report is requested and/or a disclosure barred report. Applicants will be encouraged to take SCARS course if they have not already done so before joining U Sail. The Principal and the Centre Welfare Officer will always be involved in any hiring process whether temporary or permanent. All hiring will be subject to the legal requirements of the Bermuda Immigration Act.

All staff will be treated equally whether they be paid or volunteer staff.

The head of operations/chief instructor is responsible for checking at the time of hiring or on the first day of work that all regulations and procedures have been read and understood and that the code of conduct has been read and understood by the person hired or by the volunteer and that they have signed that form in confirmation of their agreement to that code of conduct and all regulations and Procedures of the RYA applicable to U Sail Bermuda.

Since It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred individual to work in Regulated Activity/Regulated Work

- For an organization to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and

- For an organization to fail to make a referral to the Disclosure and Barring Service/Disclosure Scotland 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.

It is the responsibility of the Centre Welfare Officer to comply with this requirement.

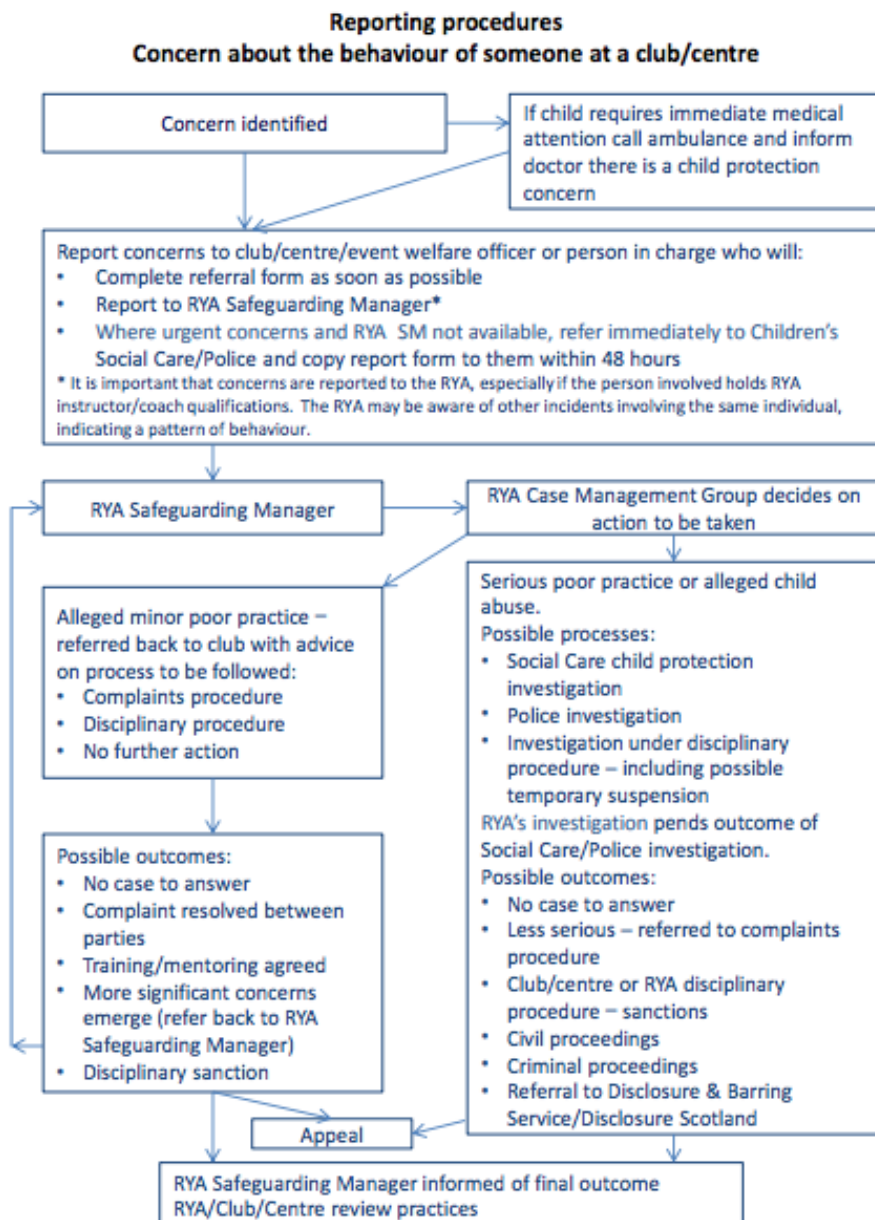
The Welfare Officer may request any documents or information from any institution or body at any time to ensure that U Sail Bermuda’s recruitment policy is compliant.

Reporting Procedures

If you are uncertain what to do at any stage, contact the centre welfares officer (Maja Penruddocke) and/or RYA’s Safeguarding and Equality Manager on 023 8060 4104.

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



Flowchart 2

Reporting procedures Concern about a child outside the sport environment

