



U Sail Watersports Safeguarding Policy

Safeguarding Policy Statement

All U Sail watersport centres are committed to safeguarding children, vulnerable adults, staff and students from physical, sexual or emotional harm, neglect or bullying whilst taking part in its activities. We recognize that the safety, welfare and needs of the children and **the people we educate** are paramount and that **everyone**, 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 will be completed by the Principal or where suitable experienced the Chief Instructor.

Effective from June 1st, 2021 pursuant to the amendments to the Employment Act 2000, all staff and members of U Sail are required to have a zero tolerance towards bullying and sexual harassment in the workplace. A policy statement refers to "U Sail Watersports Safe Workplace from bullying and sexual harassment."

Centre Welfare Officer

The U Sail Watersports designated Welfare Officer is Maja Penruddocke (+1-441-536-8011)

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 an provide an RYA Safe & Fun Course completion certificate.

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 Watersports Centre Code of Conduct, the *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 person's welfare, either outside the sport or within the Centre, should inform the Instructor, the Chief Instructor or 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.

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 Watersports is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We have 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 Watersports takes all reasonable steps to ensure that, through appropriate procedures and training, everyone participating in activities organized by U Sail, do so in a safe and enjoyable environment.

U Sail Watersports actively seeks to:

☑☑ Create a safe and welcoming environment, both on and off the water, where children, vulnerable adults etc can have fun and develop their skills and confidence.

☑☑ Run RYA-organized training and events to the highest possible safety standards.

☑☑ Treat all children, adults, staff and volunteers with respect and celebrate their achievements.

U Sail Watersports

☑☑ 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's welfare officers and the Principal of the relevant U Sail Watersports centre should be notified of all relevant concerns, allegations or complaints.

PART 2 – PROCEDURES

3 Designated Person

The Principal and Centre Welfare Officer are 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 their responsibility to:

- a) Keep safeguarding policies and procedures up to date, compatible with those of the 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 Directors etc on safeguarding and child protection issues
- d) Maintain contact details of Police and Child Services
- e) Conduct any necessary investigation swiftly and at the earliest opportunity
- f) Support voluntary or paid staff if an allegation has been raised against them and treat them sympathetically until the investigation has been concluded
- g) Take necessary action after the allegation has been investigated.

If anyone has a concern they should:

Contact the Chief Instructor, Principal or Welfare Officer either verbally, or emailed at the earliest opportunity but should aim to do this within 24 hours of the concern arising.

The Chief Instructor, Principal and the Centre Welfare Officer will decide on a course of action to be taken and the Welfare Officer will be the designated point of contact who will document, log the incident and take the matter forward.

4 Recruitment and training

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

All work applications must include a CV and Covering 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 Watersports including the Directors.

The policy of U Sail ensures that no preference will be given whatever ethnicity or race of the applicant. U Sail will request a police report and off the back of this U Sail may request for a disclosure barred report.

Directors, Staff, and Volunteers will be encouraged to take SCARS course if they have not already done so before joining U Sail. The Directors will always be involved in any hiring process whether temporary or permanent. All overseas 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.

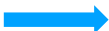


The Principal is responsible for checking at the time of hiring before their first day of work that all regulations and procedures, the code of conduct has been read, they understand and will comply with all regulations and Procedures of the RYA applicable to U Sail Bermuda and U Sail Watersports.

Reporting/Documentation:

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

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.

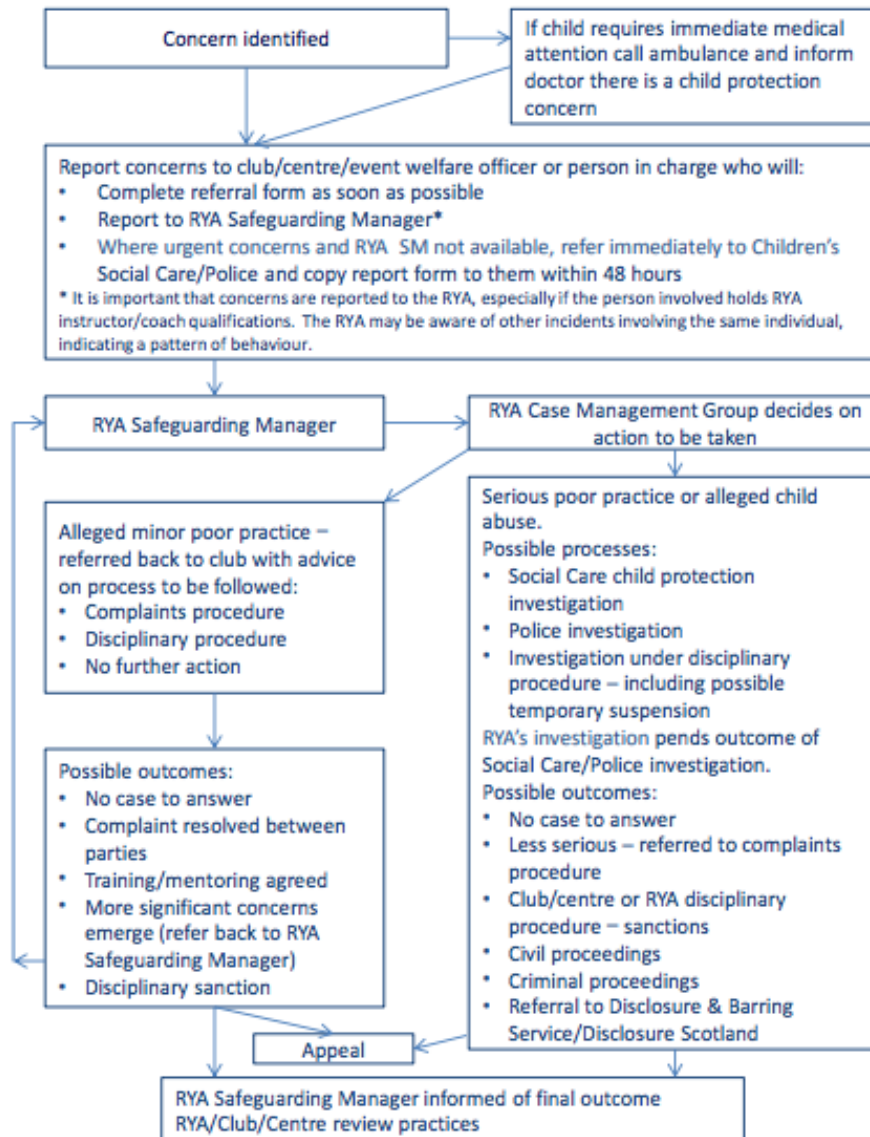
Instructor  **Chief Instructor**  **Principal**  **Welfare Officer**

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.

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**Reporting procedures
Concern about the behaviour of someone at a club/centre**

Flowchart 1



Flowchart 2

**Reporting procedures
Concern about a child outside the sport environment**

