

## **Sully Sailing Club Child protection Good Practice Guide for Instructors, and Volunteers**

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 which are available for reference.

In the event of an incident occurring the club welfare officer: *Rex Hendricksen 02920751143* should be informed immediately and a full written record kept

- 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

### **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.

**Changing rooms** It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable because adults are sailing at the same times, it is essential that one adult is not left alone with a child.

Adult changing before/after the children is best practice

Parents should be made aware that adult club members may be in the changing rooms. Bullying can be an issue in changing rooms and showers. If a child alleges bullying or shows signs of being bullied, this must be investigated. Smart phones & tablets should not be used in changing rooms to prevent inappropriate images being recorded

**First aid and medical treatment** First aid is part of your normal duty of care. Obtain parental consent in advance, if medication or medical treatment may be required, in the absence of the parent/carer

**Social Media & photos.** Do not take photos of children from which they can be identified, unless you know specific parental approval has been given. Do not email, phone or contact children electronically unless parental approval has been given and parents are 'copied' to the communication