



International Topper Class Association (GBR)

Safeguarding and Child Protection Policy and Guidelines

No.	Date and author(s)	Remarks
1	Mary Sparrow October 2024	Used RYA and IOCA
1a	Tracey Francis 11-Mar-26	Updated Safeguarding Officer contact details only

ITCA (UK) Safeguarding and Child Protection Policy and Guidelines

Contents

	Page
1. Introduction	3
PART 1 - POLICY	
2. ITCA (GBR) Safeguarding and Child Protection Policy Statement	3
PART 2 - PROCEDURES	
3. Designated individual – ITCA (GBR) Welfare Officer	5
4. Recruitment and Training	5
5. Good practice guidelines	
• Culture	5
• Minimising risk	6
• Additional vulnerability	6
• Grooming	7
• Bullying	7
• Responsibilities of staff and volunteers	7
• Responsibility of parents and class association liability	8
• Changing rooms and showers	8
• First aid and medical treatment	8
• Organising and hosting events	8
• Residential camps and overseas events	9
• Communication, website and social media	9
• Photography, images and video	10
6. Handling concerns, reports or allegations	11
• Reporting procedures	13
• Reporting flowcharts	14
PART 3 - INFORMATION AND DOCUMENTS	
7. Useful contacts	12
8. Useful documents	
1. ITCA (GBR) Quick Guide to Safeguarding and Child Protection	15
2. ITCA (GBR) Code of Conduct	16
3. ITCA (GBR) Safeguarding and child protection referral form	18
APPENDICES	
Appendix A – What is child abuse	20
Appendix B – RYA Instructor Code of Conduct	22
Appendix C – RYA Coach Code of Ethics and Conduct	23
Appendix D - RYA Racing Charter	24
Appendix E - Racing Charter at ITCA Events	25

1. Introduction

These guidelines are based closely on the [RYA Safeguarding and Child Protection Policy and Guidelines](#), last updated in February 2020, and have been adapted where necessary to meet the requirements of the International Topper Class Association (GBR).

PART 1 - POLICY

1. ITCA (GBR) Safeguarding and Child Protection Policy Statement

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 ITCA (GBR) employees, contractors and volunteers.

ITCA (GBR) is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise 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.

ITCA (GBR) takes all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities organised by the ITCA (GBR) do so in a safe and enjoyable environment.

ITCA (GBR) 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 ITCA (GBR) organised training and events to the highest possible safety standards.
- Treat all children with respect and celebrate their achievements.

ITCA (GBR):

- Recognises that safeguarding children is the responsibility of everyone, not just those working directly with them.
- Carefully recruits and selects all ITCA (GBR) 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 abuse, referring to external agencies as necessary.
- 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 other class associations.

Staff, Coaches and Volunteers

The Class Welfare Officer and those regularly instructing, coaching or supervising children will be asked to apply for an Enhanced Criminal Records Disclosure.

Good Practice

All members of ITCA (GBR) should follow the ITCA (GBR) good practice guidelines (summarised in Document 1, attached) and agree to abide by the ITCA (GBR) Code of Conduct (see Document 2 attached) and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should also be aware of the guidance on recognising abuse (see 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.

At the time of booking an event, ITCA (GBR) seeks 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 ITCA (GBR) 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 ITCA (GBR) Welfare Officer.

Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within ITCA (GBR), should inform the ITCA (GBR) Welfare Officer immediately, in strict confidence. The ITCA (GBR) Welfare Officer will follow procedures outlined in the RYA flowcharts found later in this document.

Any member of ITCA (GBR) failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under ITCA (GBR) Code of Conduct for ITCA (GBR) Members.

The ITCA (GBR) Welfare Officer should be notified of all relevant concerns, allegations or complaints.

ITCA (GBR) Safeguarding Officers

Emmajane Milton
safeguarding@itca-gbr.co.uk

Bethan Venning
safeguarding2@itca-gbr.co.uk

This policy will be reviewed by the ITCA (GBR) Committee at least every three years.

PART 2 – PROCEDURES

2. Designated individual

Although everyone has a role to play in ensuring that children are safe, ITCA (GBR) has a designated Welfare Officer who has specific responsibility for implementing this policy.

3. Recruitment and training

All ITCA (GBR) roles, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny. The level of checking we require will be proportionate to the role and the level of risk involved and in line with relevant statutory requirements.

Role	Level of Check
ITCA (GBR) Welfare Officer	Enhanced Criminal Records Disclosure
Coach for an ITCA (GBR) Team	Enhanced Criminal Records Disclosure
Coach for regatta fleet or a training weekend	Enhanced Criminal Records Disclosure
Assistant coach under the age of 18 yrs.	ITCA Self Disclosure

Safeguarding Training

All coaches working for ITCA (GBR) are RYA qualified and will have completed the online safeguarding awareness course 'Safe + Fun'. It is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches. The course is also available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge. The ITCA (GBR) Welfare Officer will usually complete the RYA Safe + Fun course and an additional RYA module for Club Welfare Officers, unless they already have significant experience of safeguarding and child protection from another voluntary role or their profession.

4. Good practice guidelines

Culture

It is important to develop within ITCA (GBR) a culture where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Minimising risk

The work of ITCA (GBR) will be planned to promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

The following common sense guidelines are also available as a one page 'Quick Guide' (see Document 1, attached).

- 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 both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be 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.

Additional vulnerability

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:

- a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer
- a deaf child may not be able to express themselves or speak confidentially if they need an interpreter

- a child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others 'eyes as 'different'.

Grooming

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy teachers and others working with young people are receiving training on recognising the warning signs.

Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix A. Safeguarding and child protection procedures should include an Anti-Bullying policy. The RYA's Anti-bullying policy is available on the website under Racing, Youth and Junior, Information, Policies or click on this link: [https://assetbank-eu-west-1.s3.eu-west-1.amazonaws.com/rya-assets/_87113cb4549df15cff38e2cd071931c5/e69/5.1_RYA_BYA_Anti-Bullying_Policy_-_version_2.5_September_2022_FINAL.pdf?response-content-disposition=inline;filename="e69/5.1_RYA_BYA_Anti-Bullying_Policy_-_version_2.5_September_2022_FINAL.pdf";filename*=UTF-8'e69%2F5%2E1%5FRYA%5FBYS%5FAnti%2DBullying%5FPolicy%5F%2D%5Fversion%5F2%2E5%5FSeptember%5F2022%5FFINAL%2Epdf&response-content-type=application/pdf&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Date=20241011T183615Z&X-Amz-SignedHeaders=host&X-Amz-Expires=604800&X-Amz-Credential=AKIATJ7XNAYVAWNFIK7R/20241011/eu-west-1/s3/aws4_request&X-Amz-Signature=ce1efc2d10e99362868ec798d06155aafe1551c5d5bee6ff4d872b0b62f1a0ea](https://assetbank-eu-west-1.s3.eu-west-1.amazonaws.com/rya-assets/_87113cb4549df15cff38e2cd071931c5/e69/5.1_RYA_BYA_Anti-Bullying_Policy_-_version_2.5_September_2022_FINAL.pdf?response-content-disposition=inline;filename=\)

Responsibilities of staff and volunteers

ITCA (GBR) employees, contractors and volunteers will be given clear roles and responsibilities and made aware of the relevant policies, procedures and guidelines and advice on recognising signs of abuse (Appendix A). RYA Coaches and Instructors are expected to comply with the RYA Codes and Conduct (see Appendices B and C).

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, give rise to friction between families or interfere with coaching.

ITCA (GBR) has a Code of Conduct (see Document 2) that everyone involved, whether they are participants, parents, employee, contractor or volunteers, should be aware of and comply with so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour falls short of the behaviours set out in the Code.

Alongside the duty of care ITCA (GBR) has to members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside of activities organised by the Class.

When children are attending an ITCA (GBR) organised event or coaching session, the Class has a duty of care for their safety and welfare when on the water. When the sailors come ashore that responsibility usually transfers back to the parent, the exception being for residential or overseas events/coaching where a coach, team leader or 'house parent' may take on that role. It must be made clear at what point responsibility transfers from the coach or race management team to the parent

Changing rooms and showers

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, or the site is open to the public, it is better adults avoid being alone in the changing room with children. Parents should be made aware if adult club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers (see page 7).

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.

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. At ITCA (GBR) organised events, a nominated first aider should be identified both on and off the water. Consent should be obtained if medication or medical treatment is required in the absence of the parent/carer, for example before a residential camp or overseas event.

Organising and hosting events

When organising an ITCA (GBR) event, the Class should liaise with the host club or training centre to ensure that all involved in the organisation of the event are operating to

similar policies. In practice this responsibility may rest with the relevant committee members - the Sailing Secretary, Training and Development Officer or Teams Officer. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare and who can be contacted if they have any concerns.

Residential camps and overseas events

It is essential that those accompanying young people to residential camps and overseas events, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them. In addition to the guidance included in this document, specific relevant policies and guidelines are available on the Class website and from the ITCA (GBR) Administrator - secretary@itca-gbr.co.uk

Communication, website and social media

While ITCA (GBR) is responsible for the content published on its website and social media platforms, parents and carers must accept responsibility for their children's access to and use of computers, tablets and smartphones. The online world is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Two suggested sources of information, mainly intended for parents but useful for anyone, are the [NSPCC](#) and [Internet Matters](#).

When promoting ITCA (GBR) through the website and social media platforms, Class members should:

- ensure that the content and language is appropriate for younger readers and does not link directly to unsuitable material on other sites
- follow the RYA guidance on the use of images of children (see Photography section below)

In addition, ITCA (GBR) provide a clear process for parents and others to report inappropriate content and to request that content is removed. On the Class website this would be via the Contact us page, while on Facebook or Instagram this would be via the 'Message' function.

Unfortunately, online communication and texting can sometimes be used as a means of bullying. Such online bullying should be treated in the same way as any other form of bullying. [Childline](#) provide support for children and young people as well as for parents on matters such as online bullying.

RYA Coaches are expected to comply with the [RYA British Youth Sailing Communications Policy](#).

In general, all coaches and instructors are advised to:

- where possible have a business phone and a personal phone
- only contact sailors on your business phone (or using your organisation's text system)

- avoid using over-familiar language and try to copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact.
- have a personal and a professional page for your social media
- do not allow young sailors to follow or be friends with your personal account
- set your privacy settings as high as possible on your personal account
- challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- educate young sailors about the boundaries between them and their Coach or Instructor.

Photography, images and video

Publishing articles, photos and videos in on the ITCA (GBR) website or social media pages is an excellent way of recognising young people's achievements and of promoting the sport as a whole. However, it is important to minimise the risk of anyone using images of children in an inappropriate way. There are two key principles to bear in mind:

1. Before taking photos or video, obtain written consent from the child's parent/carers for their images to be taken and used.

ITCA (GBR) receive written consent from parents or carers at two points, when the point of joining and renewing membership and at the point of signing up for a major event.

- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
- Care must be taken in the storage of and access to images.

2. When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child.

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize winners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (where they live, name of school, other hobbies and interests etc) that could enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

There are also some common sense guidelines regarding photography at ITCA (GBR) events:

- The use of cameras or smart phones/go-pro video camera in changing areas should not be permitted in any circumstances. Such use by young people could be regarded as a form of bullying.
- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Any photographer or member of the press attending an event should always wear identification and should be briefed on the issues covered by these guidelines.

- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the ITCA (GBR) Welfare Officer and treated in the same way as any other child protection concern.

5. Handling concerns, reports or allegations

This is primarily the responsibility of the ITCA (GBR) Welfare Officer and detailed guidance is available in Section 6 of the [RYA Safeguarding and Child Protection Policy and Guidelines](#) and from the RYA Safeguarding Team (see contact details below). It is important for everyone to understand what to do if they have concerns or find themselves handling an allegation from a child.

Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
reassure the child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event, using the child's own words
- contact the Class Welfare Officer as soon as possible.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (e.g. that you won't tell anyone)
- ask leading questions
- take sole responsibility – consult someone else (ideally the Class Welfare Officer or the person in charge of the event) so that you can begin to protect the child and gain support for yourself.

Reporting procedures

The first point of contact should be the Class Welfare Officer. The correct reporting procedures are shown in the RYA flowcharts on the following pages, where there is concern about a child outside of the sailing environment (flowchart 1) or where there is concern about the behaviour of an adult at an ITCA (GBR) event (flowchart 2). If you are uncertain what to do at any stage, contact the RYA's Safeguarding Team or one of the other agencies listed below, such as the Childline 24-hour helpline.

PART 3 – INFORMATION AND SAMPLE DOCUMENTS

6. Useful Contacts

RYA Safeguarding out-of-hours *emergency line*

The RYA out-of-hours emergency line is available to ITCA (GBR) members from 5pm to 10.00pm Monday to Friday and from 9.30am to 10.00pm over the weekend by calling **02380 604297** and choosing option one for safeguarding enquiries – this will automatically transfer to the person on call. Please only contact the out of hours number if your concern constitutes a significant safeguarding issue which could involve the police or local authority. Otherwise please email safeguarding@rya.org.uk and the team will contact you when the office reopens.

RYA Safeguarding Team:

- Katie Loucaides – Safeguarding and Equality Manager – 07384 546489
- Andrea Gates – Safeguarding Officer - 07570379447
- Amy Lowbridge – Safeguarding and Equality Senior Administrator – 07918 470245

Other emergency contacts

- Emergency services – 999
- Non-emergency police – 101
- NSPCC 24-hour free helpline – 0808 800 5000
Childline 24-hour free helpline – 0800 1111

Other useful contacts

- Royal Yachting Association
Andrea Gates, RYA Safeguarding Officer
RYA House, Ensign Way
Hamble
Southampton
SO31 4YA
Tel: 023 8060 4297
E-mail: safeguarding@rya.org.uk
Website: www.rya.org.uk/go/safeguarding

Child Protection in Sport Unit (CPSU)

England

Tel: 0116 366 5590

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body

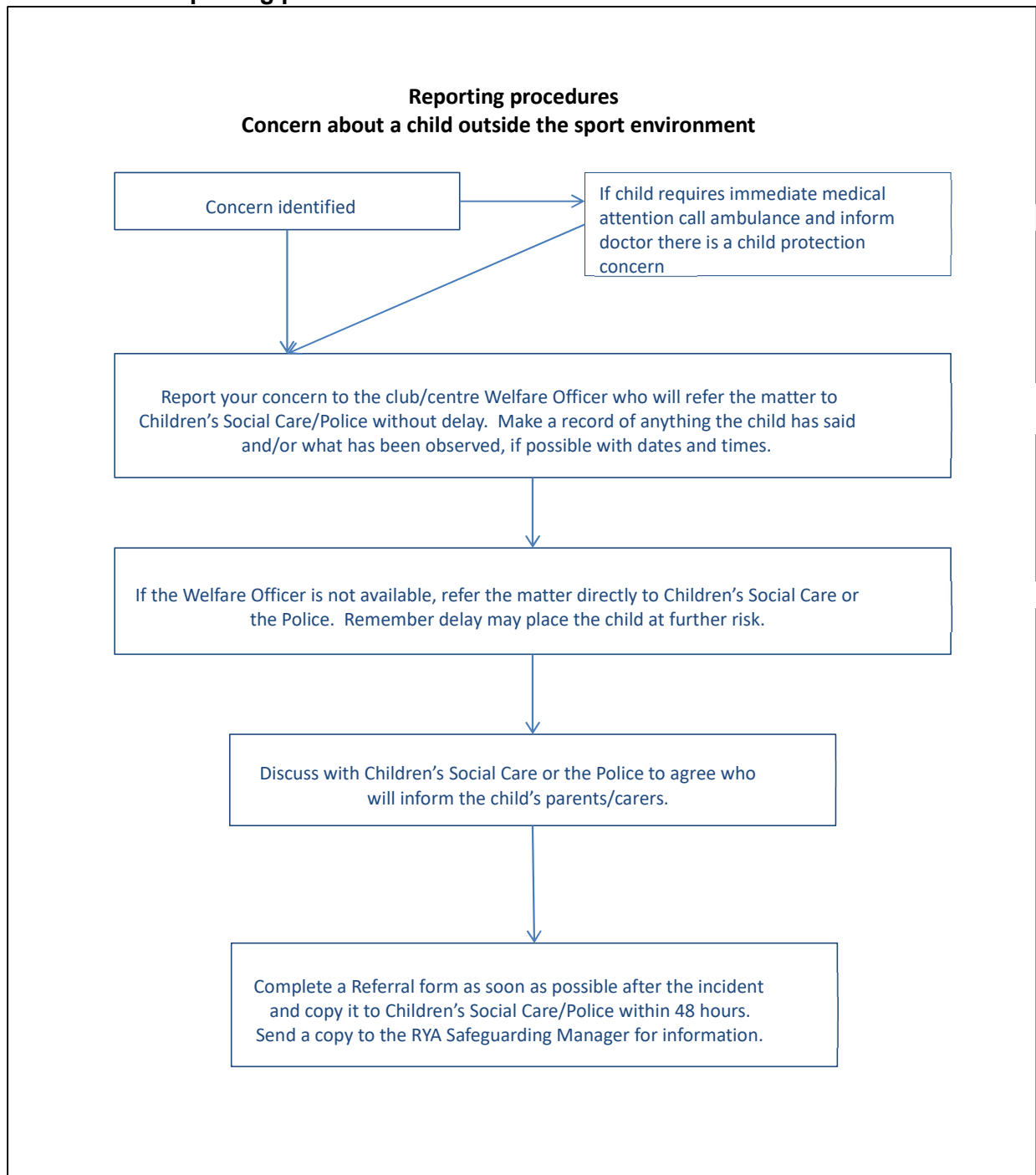
Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Disclosure Scotland

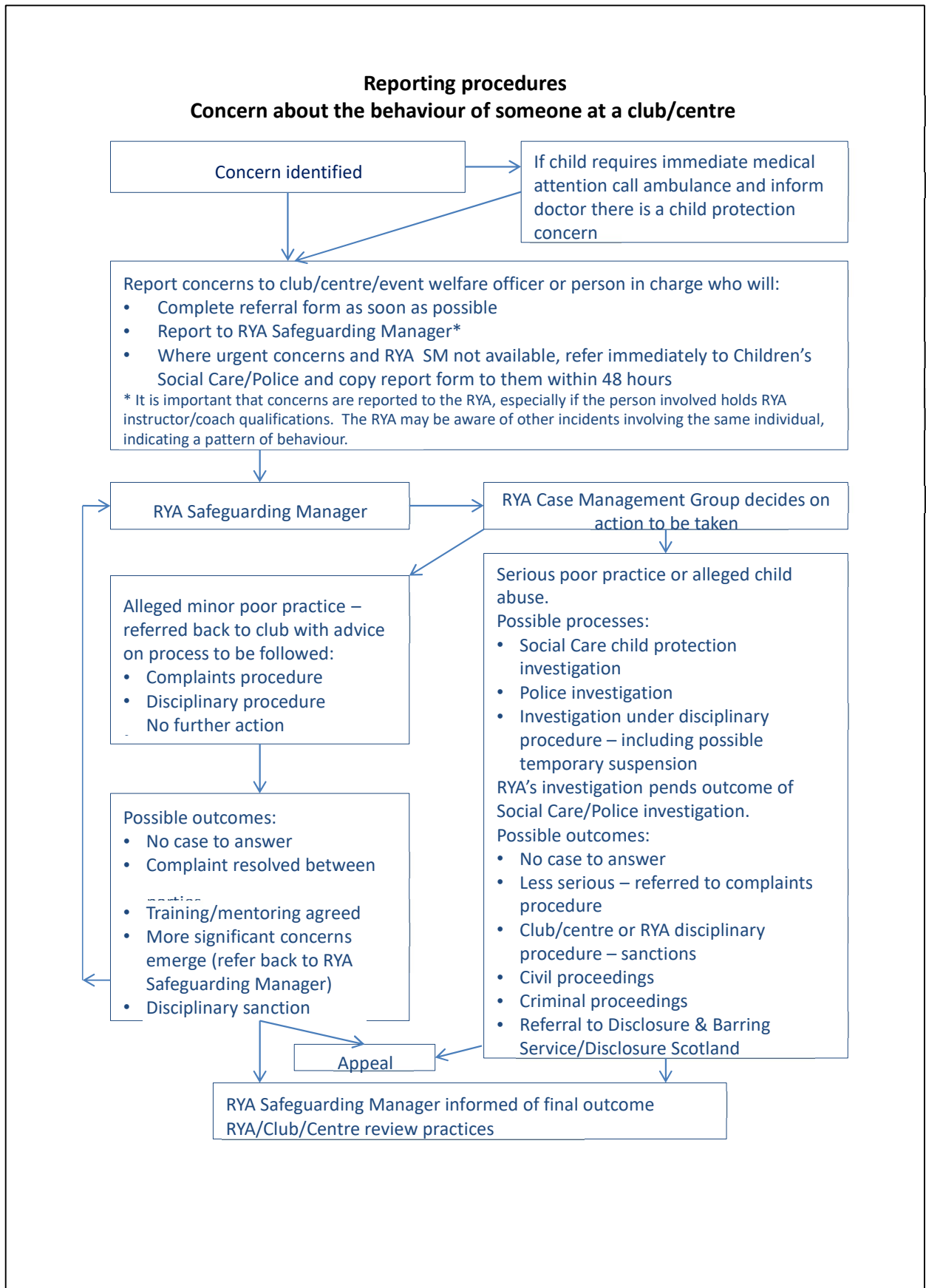
Website: www.mygov.scot/organisations/disclosure-scotland

AccessNI – RYA is Registered Body

Website: www.nidirect.gov.uk/accessni

Flowchart 1 – Reporting procedures

Flowchart 2 – Reporting procedures



7. Useful Documents

Document 1

ITCA (GBR) Quick Guide to Safeguarding and Child Protection.

This guide only covers the essential points of good practice when working with children and young people. You should also read the ITCA (GBR) Safeguarding and Child Protection Policy and Guidelines which are available on the Class website.

- 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. 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.

Document 2

ITCA (GBR) Code of Conduct

It is the policy of International Topper Class Association (GBR) (ITCA (GBR)) that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants - young sailors

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part

- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform the ITCA (GBR) Welfare Officer or the person in charge of the activity.

Document 3
ITCA (GBR) Safeguarding and Child Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken by organisation (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	

Contact telephone number and e-mail address	
---	--

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding Officer, Andera Gates , RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Appendix A – What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children '2015)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children inflicting physical harm:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual abuse. Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Bullying (including 'cyber bullying' by text, e-mail, social media etc) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Child Protection/Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Appendix B – RYA Instructor Code of Conduct

RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

Appendix C – RYA Coach Code of Ethics and Conduct

Sports coaching helps the development of individuals through improving their performance.

This is achieved by:

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.

Appendix D – RYA Racing Charter

This link will take you to the RYA Racing Charter
<https://www.rya.org.uk/racing/rules/racing-charter>

Appendix C – RYA Racing Charter at ITCA Events

The RYA Racing Charter and how it helps everyone at ITCA (GBR)

At ITCA we fully subscribe to the RYA Racing Charter, which is reinforced with our Safeguarding and Anti- Bullying policy.

To ensure we are clear about behaviours that are acceptable and those that aren't we have completed examples below. We hope these will help Sailors and their supporters take part in all class activities in a welcoming and friendly environment, and everyone will be clear about what is expected of them.

Acceptable behaviours	Examples	What it sounds like
Fair Racing	All competitors agree to race fairly and uphold the principles of the RYA Racing Charter	I have read the Notice of Race and the Sailing instructions and I understand them
Respect	Showing kindness and consideration towards other sailors	"do you need a hand launching your boat"
Resolution	Taking part in solving disputes in a fair and timely manner	Thank you for the arbitration meeting, now I understand what I did wrong.

What we will hold accountable	Examples	What it sounds like
Hate crimes	Any behaviour towards another sailor that is seen to be against another sailor's disability, religion or belief, sex, gender identity, ethnicity or sexual orientation	"You should do turns because you are a trans sailor" "I am going to rip down your pride flag as I hate it"
Lack of Respect/ Bullying behaviour	Any unkind comments - or consistently undermining another sailor, or taking another sailor's property without their consent,	"go away you're not welcome here" "you are not a good sailor"
Unfinished Resolution	Incidents will happen on the water, and every sailor is encouraged to use the arbitration and protest procedures. Once this has happened the incident is completed, and we all move on.	"at the last national you were in the wrong because....." " Don't come near me, you were told off for pumping last time"
Over zealous parenting	Parents over supporting their sailor, or forgetting who the sailor is.	"You must put in a protest I am unhappy with that kid" "How dare you speak to my child, I think you are an awful sailor" "You will be a witness for my friends sailor, I don't care what you think about it, they were right in my opinion."