

LOCH TUMMEL SAILING CLUB

SAFEGUARDING AND CHILD PROTECTION

POLICY AND GUIDELINES

March 2019

1. Policy Statement

LOCH TUMMEL SAILING CLUB (hereinafter called “The Club”) is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children, young persons and vulnerable adults (all together hereinafter called “vulnerable persons”) taking part in its activities. The Club recognises that the safety, welfare and needs of vulnerable persons are paramount and that, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, they have the 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 members of the Club should be aware of the policy.

2. Club’s Welfare Officer

The Club’s Welfare Officer is: Nicky Scott

The Club’s Welfare Officer’s responsibilities, person specification and skills/experience and obligation for compliance (including procedures to be followed) are set out on the role description (including appendices thereto) annexed hereto (Appendix 1)

3. Staff and Volunteers

All Club staff (if any) and volunteers whose roles bring them into regular contact with vulnerable persons will be asked to provide references. The Club’s Welfare Officer and those regularly instructing, coaching or supervising vulnerable persons will also be asked to apply for PVG Scheme Membership and/or a Scheme Update

4. Good Practice

All members of the Club should abide by the Club’s Code of Conduct, annexed hereto (Appendix 2), and the RYA Racing Charter contained in the Racing Rules of Sailing.

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 Club will seek written consent from the vulnerable person and his/her parents/carers/guardians before taking photos or video (including by tablet or mobile phone) 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 Club publishes images of vulnerable persons, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or video, or the inappropriate use of images should be reported to the Club's Welfare Officer.

5. Concerns

Anyone who is concerned about a vulnerable person's welfare, whether outside or within the Club, should inform the Club's Welfare Officer immediately in strict confidence.

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action.

6. Checks

The Club will check all staff (if any) and volunteers and those with specific responsibilities (e.g. instructor, centre principal, child protection/welfare officer, coach, head of cadet section) or anyone who regularly helps with activities involving vulnerable persons

The level of checks to be conducted for each category may be:

- references
- self-disclosure
- membership of the Protection of Vulnerable Groups Scheme and scheme update if appropriate

The Protection of Vulnerable Groups (Scotland) Act 2007 makes it a criminal offence to knowingly employ someone (including a volunteer) if their name is on the Disqualified from Working with Children or Protected Adults List. It is also an offence for an organisation to fail to make a referral to Disclosure Scotland if they have dismissed someone from Regulated work for harming or posing a risk of harm to a vulnerable person

7. Confidentiality and Data Storage

All personal information will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties to

protect vulnerable persons. When data is no longer relevant it will be destroyed securely, e.g. by shredding.

8. Safeguarding Training

The Club will ensure that all staff (if any) and volunteers working with vulnerable persons have undertaken training appropriate to their roles. This may be through formal training, an online course, induction and mentoring and/or continuing professional development

APPENDICES

- I – LTSC Welfare Officer’s Role Description (including appendices thereto)
- II – LTSC Code of Conduct (including appendices thereto)