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**East Lothian Yacht Club Safeguarding Policy**

**and Procedures**

March 2021

Adapted from RYA Scotland Safeguarding and Child Protection Policy and Guidelines 2020

[www.rya.org.uk/scotland/initiatives/Pages/safeguarding-vulnerable-groups.aspx](http://www.rya.org.uk/scotland/initiatives/Pages/safeguarding-vulnerable-groups.aspx)

**POLICY STATEMENT**

East Lothian Yacht Club is committed to safeguarding children and young people taking part in its activities, from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, wellbeing, welfare and needs of the child/young person 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.

East Lothian Yacht Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children taking part in its events and activities.

We will create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence. We will treat all children with respect, celebrate their achievements and listen to their views and experiences.

For the purposes of this policy anyone under the age of 18 should be considered as a child. In this document and in day-to-day communications the terms ‘children’ and ‘young people’ are both used, recognising that older teenagers may prefer not to be referred to as ‘children’ although they are still children in the eyes of the law.

Everyone has a responsibility and can help in the safeguarding of children and young people, so all members of the Club should be aware of the policy.

**ELYC Child Protection Officer**

Fiona Nightingale

Email: [cpo@elyc.org.uk](mailto:cpo@elyc.org.uk)

Phone: 07968278832

**Staff and Volunteers**

All staff and volunteers whose role brings them into regular contact with young people will be subject to our Safer Recruitment procedures. The Child Protection Officer and those regularly instructing, coaching or supervising young people will be required to apply for PVG Scheme Membership or a Scheme Update through ELYC.

**Good Practice**

There will be no public access to changing rooms or toilet facilities during club sailing activities.

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 child/young person and their parents/carers before taking photos or video at an event or training session or publishing such images. If the club publishes images of young people no identifying information other than names will be included.Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.Any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to ELYC’s Child Protection Officer.

**Handling Concerns**

Anyone who is concerned about a young member’s or participant’s welfare, either outside the sport or within the Club, should inform ELYC’s Child Protection Officer immediately, in strict confidence. They will follow the procedures set out by the RYA *(see Flowchart in Appendix A).*

Any member of the Club failing to comply with the Safeguarding Policy and any relevant Codes of Conduct may be subject to disciplinary action under Item 10 of The Constitution (available on ELYC website).

**SAFEGUARDING PROCEDURES**

**Safer Recruitment**

All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny. All staff and volunteers whose role brings them into regular contact with young people, or who hold a position of trust, will be subject to our Safer Recruitment procedures.

The Child Protection Officer and those regularly instructing, coaching or supervising young people (regulated work) will be required to apply for PVG scheme membership, or a scheme update, through ELYC.

All volunteers supporting an event which is targeted at young people will be required to apply for PVG scheme membership or a scheme update through ELYC, including onshore volunteers and First Aiders.

ELYC Safer Recruitment Procedure:

* Volunteer Agreement (for events targeted at or popular with under 18s)

or

* Instructor Application Form
* 2 references (at least one of which must be external)
* membership of the Protection of Vulnerable Groups Scheme or Scheme Update, applied for through ELYC
* medical questionnaire

RYA Instructors and Racing Coaches are required to sign up to appropriate RYA Codes of Conduct.

**Safeguarding Training**

The RYA safeguarding course ‘Safe and Fun’ is a mandatory requirement for those intending to qualify as RYA Instructors. The RYA recommends that volunteers in regular contact with children or in positions of trust also undertake Safeguarding training appropriate to their role.

Refresher Safeguarding training for Instructors will be provided by the club.

**Responsibilities of Staff and Volunteers**

All staff and volunteers are required to follow ELYC’s Standard Operating Procedures which can be found at [East Lothian Yacht Club - Training Team Documents (elyc.org.uk)](https://elyc.org.uk/Training-Team-Documents)

OOD Guidance and OOD Guidance (Fun Friday) is available at [East Lothian Yacht Club - Members Document Library (elyc.org.uk)](https://elyc.org.uk/Members-Document-Library/)

The OOD or lead volunteer should complete and display a Pre-activity Assessment.

All staff and volunteers are required to adhere to ELYC’s Safeguarding Policy and Procedures which includes guidelines on:

* Good Practice *(see Guidelines below)*
* What is Child Abuse? *(see Appendix B)*
* RYA Scotland’s Anti-bullying policy *(see Appendix C)*

All RYA Coaches and Instructors are expected to comply with the relevant RYA Codes of Conductregardless of where they are coaching/instructing.

**Good Practice Guidelines**

All members of the Club should follow the good practice guidelines:

* 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
* If adults and children are sailing at the same times, we recommend that adults avoid being alone in a changing room with children
* Avoid spending any significant time working with children/young people in isolation
* Do not take children/young people alone in a car, however short the journey
* Do not take children/young people 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 and/or the child/young person’s parents
* Design training programmes that are within the ability of the individual
* If a child/young person is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if possible
* If you do have to help a child/young person, 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 is essential to send an individual message, copy it to the individual’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/young people to use inappropriate language unchallenged, or use such language yourself when with children/young people
* make sexually suggestive comments to a child/young person, even in fun
* fail to respond to an allegation made by a child/young person; 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/young people, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the individual (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/young person and undertakes personal care tasks with the utmost discretion.

Please also see ELYC Code of Conduct (Appendix D)

**Changing Rooms and Showers**

During mixed club events the changing rooms at ELYC are shared by adults and children.

There is a female changing room, a male changing room and one unisex accessible changing room. The accessible changing room is also available for use as a mixed-sex family changing area.

During courses run for under 18s, Instructors/coaches will get changed in separate changing rooms from the students. Parents should not enter the changing rooms once students are getting changed.

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, they will be accompanied by another adult of the opposite sex.

**Bullying**

Bullying is behaviour that can make a person feel frightened, threatened, left out or hurt and it can happen face to face and online.Something only needs to happen once to make an impact on a person’s capacity to feel in control of themselves and make a person feel worried or scared to go to training or competition.

Bullying behaviour can include:

* Being called names, teased, put down or threatened face to face and/or online
* Being hit, tripped, pushed or kicked
* Having belongings taken or damaged
* Being ignored, left out or having rumours spread about them (face to face and/or online)
* Sending abusive messages, pictures or images on social media, online gaming platforms or phone
* Behaviour which makes people feel like they are not in control of themselves or their lives
* Being targeted because of who you are or who you are perceived to be (face to face and/or online)

All members of the club should follow the RYA Scotland Anti-bullying policy *(Appendix B).*

If a child alleges bullying or shows signs of being bullied, this will be investigated as set out in the RYA Scotland Anti-Bullying policy.

**Managing Challenging Behaviour**

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA Safeguarding and Child Protection Guidelines at <https://www.rya.org.uk/about-us/rya-policies/safeguarding/Pages/CP-policy-guidelines.aspx>

**Parental Responsibility**

All members of the club and the parents of cadet members should abide by the ELYC Code of Conduct (see Appendix D). This will be shared with parents when they complete our Under 18 Consent Form.

Parents are responsible for their children’s welfare and behaviour, or may designate another adult to take that responsibility, outside formal club-organised activities.

When children are attending an organised training or coaching session or activity, ELYC will make it clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

We will ensure that start and finish times are clear and that the arrangements for collection are understood by all. Parents/carers who wish children to go home unaccompanied (according to their age and stage) should give consent in writing.

We will ensure parents/carers know how to contact the club if they are held up.

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and he/she will not be left alone. If attempts to contact an adult who is responsible for the child fail, the Child Protection Officer and social work will be informed. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the Child Protection Officer and parents/carers as soon as possible.

**Transporting Children**

ELYC does not take responsibility for the transport of participants to and from events/venues. Further information is available from RYA Scotland Safeguarding and Child Protection Policy and Guidelines 2020.

[www.rya.org.uk/scotland/initiatives/Pages/safeguarding-vulnerable-groups.aspx](http://www.rya.org.uk/scotland/initiatives/Pages/safeguarding-vulnerable-groups.aspx)

**First Aid and Medical Treatment**

First aid, provided by an appropriately trained and qualified person, is part of our normal duty of care. Consent if medication or medical treatment is required in the absence of the parent/carer is included in our Under 18 Consent Form.

**Confidentiality and Data Storage**

All personal information, including Disclosure Information, will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children, in accordance with PVG Codes of Conduct and ELYC’s GDPR Policy.

**Club Website and Social Media**

ELYC will

* follow its policy on use of images (see Photography section below)
* ensure that the content and language, including contributions, is not inappropriate

and does not link directly or indirectly to unsuitable content on other sites

* provide a clear process for parents and others to report inappropriate content or

online bullying and to request that content is removed

* follow a robust procedure for handling and assessing such a report or request

and acting promptly to remove the offending content.

Coaches, Instructors and volunteers are required to follow the relevant sections of ELYC Good Practice Guidelines and RYA Codes of Conduct.

**Photography, Images and Video**

The Club will seek written consent from the child/young person and their parents/carers to use photos or video for training feedback purposes and for appropriate publicity which may include the club website and the local press. This consent is included in our Under 18 Consent Form.

We will take care in the storage of and access to images. An image is personal data and will be treated in accordance with ELYC’s GDPR Policy.

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

The recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, will not be permitted in showers or changing areas in any circumstances.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

Any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to ELYC’s Child Protection Officer and treated in the same way as any other child protection concern.

**Volunteers aged 17 or under**

Instructors aged 17 or under will be supervised by an adult onsite at all times. The adult should be able to:

* monitor activity on the water
* deal with any issues arising
* brief and debrief young instructors at the start and end of each session.

The supervising adult should be competent to provide back-up in a powerboat if required.

**Handling Concerns**

Anyone who is concerned about a young member’s or participant’s welfare, either outside the sport or within the Club, should inform ELYC’s Child Protection Officer immediately, in strict confidence. They will follow the procedures set out by the RYA *(see Flowchart included in Appendix A).*

Any member of the Club failing to comply with the Safeguarding Policy and any relevant Codes of Conduct may be subject to disciplinary action under Item 10 of The Constitution (available on website).

**Appendix A**

**Concern about a child arising outwith ELYC**



**Concern about a child resulting from the behaviour of somebody at ELYC**

**Appendix B– What is child abuse?**



Revised March 2020

(Based on the statutory guidance ‘Working Together to Safeguard Children’ 2018)

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 (e.g. 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 (e.g. 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.) **is behaviour that can make a person feel frightened, threatened, left out or hurt and it can happen face to face and online *(Respect for All)\*.*** Something only needs to happen once to make an impact on a person’s capacity to feel in control of themselves and make a person feel worried or scared to go to training or competition.

**Bullying behaviour can include:**

* Being called names, teased, put down or threatened fact to face and/or online
* Being hit, tripped, pushed or kicked
* Having belongings taken or damaged
* Being ignored, left out or having rumours spread about them (face to face and/or online)
* Sending abusive messages, pictures or images on social media, online gaming platforms or phone
* Behaviour which makes people feel like they are not in control of themselves or their lives
* Being targeted because of who you are or who you are perceived to be (face to face and/or online)

***\*Respect for All:*** The National Approach to Anti-bullying in Scotland <https://www.gov.scot/publications/respect-national-approach-anti-bullying-scotlands-children-young-people/> and at ‘Respect Me’ – Scotland’s Anti-Bullying Service – [www.respectme.org.uk](http://www.respectme.org.uk)

**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 (e.g. 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 (e.g. 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 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 C – RYA Scotland Anti-Bullying Policy**

**INTRODUCTION**

* 1. It is the Policy of RYA Scotland to safeguard children taking part in boating from physical, sexual and emotional harm. RYA Scotland consider bullying of any kind unacceptable and understands that it can seriously impact the wellbeing of a child. A child is defined as being any person under the age of 18.
  2. This document sets out what RYA Scotland means by bullying, how you can recognise it and what to do about it if you think it might be happening.

1. **OBJECTIVES**
   1. The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.
2. **WHAT DO WE MEAN BY BULLYING**
   1. **Bullying is behaviour that can make a person feel frightened, threatened, left out or hurt and it can happen face to face and online *(Respect for All)\*.*** Something only needs to happen once to make an impact on a person’s capacity to feel in control of themselves and make a person feel worried or scared to go to training or competition.
   2. This behaviour can harm people physically or emotionally and although the actual behaviour may not be repeated, the threat may be sustained over time, typically by actions, looks, messages, confrontations, physical interventions or the fear of these.
   3. In some circumstances, the intent to bully may not be present (as some may not realise that their behaviour is wrong or is actually bullying). It must be noted that the impact and effect on the person being bullied will be no less severe because of this and that the focus ‘on the person who is bullying’ should look at the behaviour and the impact it has had.
   4. **Bullying behaviour can include:**

* Being called names, teased, put down or threatened fact to face and/or online
* Being hit, tripped, pushed or kicked
* Having belongings taken or damaged
* Being ignored, left out or having rumours spread about them (face to face and/or online)
* Sending abusive messages, pictures or images on social media, online gaming platforms or phone
* Behaviour which makes people feel like they are not in control of themselves or their lives
* Being targeted because of who you are or who you are perceived to be (face to face and/or online)
  1. **Why is it important to Respond to Bullying?**
     + Bullying hurts and results in pain and distress. No one deserves to be bullied and everyone has the right to be treated with respect.
     + Everyone involved in Boating has a responsibility to respond promptly and effectively to issues of bullying.
     + Bullying takes place in the context of relationships. Promoting respectful relationships, repairing relationships where appropriate and ensuring we respond to all forms of prejudice will help create an environment where bullying cannot thrive.

1. **SIGNS AND SYMPTOMS OF BULLYING**
   1. A child’s behaviour may be indicative that they are being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

* Is frightened of being left alone with other children.
* Changes their usual routine.
* Suddenly doesn’t wish to attend training or events.
* Becomes withdrawn, anxious or lacking in confidence.
* Starts stammering.
* Has cuts or bruises that cannot adequately be explained.
* Attempts or threatens suicide.
* Attempts or threatens to run away.
* Cries themselves to sleep or has nightmares.
* Feels ill in the mornings.
* Begins to perform poorly without good reason.
* Comes home with clothes torn or belongings damaged.
* Has possessions suddenly start go missing.
* Asks for money or starts stealing money (e.g. to give to the bully)
* Continually ‘loses’ money.
* Become aggressive, disruptive or unreasonable.
* Is bullying other children or siblings.
* Stops eating.
* Is frightened to say what is wrong.
* Gives improbable excuses or reasons for any of the above.
  1. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

1. **PROCEDURES**
   1. If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Scotland Manager, the relevant class Child Protection Officer or the RYA Scotland Child Wellbeing and Safeguarding Lead.
   2. This person will then follow the procedure laid down in the RYA Scotland Child Protection Policy and Guidelines.
   3. Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.
   4. Being found to know of bullying without reporting it is a disciplinary offence.
2. **OUTCOMES**
   1. All interviews will be conducted with all children being accompanied by a parent or responsible adult.
   2. The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.
   3. It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.
   4. If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.
   5. Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or Teams, might be necessary.
   6. After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
   7. All incidents will be reported to the RYA Scotland Child Wellbeing and Safeguarding Lead and kept on record to monitor any future reports.
3. **PREVENTION**
   1. This Policy has been adopted by RYA Scotland and is available to all as a reference via the website.
   2. RYA Scotland will highlight the effects and consequences of bullying and how to prevent them at one of the first of any new performance teams training camps. This is also detailed within the sailor agreements.
   3. The Anti-Bullying Policy will be addressed in the Sailor Supervision Guidelines and the team paperwork and training provided for house parents.
   4. The effects and consequences of bullying and how to prevent them will be added to Coach training and CPD.
4. **MONITORING AND REVIEW**
   1. The Policy will be monitored by the RYAS Child Wellbeing and Safeguarding Lead, other RYA Scotland Managers and the RYA Scotland Board.
   2. In relation to the Performance Programme, the Policy will be reviewed annually by the Chairman of Performance Committee in consultation with the RYA Scotland Child Wellbeing and Safeguarding Lead and appropriate RYA Scotland Managers.

***\*Respect for All:*** The National Approach to Anti-bullying in Scotland

<https://www.gov.scot/publications/respect-national-approach-anti-bullying-scotlands-children-young-people/>

**APPENDIX D - East Lothian Yacht Club Code of Conduct**

It is the policy of East Lothian Yacht Club (ELYC) 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 ELYC. 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, windsurfers and powerboaters**

* 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 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 Ethics and

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 your

Club/Class Welfare Officer or the person in charge of the activity