



Child Safeguarding Policies

Lagoon Watersports Centre Safeguarding Policy and Procedures

Contents	Page
Policy Statement	2
Definition of a child	2
Safeguarding Adults	2
Club Welfare Officer	2
Staff and Volunteers	3
Good Practice	3
Concerns	3
Safeguarding Guide	4
Guide for Coaches, Instructors, Officials and Volunteers	5
Bullying	5
Changing Rooms	6
Missing Child Prevention Policy	7
Child and Youth activities briefing	7
Additional Safety Briefing	8
Age Restrictions for activities	8
Appendix	
1. Reporting Flow Chart - Staff and Duty Manager	9
2. Reporting Flow Chart 2 - Welfare Officer	10
3. Reporting Flow Chart - Outside the Club	11
4. RYA Code of Conduct	12



Policy Statement

Lagoon Watersports is committed to safeguarding children taking part in its activities from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of the child are paramount and that any child, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

Lagoon Watersports 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.

Lagoon Watersports follows the policy recommended by the RYA child protection policy. This can be found with the SOPs folder and on the online training platform.

Definition of a child

The Children Act 1989 defined any person under the age of 18 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.

Safeguarding adults

Many of the safeguarding principles in these guidelines also apply to 'vulnerable adults' or 'adults at risk', but the categories of abuse and the statutory procedures to be followed in the case of a concern are different. We recommend that you refer to our primary governing body the RYA for their separate guidance on Safeguarding Adults which can also be found at www.rya.org.uk/go/safeguarding

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.

Club Welfare Officer

The Club Welfare Officer is:

Tom Booth, btec@lagoonwatersports.co.uk, 01273 424842 (opt 2).

Centre Manager

Jack Shead, jack@lagoonwatersports.co.uk, 01273 424842 (opt 2).

Managing Director

Harvey Dawkins, harvey@lagoonwatersports.co.uk, 01273 424842 (opt 2).

Front Door BAH Mash - FrontDoorforFamilies@brighton-hove.gov.uk 01273 290400/ 01273 335905



Staff and Volunteers

The Club Welfare Officer, as well as all staff and volunteers whose role brings them into regular contact with young people will be asked to complete a number of steps before commencing employment:

- Provide references
- Complete RYA Safe and Fun course, or an appropriate alternative safeguarding course.
- Enhanced DBS Check, with Barred List check if appropriate.

Once completed the staff will go through a staff training session on safeguarding and Lagoon Watersport's policies.

Good Practice

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

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.

All participants will be guided towards an appropriate changing facility.

If this is unavoidable it is advised that they are accompanied by another adult.

Lagoon Watersports 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 Club 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 Club Welfare Officer.

Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the Reporting procedures as set by the RYA.

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



Safeguarding Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the RYA Child Protection Policy and Procedures which are available for reference at all times.

- 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
- Consider the needs of the child when communicating and delivering activities
- 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
- 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 have a disability. If an instructor needs to assist they must be accompanied by another adult. The assistance should take place in a space that is visible to others and that would not put either party at risk.

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.



Guide for Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Be aware of any relevant medical information
- Encourage participants to value their efforts before performance and 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
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct. See Appendix 4.
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

Bullying

Bullying (including online bullying, for example via text or social media) 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 is often another young person. Although anyone can be the target of bullying.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

Staff are reminded to stay vigilant to all types of bullying and to advocate for the young people. The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.



Changing Rooms

It is Lagoon Watersports policy that mobile phones are not used in the changing rooms.

Staff must not have their mobile phones on them, especially when going into the changing rooms for any of their duties.

Where necessary instructors may enter the changing rooms while children are changing. If the child is on their own the instructor must be accompanied.

Instructors must avoid being alone with children anywhere in the centre.

School groups will use the groups changing facility when possible.

Signs in the changing rooms state that we recommend that adults do not change alone while groups of children are using the main changing rooms. This is to protect adult clients and prevent children feeling at risk.

Children may require assistance :

- Encourage their peers to help.
- Encourage parents/carers/ teachers to assist
- If an instructor needs to assist they must be accompanied.

Use of groups /overflow changing rooms

The groups changing rooms give rise to a number of additional child protection and security issues due to their location

- Overflow changing rooms are locked when not in use
- Duty Manager will lay out a plan for their usage
- Overflow changing rooms and outside showers will only be used by young people when supervised by an assigned member of staff.
- Adults and children will not be mixed in the overflow changing rooms except for family events.

We require that adults do not change alone while groups of children are using the main changing rooms and we have put up signs in each changing room to inform our advice.

This is to protect adult clients and prevent children feeling at risk.

If you feel at any time that someone may not be following the code of conduct or have any questions or concerns, you should immediately contact the Centre manger, Club Welfare Officer, Office Manager or Centre Director.



Missing Child Prevention Policy

To mitigate against the risk of a missing child Lagoon Watersports we have set out these guidelines:

- Parents are briefed on the pick up/ drop off procedure for their children
 - All participants must be signed in and out with their instructor unless accompanied by a responsible adult
 - It is the responsibility of the instructor to ensure they know where their students are, the whole time they are signed in.
 - Instructors know group size, operate to ratios, briefs the group and carries out regular head counts.
 - Instructors will be aware of off break time plans
 - Instructors have set meeting and collection points
 - Ensure children are not left alone during session
-

Child and Youth Activities Briefing

On Arrival :

To be given at the start of all courses by Duty Manager or lead instructor to parents and children. In the case of private tuition a less formal briefing is given, as less information is required.

- Welcome - introduce instructors
- Timings – include pick up time
- Meeting places for start and sign in/out system
- Centre operation - beware of watersports equipment and wet surfaces. Do not help with equipment or activities unless requested by instructor. Ask parents to advise rest of family that may be watching.
- Bullying – state that our policy on bullying is to remove the bully from the course.
- Suncream (children do this themselves).
- Be aware of dehydration, drinks breaks
- Cafe
- Explain photo policy
- Course content
- Complaints - please raise immediately
- Centre layout, exits and fire meeting point
- Changing room procedure and storage of gear
- Appropriate footwear.
- Where to put valuables and medication
- Remove all jewellery



Additional Safety Briefing:

- Water depth, do not dive in or push people in!
- Avoid crashing in to the concrete sides
- No jumping from side onto equipment
- Keep your distance from other users
- Designated activity area.
- Wake Cable Towers and wake area – keep away no climbing on towers or docks
- Recall signal
- How to notify the instructor of any issues

Each activity has standard safety points from national governing body training or in-house training. These should be given before the start of each activity.

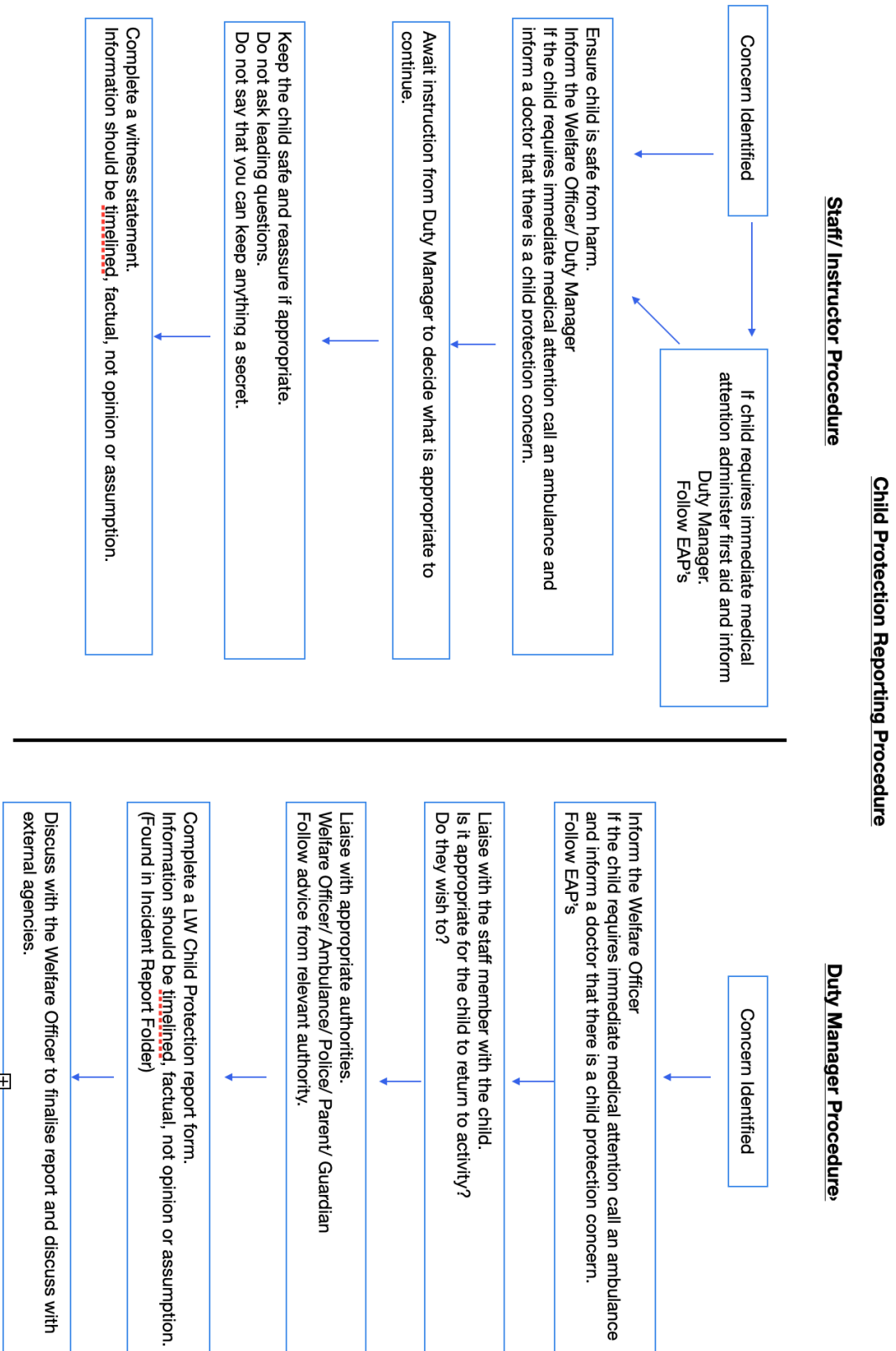
Age Restrictions for activities

Activity	Min Age	Max Instructor Ratio
Private Lessons in Dinghy, Windsurf and SUP:	5	2:1
Kayaking Tasters and birthdays:	6	8:1
Dinghy Courses and Birthdays:	6	6:1 (9:1)
SUP Tasters and Birthdays	6	8:1
Windsurfing Courses and Birthdays:	8	6:1
SUP Courses:	8	6:1
Team build/ Raft building:	8	12:1
Wakeboarding:	10+ Rec. Min 8	4:1



Appendix 1

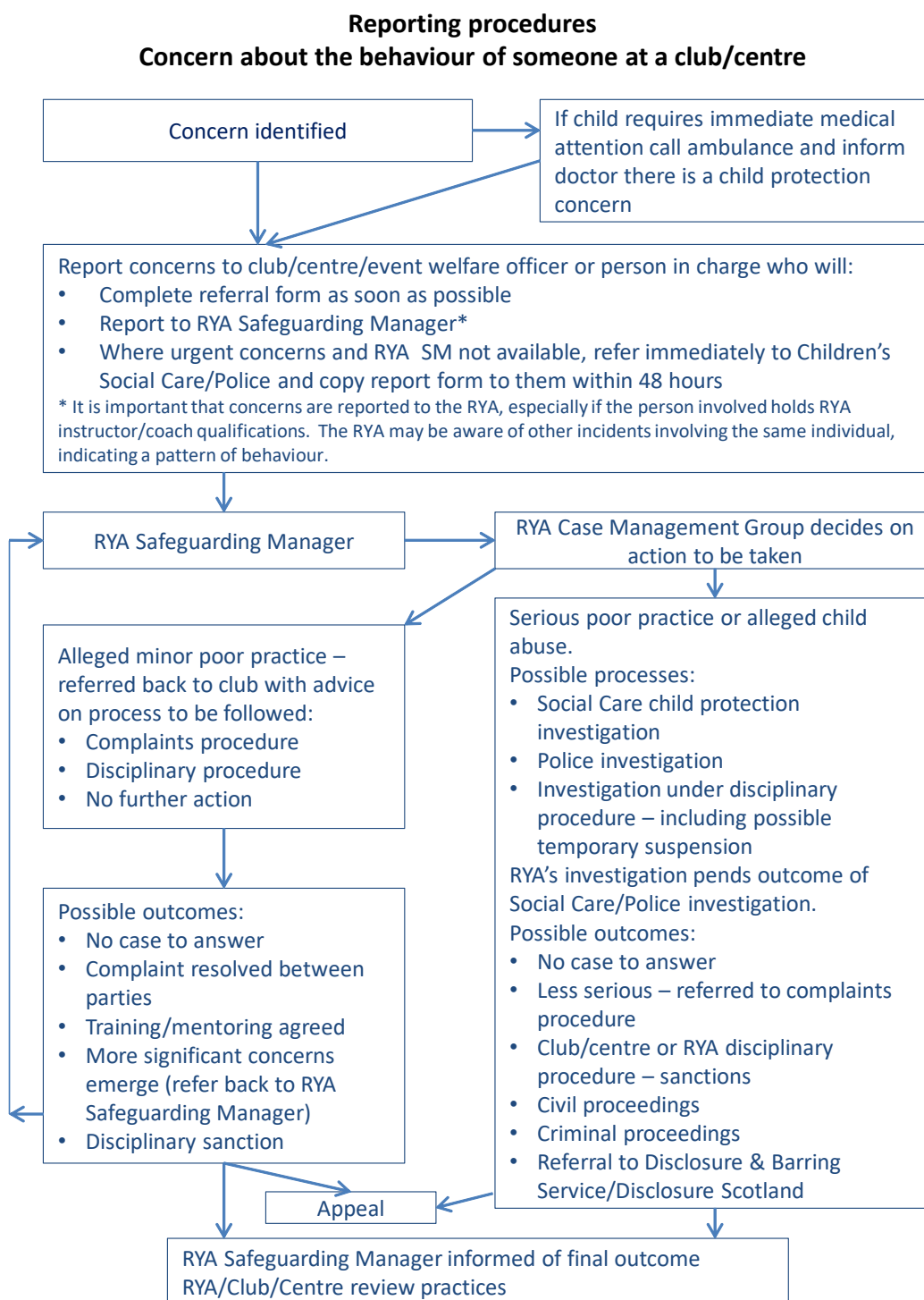
Reporting Flow Chart - Staff and Duty Manager





Appendix 2

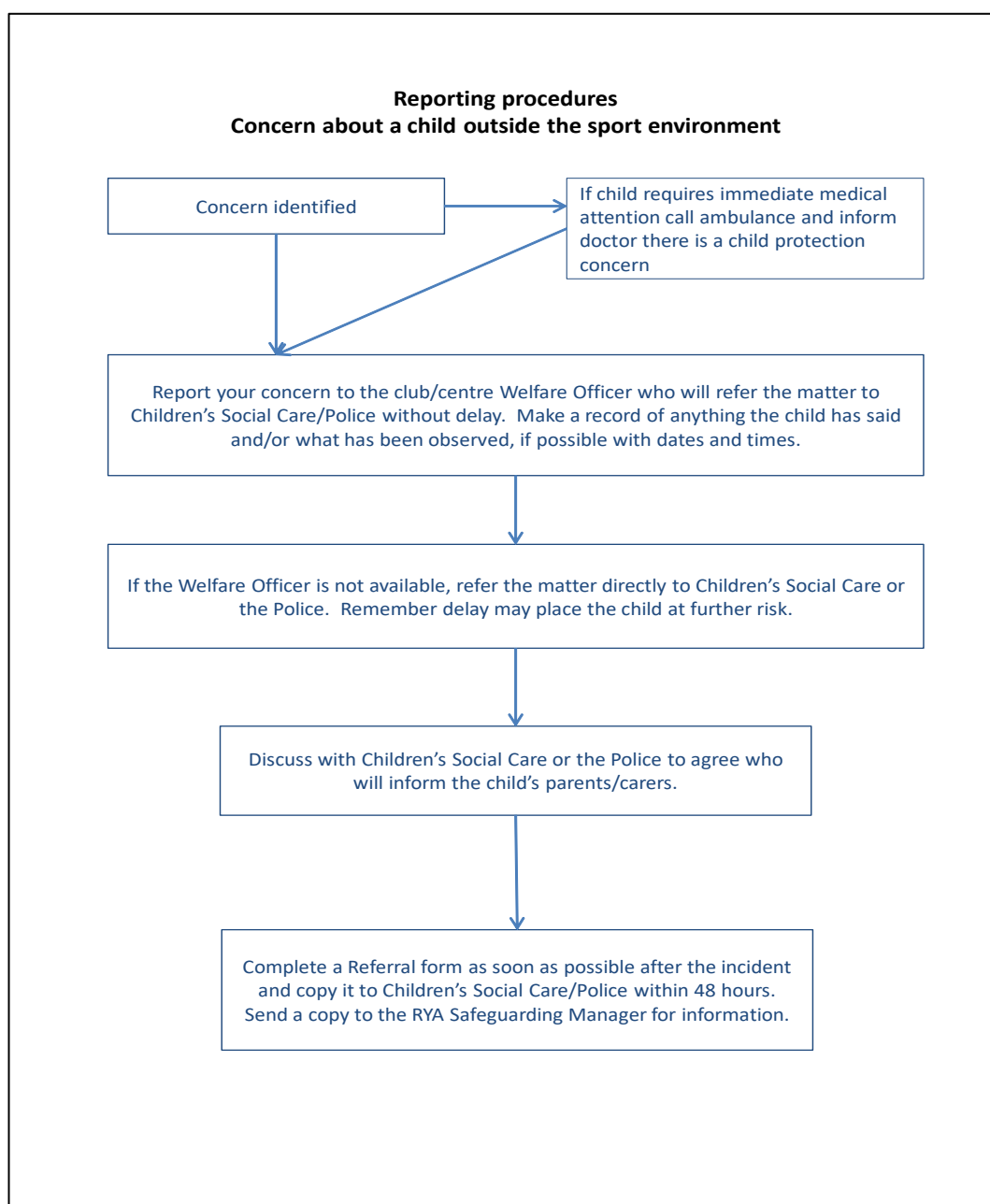
Reporting Flow Chart 2 - Welfare Officer





Appendix 3

Reporting Flow Chart - Outside the Club





Appendix 4

RYA 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:

- 1 If working with people under the age of 18 or adults at risk, read and understand the Safeguarding Children and/or Safeguarding Adults policies and guidelines as detailed on the RYA website at www.rya.org.uk/go/safeguarding
- 2 Respect the rights, dignity and worth of every person and treat everyone equally within the context of their boating activity.
- 3 Place the wellbeing and safety of the student above the development of performance or delivery of training.
- 4 Follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- 5 Not develop inappropriate 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.
- 6 Encourage and guide students to accept responsibility for their own behaviour and performance.
- 7 Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 8 At the outset, clarify with students (and where appropriate their parents or carers) exactly what is expected of them and what they are entitled to expect.
- 9 Always promote the positive aspects of the activity (eg courtesy to other water users).
- 10 Behave appropriately to ensure the safety of instructors and others under your direction.
- 11 Treat all RYA instructors, appointment holders and other stakeholders with respect.
- 12 Not do or neglect to do anything which may bring the RYA into disrepute.
- 13 Hold relevant up to date governing body qualifications as approved by the RYA.
- 14 Consistently display high standards of behaviour and appearance.
- 15 Act with integrity in all customer and business to business dealings pertaining to RYA training.
- 16 Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre.
- 17 Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children or adults at risk).
- 18 Notify RYA Training in the event of any health issues that may affect their ability to carry out their responsibilities.
- 19 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.