



## Coleraine Yacht Club

The Marina, 7 Coleraine Road, Portrush, BT56 8EA

E-mail: [yachtclubcoleraine@gmail.com](mailto:yachtclubcoleraine@gmail.com)

Website: [coleraineyachtclub.co.uk](http://coleraineyachtclub.co.uk)

***The following Policy is supported by Codes of Conduct referenced in the latter half of this document. Also guidance as to how to deal with any complaints or grievances.***

### **Child Protection (Safeguarding) Policy Statement**

To ensure that best practice is followed by this Club we shall work closely with our primary Governing Body; with the alignment of our policy to the Protection Policy provided by RYANI:

RYA Safeguarding and Child Protection Policy and Guidelines (PDF) Also ensuring we maintain the appropriate standards as required by similar Governing bodies, such as CANI.

In order to promote the best practice in children's sport, we shall endeavour to comply with the guidelines in the 'Code of Ethics and Good Practice for Children's Sport'.

As defined in the Children's (NI) Order 1995, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

The Club 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.

In so doing this Club shall;

- Adopt and implement the 'Code of Ethics and Good Practice for Children's Sport' as an integral part of its policy on children in the Club.
- Recognise that safeguarding children is the responsibility of everyone, not just those working directly with them.
- Promote the voice of the child, in particular through meetings and the AGM
- Adopt and apply safe methods of selecting sports leaders
- Adoption of the Access NI Code of practice and utilisation of the Disclosure process
- Define the roles of committee members, sports leaders and parents / guardians
- Appoint at least one Children's Welfare Officer
- Have a Designated Person to act as liaison with the Statutory Authorities in relation to matters of child abuse
- Disseminate Codes of Conduct to the Membership and display these in the Club facilities
- Have in place procedures for dealing with a complaint made to the Statutory Authorities against a committee member, sports leaders or other Club member. These procedures will require a sports

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leader who is the subject of an allegation reported to the Statutory Authorities to stand aside while the matter is examined

- Ensure that coaches report to the Principal or General Committee or designated Officer regularly
- Encourage regular turnover of Committee Membership as per the constitution of the Club
- Elect the Club General Management Committee by the membership at each AGM
- Ensure that all Club members are given adequate notice of AGMs and other meetings
- Develop procedures for responding to and recording accidents
- Regularly review the Policy and Codes of Conduct
- Ensure the Data Protection and Social Media Policies support Safeguarding within the Club
- Given the limitations of the Club changing rooms, it is unavoidable not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. Therefore, it is advised that any adults are accompanied by another adult.
- The Club seeks written consent from parents/carers as part of the Membership application. Training or Event applications also seek consent before taking photos or video of a child at these sessions 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 Officers.
- Under 18s should not give consent to anyone without prior consultation with their Parents. Any external members of the public or professionals taking photos or video (e.g. Drone footage) should always offer a written consent form and confirm the purpose and use of this activity.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- 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, are not permitted in showers or changing areas in any circumstances. Signage confirms this in the Changing rooms.
- The Club Safeguarding Officers will offer advice as applicable to Members of all ages to ensure they remain safe and free from harm or abuse.

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The Designated Welfare Officer within the Club is: Dr Caroline Steen

Contact Details: Email: [safeguarding@cyc.co.uk](mailto:safeguarding@cyc.co.uk) Mobile: 07971888986

**This is the person responsible for dealing with any concerns about the protection of children**

Backup within the Club: 2<sup>nd</sup> Trained Designated Officer –

Mrs Catherine Byrne – Mobile 0790536657

### **Responsibilities of the Designated Person:**

- Have a knowledge of the 'Code of Ethics & good Practice for Children in Sport' and statutory guidelines
- Have a knowledge of categories and indicators of abuse
- Undertake training in relation to Safeguarding / child protection
- Be familiar with and carry out reporting procedures as outlined in the Code of Ethics
- Communicate with parents / guardians and / or agencies as appropriate
- Assist with the development and implementation of the Club's Safeguarding training needs
- Be aware of local contacts and services in relation to child protection
- To inform local duty social worker in the area and / or PSNI of relevant concerns about individual children
- Report persistent poor practice to the National Designated Person
- Advise the Club administrators on issues of confidentiality and records

Note: Children's Officers and Designated Persons do not have the responsibility of investigating or validating child protection concerns within the Club and have no counselling or therapeutic role.

These roles are fulfilled by the statutory authorities.

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### Safeguarding Welfare Officers

The officers are: **Caroline Steen and Catherine Byrne**

#### **Role of the Childrens Welfare officers**

- To promote awareness of the 'Code of Ethics & Good Practice for Children's Sport' within the Club
- To influence policy and practice within the Club in order to prioritise children's needs
- To ensure that children know how to make concerns known to appropriate adults or agencies
- To encourage appropriate involvement of parents / guardians in Club activities
- To act as advisors to coaches dealing with children
- To report regularly to the Management Committee on how Club policy impacts on young people and sports leaders
- To monitor changes in membership and follow up any unusual dropout, absenteeism etc by children or sports leaders
- To ensure children have a voice in the running of their Club and ensure that there are steps young people can take to express concerns about their sport / experiences
- To raise awareness of the Codes of Conduct amongst the membership
- To ensure that the Club rules include:-
  - complaints, disciplinary and appeals procedures
  - an anti bullying policy
  - rules in relation to travelling with children
  - supervision and recruitment of leaders

Commodore: Dr Patrick Richardson Mobile: 07745027760

RYANI – Designated Child Protection Officer: Gayle Logan

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### **Code of Conduct for Coaches and sports leaders**

#### **Coaches/volunteers are expected to:**

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Actively encourage all children and not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Report suspected abuse to the appropriate designated officer.
- Not abuse members physically, emotionally or sexually
- Maintain confidentiality about sensitive information.
- Be a role model (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Protect themselves from false accusation by:
  - Not spending excessive amounts of time alone with children away from others
  - Avoid taking children alone in a car on journeys, however short.
  - Never taking children to their home.
  - Not administering First Aid involving the removing of children's clothing unless in the presence of others.

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### **Coaches/Volunteers have a right to:**

- Access ongoing training and information on all aspects of leading/managing activities for youths, particularly on child protection.
- Support in the reporting of suspected abuse
- Fair and equitable treatment by their Governing Body
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children

**Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Designated Person.**

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### **Code of Conduct for Parents or Carers**

*[Where we refer to Parents, we mean Parents and Carers inclusively. Child or Children are those under 18 involved in activities.]*

#### **Parents are expected to:**

- Parents must supervise their children whilst they are on Club premises or on the water undertaking recreational activities. The Parent must remain in situ. *During the Covid Pandemic there may be specific advice on a location for this.*
  - The only exception is when the Children are being coached or under Instruction with RYA or equivalent Instructors. The Parents may leave and return at a pre-arranged time.
- Parents who are undertaking on the water activities must ensure their Children are under adult supervision at all times, e.g., with a family member or an agreed adult “*loco parent is*” is in place.
- Children must not be left on their own, unsupervised on the Club premises or the indoor facilities, or even in a Car. These circumstances could lead to the child coming to harm and is a clear reportable safeguarding incident.
- Deliver and collect the child punctually to and from coaching sessions/events.
- Ensure their child is properly and adequately attired for the weather conditions of the time and to provide their child with proper equipment.
- Ensure that proper lifejacket or buoyancy aid is available to their children when engaged in any activity on or in water.
- Complete and return any Health and Consent Form pertaining to their child's participation with County Antrim Yacht Club. There is a legal requirement for parental consent.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach / sports leader prior to departure from the Club if child is to be collected early from a coaching session.
- Encourage their child to play by the rules and teach them that they can only do their best.
- Behave responsibly on the water and at meetings involving their children.
- Show respect, appreciation and support the coach / instructors and volunteers.

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- Ensure their child is punctual to any sessions or meetings.
- Collect their child on time.
- Be realistic about achievements and expectation setting.
- Ensure their child's hygiene and nutritional needs are met.
- Accept the official's judgment.
- Acknowledge the importance and role of the club coaches / Instructors who provide their time often freely to ensure children's participation in club activities.
- Promote their child's participation in sailing, kayaking or any other Club activities for fun.

### **Parents/Guardians have the right to:**

- Know their child is safe.
- Be informed of problems or concerns relating to their children.
- Be informed if their child is injured.
- Have their consent sought for issues such as trips?
- Contribute to decisions within the Club that may affect their child.
- Complain if they have concerns about the standard of coaching or the organisation of sessions.

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### **Code of Conduct for Children**

#### **Children are expected to:**

- Keep within the defined boundary of the Club designated coaching areas.
- Behave and listen to all instructions from the coach / instructor /sports leader.
- Take care of equipment owned by the club.
- Leave areas such as Changing rooms and Showers in a tidy and clean manner.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying or persistent use of rough and dangerous play.
- Show respect to other Club members, visitors and staff.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations for young members.
- Play fairly.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents
- Not cheat.
- Not use violence.

#### **Children/Young people have the right to:**

- Be safe.
- Be listened to
- Be respected.
- Privacy
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- To ask for help

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Any misdemeanours and general misbehaviour will be addressed immediately by the coach / sports leader or other responsible person and reported verbally to the designated person. Parents will be informed.

### **Fair Play Policy**

County Antrim Yacht Club is committed to more than complying with the rules of sailing or other the rules as aligned to other sporting activities undertaken.

This Club promotes friendship, respect for others and always participating in the right spirit.

This Club promotes participation by those of differing ability over winning.

This Club does not accept cheating, gamesmanship, the use of drugs to enhance performance, physical or verbal aggression, exploitation, unequal opportunity, excessive commercialisation or corruption.

Where children are involved, best effort and enjoyment shall always be stressed. Children shall only be encouraged to win in an open and fair way.

### ***Anti bullying Policy***

#### **Definition:**

Bullying may take the form of physical attacks, such as hitting, kicking, taking or damaging belongings, verbal assault, including name-calling, insults, repeat teasing, racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying .... is a more serious problem than is sometimes realised. It is widespread and there is increasing evidence of immense distress caused by bullying, with a small number of children being driven to suicide every year.

Childhood Matters, 1996

Bullying is not an accepted behaviour towards anyone at County Antrim Yacht Club be they child, committee member, coach, staff, sports leader or parent. The possibility of people being bullied should be discussed openly within the Club and all young people and staff informed of both the Clubs' views on bullying and ways in which bullying can be prevented / stopped. It should be emphasised that anyone can be the victim of bullying and that being or feeling bullied is not a sign of weakness and does not make the victim a less valuable person. Anyone found to be bullying others will be dealt with both in regards to the behaviour exhibited and the reasons for the behaviour.

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### Code of Conduct for all Members

**The Club has adopted this guidance to support the appropriate Code of Conduct and how to proceed if a member is deemed to have behaved in a way not aligned to the Code.**

A club environment reflects society, it is essentially a micro-society and it is therefore not surprising that members may, from time to time, contravene club rules.

A Code of Conduct has been set out in the Rules, Volunteering Policy and within these Safeguarding guides for all – setting out how it expects members and visitors to behave, for example showing respect and understanding for each other, treating everyone equally within the context of the sport, and conducting themselves in a way that reflects the principles of the club.

This Code forms an Appendix to the Constitution/Rules to enable the club to easily update it as and when necessary.

### Disciplinary Action

The disciplining of members for breach of club rules is, thankfully, not a common occurrence; however, it pays to know what rights the club and the member have in relation to disciplinary offences.

A club or Committee may only suspend or expel membership where the Rules specifically provide for such action to be taken. Most clubs' constitutions contain provision laying down a procedure for the expulsion or suspension of members whose conduct is either unworthy of a member or otherwise injurious to the interests of the club. The Club reviewed and updated these rules at a special meeting in 2019.

There have been cases in which members subject to disciplinary action have taken successful legal action against their clubs to secure an order from the court to be re-instated as members. A member that has been suspended or expelled is only likely to succeed in challenging his suspension or expulsion in court if he can show that the Committee failed to follow its own Rules of procedure, or acted unfairly in failing to afford him an opportunity of stating his case, or has suspended or expelled him for inadequate or irrelevant reasons or in bad faith.

A member who feels he has been unfairly, unjustly or unconstitutionally suspended or expelled, may be entitled to seek a declaration from the Court that the action by the Committee was invalid and an injunction restraining the Committee or persons acting on their behalf from interfering with his exercise of the rights and privileges that he is entitled to as a member. The Court may also award damages, although such an award will usually be made only where the Committee's behaviour has been exceptionally wrong.

This underlines the importance of the club applying the proper principles, and following correct procedures, when a member's behaviour is felt to warrant disciplinary action.

If a club has regard to three basic rules, then a subsequent court decision overruling its finding is unlikely:-





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### **The behaviour complained of should merit disciplinary action**

The criminal law recognises that some offences are more serious than others, and a judge sentencing a guilty party will apply a nationally agreed "tariff"; anything from an absolute discharge to life imprisonment. Clearly a club committee does not have such wide range of penalties at its disposal, but warnings, short term suspensions and (for racing sailing clubs) Rule 69 proceedings (which can cover conduct both on and off the water in the course of an event held under the Racing Rules of Sailing) are all available as alternatives to permanent expulsion.

The committee must consider whether the conduct complained of actually amounts to an "offence" at all. The fact that a certain committee member does not like criticism, or is involved in a private altercation with a club member, does not of itself give the club the right to initiate disciplinary proceedings.

In addition to this first principle, once the decision to initiate proceedings has been taken, the principles of natural justice must then be applied as follows:-

### **The decision makers must be unprejudiced**

This means that any committee member who is either one of the complainants, or has previously been involved in disciplinary action against the member, should take no part whatsoever in the proceedings, and should refrain from trying to influence other committee members in private conversation.

### **The member should have a full and fair hearing**

In practice this means that he should:

- be told well in advance the precise nature and details of the complaint against him; be given well in advance any written statements made by witnesses;
- be entitled to attend the committee meeting and (if so desired) to have someone to attend with him. (However, there is no automatic right to have legal representation
- i.e. have a lawyer speak on his behalf; this is a matter for the committee to decide); be entitled to cross examine any witnesses, produce his own witnesses, give
- evidence himself, and make a closing statement;
- not be subject to unreasonable time restraints in any of the above. For example, he should be given all the relevant documents at least 3 weeks before the hearing, and the committee should be prepared at the very least for a 2-hour hearing; in many cases it will take longer.

If a club utilises suspension as a sanction it should be for a specified period of time.

In appropriate circumstances a club may seek to agree some other form of resolution to the disciplinary issue with the member concerned, for example a letter of apology. However, such resolution can only be agreed with the consent of both parties and cannot be enforced against the member against his will. If the member concerned is not willing to agree with the proposed alternative means of resolving the issue the club will have to revert to the sanctions as contained in the Constitution.



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### Confidentiality:

It is important to ensure that disciplinary action is kept confidential at all times. We are aware of some situations in which club members believe themselves to be entitled to receive information from the committee relating to the disciplinary action against another member on the basis that the club is for, by and on behalf of its members. However, members subject to disciplinary procedures are entitled to rely on the doctrine of implied confidentiality and this overrides any claim that members may feel they have to obtaining disciplinary information about other members.

The fact that the committee has considered a disciplinary matter should go in the general committee minutes but the detail of the discussion should be put in a separate paper so that it is not generally available to members. It is important for the club to record disciplinary discussions and keep the record for an appropriate length of time<sup>1</sup>. Similarly, the notes from the disciplinary hearing itself should be recorded and kept confidential.

The final decision on the disciplinary action, e.g. expulsion/suspension etc. may also be recorded in the general committee minutes.

A member, subject to disciplinary action, is entitled to waive his/her implied confidentiality in which case it is permissible for a club to report the disciplinary action to its membership.

However, clubs should not seek to impose a waiver on the member, nor should they attempt to encourage it; it is a personal matter for the member to determine in appropriate circumstances.

Disciplinary proceedings in clubs are always fraught with difficulties. Adherence to the above principles will probably suffice in most cases to satisfy a court that the member has been fairly dealt with.

If you have any queries, questions or comments on the information, kindly contact the Legal Team on 023 8060 4223 or [legal@rya.org.uk](mailto:legal@rya.org.uk).

### RYA Responsibility Statement:

The RYA Legal Team provides generic legal advice for RYA members, affiliated clubs, class associations and Recognised Training Centres. The information contained in this Guidance represents the RYA's interpretation of the law as at the date of this edition