

CHILD PROTECTION POLICY AND PROCEDURES

1. Child Protection Policy Statement

As defined in the Children Act 1989, 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.

It is the policy of Dream or Two (Sailing) Ltd to safeguard children and young people taking part in boating from physical, sexual or emotional harm. Dream or Two (Sailing) Ltd will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

Dream or Two (Sailing) Ltd 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.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that organised sailing events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their duties with Dream or Two Ltd. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the Dream or Two Ltd Child Protection Co-ordinator.

2. Child Protection Procedures

Designated Person

The Child Protection Co-ordinator for both Dream or Two Ltd and Dream or Two Sailing Ltd is:
Rae Hurst, Director
Telephone 02392 553303, Email: info@dreamortwo.co.uk

The designated person's general terms of reference includes:

- Maintaining an up to date policy and procedures.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the directors, staff and volunteers on child protection issues.
- Maintaining contact details for local Children's Social Care Services and Police.

If there is a concern, the designated person :

- Is the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decides on the appropriate action to be taken, in line with the Company's procedures and in conjunction with Principal.

Dream or Two (Sailing) Ltd



Tel/Fax: 02393 077736 **Email:** sail@dreamortwosailing.co.uk
www.dreamortwosailing.co.uk

Safe Recruitment

All those involved with teaching or supervising young people (in particular RYA instructors, the Principal and Company directors) will provide references and complete a self-disclosure form. They will also require an Enhanced Disclosure and Barring Check

All DBS applications are made through the Royal Yachting Association (RYA) who act as the 'Umbrella Body' for Dream or Two Ltd.

Any volunteers whose role brings them into contact with young people will be asked to provide references and to complete a self-disclosure form.

This practise includes existing staff and volunteers as well as new applicants.

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 or to protect children

All RYA instructors, staff and volunteers are required to read and sign up to the Dream or Two (Sailing) Ltd Child Protection Policy and Procedures.

New instructors and staff (paid or voluntary) will be recruited according to the Company's Equal Opportunities Policy.

Good Practice

All RYA instructors, staff and volunteers will be aware of and sign up to the Dream or Two (Sailing) Ltd Good Practice Guidelines. The Child Protection Officer will ensure that those working with young people receive Guidance on recognising abuse (see Appendix 2).

The Company will require a completed Booking Form and Medical Declaration signed by parent or guardian prior to participation in any activities. A Medical Consent form is also required by the Company if medication or medical treatment is to be provided by an RYA instructor or staff/volunteers during the activities.

The Company will seek written consent from the child and their parents/carers before taking photos or video during any activities. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Company 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 Dream or Two Ltd Child Protection Officer.

Concerns

Anyone who is concerned about a child or young person's welfare, either during participation in activities or outside of the activities, should inform the Dream or Two (Sailing) Ltd Child Protection Officer immediately. The Child Protection Officer will act accordingly, following RYA procedures for the protection of children.

Any RYA instructor, staff member, sub contractor, Director or volunteer failing to comply with the Child Protection Policy and Procedures may be subject to disciplinary action and, if applicable, police action.

Revised November 2014