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Safety Boat & Event Coxswains Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC Health and Safety System and contains a description of the duties and responsibilities of Duty Safety Boat Coxswains, Safety Boat Coxswains and Event Coxswains.

Users of powerboats for other than Safety Boat purposes, e.g. as Race Committee Boats or in support of training afloat should refer to the procedure "Guidelines for Powerboat Users".

Training Requirements

All DWSC Coxswains (Duty Safety Boat, Safety Boat and Event) will be qualified as follows :

- RYA National Powerboat Certificate Level 2 in both Planing & Displacement Craft (or equivalent).
- RYA Safety Boat Coxswain Certificate (or equivalent).
- First Aid Certificate (minimum course length of 4 hours)

Duties & Responsibilities

The Duty Safety Boat Coxswain has overall and single point responsibility for providing safety cover for all persons using the Queen Mother Reservoir. This includes other Safety Boat and Event Coxswains, dinghy and keelboat sailors, board sailors and members of the general public who are within the bounds of the Reservoir's concrete retaining walls.

Responsibilities of the Duty Safety Boat Coxswain are in order of priority:

1. To decide whether it is safe to provide and continue the provision of Safety Boat cover. It is a DWSC requirement that Safety Boat cover must be available before sailors and other powerboat users may in turn make their own decisions whether to go afloat or not in the prevailing or anticipated conditions.
2. To attend any incident on the water where a person might sustain injury, i.e. a capsize, man overboard or physical injury.
3. Take responsibility for and supervise the activities of any other Safety Boat Coxswains or Event Coxswains who may be on the water.
4. To assist when a boat or board is in danger of being damaged or is out of control.
5. To advise any person not wearing upper body buoyancy suitable for their size and weight that it is a club rule to do so.
6. To assist the Race Officer(s) in the setting of courses, including the moving of spar buoys and flags.
7. To ferry Race Teams to and from the moorings.

Special Events, visitors & non-DWSC boats

There may be occasions such as special events where supplementary Safety Boat cover is provided:

- by people who are not members of DWSC using their own boats
- members of DWSC using boats that do not belong to DWSC

In all such cases unless the visiting Safety Boat Coxswain has signed a declaration to indicate that they meet DWSC's training requirements a DWSC Powerboat Instructor will evaluate the people and

their boats to determine their competence and acceptability to DWSC before they may undertake such duties. The club office will also require a signed declaration indicating that they have the appropriate insurances.

Details of duties for Duty Safety Boat Coxswain

1. On arrival at the Clubhouse the Duty Safety Boat Coxswain should carry out/evaluate the following:
 - i. Can adequate safety cover be provided for the whole reservoir in the prevailing and expected wind and visibility, i.e.
 - Can a safety boat be launched and recovered safely
 - Can you see through the mist and rain for at least three-quarters of the reservoir.
 - ii. If (i) is NO, can adequate safety cover be provided for the reservoir at the clubhouse end between the transit and the pier in the prevailing wind and visibility.
 - iii. If (ii) is NO, advise the Officer of the Day (OOD) and any Race Officers that in the opinion of the Duty Safety Boat Coxswain that Safety Boat cover cannot be provided and that sailing and/or racing is not permitted until conditions improve.
 - iv. If (i) is YES, decide which safety boat is most suitable and available, taking into account the weather conditions and the number of boats expected to be on the water.
 - v. If (i) is NO but (ii) is YES, advise the OOD that sailing will be restricted to the nearer half of the reservoir until further notice. (Request the OOD to fly the club pennant plus one black ball).
 - vi. Ensure that you are wearing clothing adequate for the prevailing and anticipated weather conditions and that you are wearing adequate upper body personal buoyancy. It is accepted that Safety Boat Coxswains may choose to wear inflatable type buoyancy aids as a means of improving their mobility when carrying out their duties.
 - vii. Select and prepare safety boat(s) appropriate for the prevailing and anticipated weather conditions and then launch the chosen safety boat(s). The selected safety boat(s) must be launched and available on the water.
 - viii. Collect a radio from the charger, check the radio in the Club Office is switched on and check both radios transmit and receive clearly. Remind the OOD to remain within radio contact at all times. Always ensure you have a radio in full working order on you when on the water.
 - ix. Inform the OOD that safety boat cover is operational and sailing can start. The OOD can then lower the two black balls and display the appropriate flag signals.

If you are unsure that you can supply adequate cover ALWAYS err on the side of caution, but discuss your concerns with the OOD, or if there is no OOD, contact a DWSC Flag Officer.

Alternatively, you may decide that a crew is essential for the safe provision of safety cover, if so, ask the OOD to help you find a volunteer before you agree that sailing may start.

You may consider it safe to launch and recover a safety boat whilst also believing that the conditions are, or will become, unsuitable for the provision of adequate safety boat cover for sailing or racing on a part or whole of the reservoir e.g. poor visibility or the wind is or will be too strong. In this eventuality discuss with the OOD the possibility of allowing board-sailing only. In this case the OOD should fly the skull and crossbones flag with the two black balls.

2. At regular intervals, and when conditions change, review the above decisions.

3. In the event that a sailor is not complying with the Club Rules, and is endangering themselves or other sailors, the Duty Safety Boat Coxswain should warn them that they must correct the situation immediately. If they do not comply, the OOD should be informed via radio of the situation and then they should be instructed that they are to leave the water immediately. Typical reasons for this course of action are a refusal to wear upper body buoyancy or risk of hypothermia from repeated capsizing.
4. In the event of a medical emergency on the water, the Duty Safety Boat Coxswain should radio Datchet Base (the Club Office) and ask for assistance to be available at the jetty. The Duty Safety Boat Coxswain **SHOULD NOT** leave the injured person ashore and return to the water until a qualified first-aider is present or an ambulance has arrived. The Duty Safety Boat Coxswain may at that time be the only the first aid qualified person on the club premises, in which case if no other qualified Safety Boat or Event Coxswain is present, consideration should be given to closing the water until the Duty Safety Boat Coxswain can resume duty on the water. The Race Officer(s) must also be informed by radio of the problem at the earliest possible opportunity.

All incidents should be entered in the Report Books in the Club Office as soon as is practical, and definitely before leaving the Club at the end of your duty.

5. At the end of the day inform the OOD that sailing has finished and ask him to put up the two black balls.
 - I. Make a careful check that the water is clear of all craft, including boards.
 - II. Remove the fuel tank from the Rigiflex and return the Rigiflex to its location taking care to secure.
 - III. Put the Rigiflex fuel tank in the fuel locker and make sure the locker is locked at both ends.
 - IV. Check that the committee boats and the other powerboats are safely chained to their moorings.
 - V. Recover the RIB's, if they are on the water, and put them back in the boatshed. (Remember to remove the isolator key and drain the boats of water before putting them away). If only the Rigiflex have been used, ensure they are returned to their location and secure.
 - VI. Replace the radios in the charger, making sure they are switched off first.
 - VII. Make sure you have returned ALL keys to the box in the office.
 - VIII. Report to the OOD that you have finished and are now leaving. (In the absence of an OOD, report to a Flag Officer or the Bar Steward).

Event Coxswain

The Event Coxswain should arrive at the club in time to be on the water at least two hours before the first race.

The Event Coxswain's principle duty is to assist the Race Officer to organise and run the event on the water, but he/she **MUST** give assistance in safety duties when requested by the Duty Safety Boat Coxswain. Safety duties **ALWAYS** take precedence.

The Event Coxswain's duty finishes when the Race Officer decides that he/she has no further work requirement for the Event Coxswain.

Upon completion of duty the Event Coxswain should check with the Duty Safety Boat Coxswain whether the power boats that have been used to support racing should be recovered or not.

Junior & Youth Squads

The Chief Instructor (Junior & Youth Squads) will contact the Duty Safety Boat Coxswain and the OOD to agree the plans for each Junior & Youth Squads session, which may also require that areas of water near to the clubhouse are reserved for Junior & Youth Squads activities.

Duty Times

The Duty Safety Boat Coxswain should be on the water and ready as follows:

Morning duty: 9:00 to 13:30

Afternoon duty: 13:30 to 19:00 or half-an-hour before sunset, whichever is earlier.

Officer of the Day Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC Health and Safety System and contains a description of the duties and responsibilities of the Officer of the Day (OOD). A more detailed set of guidance notes and information sources can be found in the Officer of the Day Information Manual kept in the Club Office.

Duties & Responsibilities

The O.O.D. is a responsible member of DWSC, who takes overall charge of DWSC for the day if the General Manager is not on site.

The objective is to provide good, fair sailing for all members having due regard for safety and adherence to Club Rules.

Duty Time is from 9am until the end of sailing for the day.

Responsibilities of the O.O.D. are:

- Taking charge ashore of any emergency situation that occurs and logging any relevant details in the Report Book.
- Signing in the duty team members (Duty Safety Boat Coxswain, other Safety Boat and Event Coxswains, Race Officers and Race Teams, Chief Instructor (Junior Flotilla)).
- After advice from the Duty Safety Boat Coxswain ensure that the correct flag signals are raised on the Club flagpole at the South end of the clubhouse so as to allow sailing to start.
- Ensuring that visitors and DWSC members etc. adhere to the Club Rules.

Do not feel alone in the post; Flag Officers, Race Management and other Council and Committee Members are frequently at the club and will always help when asked.

Duties of the OOD are, in approximate chronological order:

- Prior to your duty acquaint yourself with any events running on the day. Make contact with the Race Officer, Duty Safety Boat Coxswain, Chief Instructor (Junior Flotilla) and if appropriate any Event Organisers.
- Ensure that the Club premises are opened by 9 am.
- Check the availability of the Duty Safety Boat Coxswain and any other rostered Coxswains.
- Switch on the Club Office Radio and ensure it is working by contacting the Duty Safety Boat Coxswain.
- Obtain a weather forecast.
- Write the weather forecast and duty team details on the white board located in the Wet Bar.
- After consultation with the Duty Safety Boat Coxswain. If he/she considers it is safe to sail; hoist the correct flagstaff signals on the Club flagpole at the South end of the clubhouse but only when the Duty Safety Boat Coxswain is ready. Under normal circumstances the water should be open by 9:30 am. See the Flags and Signals Section in the race officers manual which can be found in the race office.
- If there is a Junior Flotilla session ensure a Chief Instructor (Junior Flotilla) is present and has lodged the completed parent/guardian consent forms with you in the Club office; arrange to return these to him/her at the end of the Junior Flotilla session.
- Ensure that hot water is available to both changing rooms by 10 am.
- Continuously monitor the weather and provide updates to the Duty Safety Boat Coxswain and if appropriate the Race Officer.

- Ensure that all young children, under the age of 12, who are on the beach area or pontoons are wearing buoyancy aids at all times.
- Keep a look out for boats in distress and inform the Duty Safety Boat Coxswain by radio of any problems.
- Be aware of the location of the First Aid kit and stretcher in the Club Office / Wet bar.
- On race days check in the Race Officer and the Race Team.
- Be in constant communication at all times; if away from the Club Office or Wet Bar area take a portable radio with you and have it switched-on. It is a good idea to inform the Duty Safety Boat Coxswain and Race Officer of this situation.
- Deal with any membership enquiries.
- Issue day sailing tickets.
- Make spot checks of the changing rooms and car park for any suspicious activity and act accordingly to advise DWSC members and the police. However do not put yourself at personal risk in this role.
- Acts as shore liaison and take overall shore based charge of any incident. Ensure that the Duty Safety Boat Coxswain is able to continue after an emergency event. If the Duty Safety Boat Coxswain is unable to continue with his duty and no stand-in is available, close the water by hoisting the appropriate signals from the Club flagpole at the South end of the clubhouse.
- Understand the responsibilities and duties of the Duty Safety Boat Coxswain and the Race Officer.
- Understand and be available to explain to prospective members what DWSC has to offer.
- Be acquainted with the OOD Information Manual and refer to it whenever necessary.
- On race days' issue appropriate Protest Forms and when necessary receive protests and arrange a Protest Committee.

At the end of racing release the Race Officer, having first established that all race results and paperwork have been completed as far as is reasonable practicable and that all boats have been secured on their moorings and that all keys have been returned to the key cabinet.

At the earliest of:

- the end of sailing ; or
- 30 minutes before sunset; or
- 1900 hours; or
- when advised by the Duty Safety Boat Coxswain that the water is to be closed

Raise the two black balls and lower the DWSC Burgee from the Club flagpole at the South end of the clubhouse.

Check that all DWSC boats have been put away and secured.

Check the fuel locker on the beach has been locked.

Ensure that completed Junior Flotilla Parent/guardian consent forms are returned to the Chief Instructor (Junior Flotilla).

Complete the Duty Officer's checklist and leave it on the Club Secretary's desk in a prominent position.

Release the Duty Safety Boat Coxswain after ensuring that all safety boats have been put in the boatshed and that all keys have been secured in the key cabinet.

Locking up - On most duty days you may leave the locking up to a representative of Palmer Catering, provided that they are on site and aware that you are leaving. However, if they are not available carrying out the following locking up process.

Check that the boatshed is locked and secure, check that all of the portacabins are locked and secure.

Check that all Club Office and other doors including key cabinets; desk drawers etc. are securely locked. Lock the door between the Wet Bar area and the toilets. Lock the Wet Bar area sliding doors and ensure the screw bolt is in place.

Check and if necessary lock all doors upstairs including the committee room, wet training room, bar store room etc.

Lock the internal Club Office door to the Wet Bar area using the push down bolt.

If you are securing the Clubhouse for the night ensure that all the steel shutters are down, do not forget the one on the race office window, and finally leave via the external door from the Club Office after activating the alarm using the code that will be provided to you separately.

As you leave ensure that there is nobody else on site; if there is ask them to leave immediately; unless these are Purple Marine or Datchet Watersports staff who can be trusted to clear people and then secure the site when they in turn leave.

Secure the Main Gate using the special padlock and key.

Return the keys to the Club Secretary during the following week.

Race Officer Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC Health and Safety System and contains a description of the duties and responsibilities of the Race Officer.

Duties & Responsibilities

The Race Officer is a responsible member of DWSC, selected by the General Manager to take overall charge of DWSC and/or Open Event racing on a particular day or days.

The objective of Race Officers and their Race Teams is to provide good, fair racing for DWSC members and visitors having due regard for safety and adherence to Club Rules.

From a safety perspective the Duty Safety Boat Coxswain has overall and single point responsibility for deciding whether safety boat cover can be provided and the reservoir first opened for and to continue in use for sailing.

If the reservoir is open for sailing the Race Officer(s) has single point responsibility for deciding whether racing can safely proceed in the prevailing and expected conditions. In making this decision the Race Officer should consider factors such as the weather conditions, the types of boats competing, size of fleet, nature of the fleet's crew experience, ability of the Duty Safety Boat and other Safety Boat Coxswains to provide prompt attention etc.

However there may be times when the reservoir may continue to be open for sailing but the Race Officer determines the conditions to be unsuitable for racing given the nature of the race fleet, crews' experience or actions on that day. In this case the reservoir may continue to be open for general sailing or racing in another event but the Race Officer can decide to cancel or suspend his/her own programme of racing. A good example of this might be the decision of a Race Officer to permit general DWSC racing to continue on a windy day but for an Open Event Race Officer to suspend or cancel an Open Event sailed in Optimist dinghies by young sailors.

The Race Officer and Race Team should be familiar with the Club Rules, the Club Sailing Instructions and the notes for Race Officers which are placed in the Race Officer's box and which is to be collected from the OOD in the Club Office before going afloat.

Duty Time

From 9am until all the paperwork for the races held during the day has been completed and the OOD has been notified.

Aims and Objectives

The Race Officer has the following aims and objectives:

- Ability to instruct and guide the other members of the Race Team in their duties, and to instil, in them and the race competitors, confidence in your leadership.
- Identification and use of the equipment necessary for the conduct of a successful race at this level.
- The Race Team should have the Committee Boat on station and a start line laid at least 10 minutes before the scheduled time for the first Warning Signal.
- Ability to determine, set and communicate the course to be sailed.
- Ability to lay starting and finishing lines with due regard for hazards, e.g. bank, moorings, spar buoys and marks of the course.
- Knowledge of how to conduct a race in accordance with the International Sailing Federation Racing Rules of Sailing (RRS), the RYA prescriptions, the Club Sailing Instructions (SI), and the Club Rules, customs and practices.

- Awareness of the factors affecting, and the means of ensuring, the safety of competitors and Race Team members before, during and after racing.
- Ability to deal with the documents required during and at the end of a race.
- Ability to establish a Protest Committee in conjunction with the OOD, this requires notification at the earliest opportunity.
- Ability to give satisfaction and enjoyment to the competitors within the rules of the sport.

Safety considerations when racing

If the Race Officer and Race Team have any safety concerns during racing the following options should be considered :

- Consult the Duty Safety Boat Coxswain
- postpone the race
- restrict the type of boat or board that can compete
- draw the competitors attention to Sailing Instruction 2 Conditions of Entry
- abandon the race
- discuss with the Duty Safety Boat Coxswain an increase in the number of Safety Boats

Postponement

A postponement is acceptable and necessary when:

- there is insufficient Safety Boat cover
- too much wind
- too little wind
- poor visibility
- other adverse weather conditions

Necessary when there is:

- equipment failure
- late arrival of Event Coxswain, Safety Boat or Race Team personnel

Shorten Course

Is acceptable and necessary when there is :

- too much wind
- too little wind
- poor visibility
- imminent change in weather conditions
- a finish line such that boats will cross the line whether they are, or are not, aware of the shorten course signal.

Abandonment

Is acceptable and necessary when there is :

- too much wind
- too little wind
- poor visibility

- other adverse weather conditions
- insufficient Safety Boat cover for the prevailing conditions
- the leading boat or board in each class does not round the first mark of the course within ½ hour of starting

Equipment

Race Officer's should check that their Race Team is in possession of the following before going afloat:

- Race Box; check that this is complete!
- Race Officer's Manual
- Flags
- Buoyancy aids and adequate clothing for the prevailing conditions

Junior & Youth Sailing Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC Health and Safety System. It contains a description of the control measures to be followed when undertaking DWSC Junior & Youth Sailing (JYS) activities. These measures include the following;

- Operating Code of Practice
- Operating Guidelines for Responsible Parties
- Safety Guidelines for Parents: Safety Rules for Young Sailors
- Guidance for dealing with an incident

General Principles

JYS activities will take place within the requirements of the DWSC Health and Safety System, the Club Rules and under the specific supervision of the Duty JYS Supervisor. The Chief Instructor will be a qualified RYA Senior Instructor or when unavailable an alternative Senior Instructor or a Dinghy Instructor.

JYS activities have the following additional specific responsibilities;

All volunteers / paid Instructors are effectively in *loco parentis* and will be expected to show the same level of care as would reasonably careful and knowledgeable parents in the same circumstances.

Where activities are held in club-owned boats, the club has a responsibility to ensure they are in a safe condition.

The activities are for young people who have less experience of safety issues and who may need more hazard-awareness guidance than adults. Generally, special consideration needs to be given to those children below the age of 14.

The control measures described within this document are underpinned by a set of Risk Assessments. These assessments are reviewed annually or as required following an incident / introduction of any new known hazards.

Duties & Responsibilities

Each JYS session will take place under the overall supervision of a Chief Instructor who will have overall responsibility for the JYS session.

Each JYS participant will be assigned to an Instructor. Instructors will provide either the training or more general supervision for a group of sailors. Instructors will be assisted by qualified Assistant Instructors (AI's) as and when required.

For JYS activities involving more than one Instruction group, there will also be an appointed Beachmaster who will assist sailors with rigging, launching, recovery and de-rigging.

Operating Code of Practice

All JYS sailors shall be members of DWSC. DWSC members may sign in a 'Guest Member' who may participate in (a maximum of) three JYS sessions as a 'taster' prior to joining the club.

An application form must be completed for each JYS sailor at the start of each season (and prior to them participating in any JYS activity). This application form includes; confirmation that the sailor is confident in water, contact details (this should include two persons that can be contacted with the second contact being used if the first contact is not available) and information of any medical conditions that may affect participation.

JYS sailors must be signed-in on the attendance register for each session.

Unless the Parent / Responsible Adult requests otherwise, the requirement to wear head protection for sailors under 12 years old taking part in RYA Stage 1 & 2 training courses or in a 'Taster' session will be assessed by the Chief Instructor based upon the following primary factors;

- Wind strength
- Experience of participant
- Installation of boom protection in the training boat

All JYS sailors on the pontoons and on the water will wear buoyancy aids. In addition, all sailors under 12 years to wear buoyancy aids on the beach area.

The Centre Principal will check instructor qualifications. CRB checks will be obtained for Instructors in accordance with the DWSC Child Protection Policy.

No JYS sailing will take place until the Chief Instructor has checked that current (and forecast) conditions are favourable, that adequate safety cover is in place .

Sailing areas will be clearly defined to all JYS sailors prior to the start of each session and any unfamiliar hazards pointed out. Consultation on appropriate sailing areas will be made with the OOD, PRO and with Datchet Watersports.

Club boats will be inspected at the start of each session for buoyancy integrity, security of fittings and general seaworthiness. Other club equipment, including buoyancy aids and head protection will be regularly inspected.

The ratio of JYS sailors to Instructors will not exceed the following ratios for RYA stages 1/2/3/4

For beginners with Instructor on board, maximum 3 to 1

Maximum 6 sailors to 1 Instructor with no more than 6 boats per Instructor unless an Assistant Instructor is also on the course and this permits an additional two students

Safety boat (SB) cover will be provided to the following minimum levels for tuition:

- Up to 12 single handers: 1 Safety Boat
- From 12 –18 single handers: 2 Safety Boat
- More than 18 minimum: 3 Safety Boat

For activities that do not include tuition (eg Racing or sailing under general supervision), each safety boat will cover a maximum of 10 dinghies.

The safety boat cover may be provided by the Instructor/Coach boat (where SB qualified) and/or by the DWSC Duty coxswain with his/her agreement.

The DWSC Incident / Accident book will be used and regularly reviewed.

Operating Guidelines - JYS Chief Instructor

Specific responsibilities include:

Preparation

- Check weather forecast and assess whether reefing or restricted sailing is appropriate. Limit the number of boats on the water at any one time when necessary.
- Arrange sailing area in consultation with OOD, PRO and Datchet Watersports.
- Ensure an adequate number of safety boats are prepared, manned and launched.
- Check the condition of the beach and launching areas and assess for any new hazards.
- Check for any unfamiliar hazards both on and off the water.

- Introduce the students to all members of the supervision team. This will include specific introduction of the beach master or the person responsible should the student return to the shore prior to the other students.
- Check JYS faults book for any known problems with boats

Registration and allocation of Instructors

- Prepare attendance registration form. Welcome parents and children, and make Instructors known to them. Check attendees against 'members list' and ensure any medical conditions are advised to relevant Instructors.
- Arrange for applications to be completed for 'taster sessions', ensure that applicants are recorded as DWSC guests and that they receive a safety briefing.
- Arrange student/Instructor groups.

Communication

- Assign radio call signs to Instructors.
- Fill out equipment logbook / fault book at end of session noting any problems with boats, points of note etc.

Operating Guidelines – Instructors and Assistant Instructors

Specific responsibilities include;

Initial briefing to sailors

- Clearly define limits of sailing areas.
- Demonstrate signals for "come to me" & "return to shore" if unknown.
- Point out any unfamiliar hazards on the beach and / or water including awareness of other club activities and launching / recovery of powerboats.
- For stage one/two/tasters, review the Young Sailor Safety Rules and hazards of propellers on powerboats.
- Communicate session objectives.

Sailors clothing

- Check buoyancy aids fit and correctly fastened.
- Ensure helmets are worn by under-12s for Stage 1 & 2 as advised by the Senior Instructor or requested by Parent / Responsible Adult.
- Ensure clothing is appropriate for time of year & conditions
- Checking of boats
- Inspect boats early before launch for buoyancy integrity, security of fittings and general seaworthiness.

On the water

- Radio on & checked.
- Keep awareness for sailors showing signs of cold and/or hot depending on conditions.
- Keep sessions short, particularly for the beginners.
- Ensure that gear is not intentionally abused.

- Demonstrate – Practice – Test!

End of session

- Debrief sailors.
- Check boats for any breakages, defects etc including water ingress into buoyancy tanks. Bring to the attention of the Chief Instructor as appropriate.

Operating Guidelines - Beachmaster

The Beachmaster primary role is to assist rigging, launching, recovery and de-rigging of the boats. He/she will also be responsible for the behaviour on the beach of (particularly young) JYS sailors while Instructors are on the water.

Specific duties include;

- Be aware of young sailor safety rules and enforce where necessary, for example;
- All sailors wear buoyancy aids on the pontoons
- Sailors under 12 years wear buoyancy aids on beach area
- No swimming off the beach or pontoons
- Take registration sheet from Chief Instructor and ensure any latecomers are assigned to an Instructor before being allowed onto the water. Supervise activities of latecomers up to that point.
- Assist Instructors with pre-launch check of boats.
- Don't ask small children to assist in lowering boats from racks or to raise (or lower) Topper masts.
- Be aware of any new hazards on the beach area and warn sailors as appropriate. eg. Wet algae on the lower beach area is a severe slip hazard; Launching /recovery of powerboats especially with vehicles etc.
- Maintain radio contact with Instructors through the session.
- Ensure where possible that there is space on the pontoon for younger sailors to land safely by moving away unused boats / power boats.
- Ensure dinghy trolleys do not create a trip hazard.

Safety Guidelines for Parents and Responsible Adults

Sailing should be fun and can be exciting, but it needs to be safe too – on land and on the water. Sailing has generally got a very good safety record, but as with every new experience for your child it carries risks, and it's important we minimise these.

Sailing is a physical sport – it can be compared with cycling or skiing – and while learning, the odd bump or knock should be expected. The good news is that water is softer to land on than a road or packed snow!

Please read the guidelines for 'young sailors' and reinforce its messages – particularly the rules for behaviour on land.

We need your help to ensure that your child is properly prepared for sailing;

Wetsuit (or drysuit) with full-length arms and legs is a Club requirement for any sailing from the start of November to the end of April.

If your child is going to sail regularly, we strongly recommend a wetsuit. The water is still cold in May and June. Children also seem to like capsizing and getting wet, and wetsuits allow them to do this without getting very cold afterwards.

Footwear is required – Trainers are fine for beginners, but please note the concrete and pontoons can be very slippery, so smooth-soled plimsolls are not a good idea.

Change of warm clothes for afterwards, and a towel to dry with.

We can provide buoyancy aids for beginners, but would recommend you get one if your child is going to sail regularly. This way they are familiar with the aid and how to fit it correctly. Please ensure that if your child is under 12, then the buoyancy aid is worn and correctly fastened when on the beach area.

Long hair can be a hazard in that it can get caught. We will put young beginners into helmets, but for others with long hair a hat of some sort is strongly recommended.

Water reflects sunlight, and so sunscreen or sunblock is important in summer.

On hot days it is a good idea for sailors to take a bottle of water out on the boat.

We ask that you arrive in good time, and get your child to change into sailing clothing promptly. They should then be learning to help with rigging the boats prior to sailing, and to help with putting away afterwards.

We need you to 'sign in' your child at each session. The signing-in sheet will be with the Chief Instructor. This ensures the Instructor knows you, and ensures that we are aware that your child is with us for the session. (There can be other children around sailing with their parents for example – the club can be quite busy). If you arrive late and it is clear the session has started (eg if instructors are on the water), please stay with your child on the beach area until you sign-in with an Instructor or with the Beach Supervisor. If there's no sign of anyone, please go to the Office who can radio an Instructor on the water.

Safety Rules for Young Sailors

Sailing should be fun and can be exciting, but it needs to be safe too – on land and on the water. At Datchet Water Sailing Club, we take safety very seriously – your safety and everyone else's. If we're going to teach you how to sail safely, we'll need you to obey our safety rules. If you don't follow them, then we won't let you sail.

Our Safety Rules;

On land

- If you are under 12, you must wear a buoyancy aid on the beach area and ensure that it is properly fastened.
- Don't go onto the pontoons unless launching or landing a boat or unless asked to by an Instructor. Pontoons are not for playing on.
- Don't run anywhere **outside** the clubhouse, especially on the (concrete) beach or on pontoons which can both get very slippery
- Don't run anywhere **inside** the clubhouse – the floors can be wet and slippery, especially in the changing rooms.
- You must always obey the instructions from the Sailing Instructors, their Helpers and Safety Boat Coxswains.
- Don't climb on railings, or the concrete walls.

On the water

- Buoyancy aids must be worn by all sailors on the pontoon and whilst afloat.
- The reservoir water can grow algae – it is not for drinking.
- The reservoir is for sailing, not swimming. Never leave your boat or swim between boats unless instructed. Powerboats can't see you easily in the water.
- If you're getting cold (or very hot), then tell your Instructor and ask to come ashore.
- Never deliberately crash or bump into another boat.
- Only sail in the area you've been told to.

Setting an example

We have a wide range of sailors in both age and ability. The older and more experienced sailors will set an example to the younger and less experienced ones, so we require them to set a safe and sensible example.

Finally, and very importantly, enjoy your sailing!!

Guidance for Dealing with a Serious Incident

In the event of an incident on the water, the Chief Instructor should ensure that the following actions are carried out;

Immediate Response Actions

- Ensure that a qualified First Aider immediately attends the casualty.
- Move the casualty to place of safety as quickly as possible, being aware of any potential neck / back injuries. This is likely to be the clubhouse and/or beach area.
- Ensure that the Duty Coxswain and OOD are notified ASAP.
- Immediately suspend the session, ensure that the incident is contained and that all sailors return to shore.
- Notify the Parent or Responsible Adult (if in attendance).
- Secure additional medical resource as required eg call for Ambulance.

Follow-up Actions

- Ensure the incident details are recorded in the DWSC Incident book.
- Inform Centre Principal.
- Formally review the incident in accordance with SHE Procedure for Incident Reporting and Investigation.
- Head Injuries

If a young sailor sustains a head injury, then full consideration must be given to advising the Parent / Responsible Adult to take the injured patient to the nearest A&E hospital ASAP (Wexham Park Hospital or St. Peters Hospital). If the child is 14 or over and the Parent / Responsible Adult is not in attendance, then an Instructor should perform this duty.

- Regardless, the incident must be recorded in the DWSC Incident book.

Powerboat Users Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC Health and Safety System and covers the responsibilities and guidelines for users of DWSC powerboats that are not being used for Safety Boat and Event Coxswain purposes.

When powerboats are being used for Safety Boat purposes then the requirements of procedure Guidelines for Duty Safety Boat Coxswains; Safety Boat Coxswains and Event Coxswains are to be applied.

This procedure covers eventualities such as :

- Use of displacement craft such as committee boats.
- Use of RIB's for purposes other than as Safety Boats or for Event Coxswain purposes.
- Use of other craft for purposes other than as Safety Boats or for Event Coxswain purposes.
- DWSC members using their own powerboats for other than for Safety Boat or Event Coxswain purposes.

Training Requirements

All DWSC Coxswains operating RIB's and/or other safety boats as Duty Safety Boat, Safety Boat and Event Coxswains will be qualified as follows:

- RYA National Powerboat Certificate Level 2 in both Planing & Displacement Craft (or equivalent).
- RYA Safety Boat Coxswain Certificate (or equivalent).
- First Aid Certificate (minimum 4 hour course).

Any DWSC member or employee operating a RIB or other safety boat for purposes other than those described above such as in support of the training of Junior Sailors, racing mark or boat maintenance, practice for obtaining a RYA Safety Boat Certificate etc. must be qualified as follows:

- RYA National Powerboat Certificate Level 2 in both Planing & Displacement Craft (or equivalent).

Any DWSC member or employee may operate a DWSC owned committee or support boat provided:

- it is under the direct supervision of another member holding a RYA National Powerboat Certificate Level 2 (or equivalent) in both Planing & Displacement Craft; or
- he/she has received instruction in operating such displacement craft.

DWSC members or others under training by DWSC Powerboat Instructors may operate any DWSC powerboat whilst under such training and supervision.

There may be occasions such as special events where supplementary Safety Boat cover or general assistance to racing or training is to be provided by:

- people who are not members of DWSC using their own boats
- members of DWSC using boats that do not belong to DWSC

In all such cases a DWSC Powerboat Instructor will evaluate the people, their boats and their insurance to determine their competence and acceptability to DWSC before they may undertake such duties.

DWSC's insurances only cover the operation of DWSC powerboats by qualified DWSC employees and members hence people who are not members of DWSC may not operate DWSC boats at any time.

Non members who have been cleared by a DWSC Powerboat Instructor must have their own insurance in place.

In principle external instructors should not operate powerboats themselves but should be assisted by a DWSC certified powerboat operator to operate the boat on their behalf. This permits the instructor to concentrate on training without the having the distraction of boat operation and unfamiliarity with DWSC's call signs etc.

Duties and Responsibilities

The Duty Safety Boat Coxswain has overall and single point responsibility for providing safety cover for all persons using the Queen Mother Reservoir. This includes other Safety Boat and Event Coxswains, dinghy and keel boat sailors, board sailors and members of the general public who are within the bounds of the Reservoir's concrete retaining walls.

Nobody may proceed afloat in any planing or displacement craft, whether DWSC owned or not, at any time when the reservoir is not open and is not provided with Safety Boat cover.

The single exception to the above statement are Datchet Watersports who are responsible for providing their own Safety Boat cover in support of their own activities.

During the week Safety Boat cover is normally provided by Purple Marine who provide a Duty Safety Boat Coxswain.

Users of powerboats must:

1. decide whether they can safely operate a powerboat in the prevailing and anticipated weather conditions.
2. wear upper body buoyancy suitable for their size and weight.
3. wear clothing adequate for the prevailing and anticipated weather conditions.
4. notify the Duty Safety Boat Coxswain, Club Secretary or OOD or, during the week Purple Marine, that they are going afloat.
5. take a radio with them having also checked that they are in communication with the Duty Safety Boat Coxswain or during the week Purple Marine.
6. take special care when boarding powerboats on moorings; especially when boarding a safety boat from a rowing boat
7. note in the Report Book in the Club Office any incidents or maintenance requirements for DWSC owned powerboats.
8. return powerboat keys to the Club Office upon completion of use.
9. return powerboats to the boathouse or moorings as appropriate upon completion of use.
10. if using the rowing boat to access a safety boat then return the rowing boat to a safe place on the beach, or on its trailer, and replace the oars and safety boat fuel tank in the beachside locker and then lock this securely to prevent theft or damage.

Club Secretary Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and contains a description of the duties and responsibilities of the Club Secretary.

Duties and Responsibilities

The Club Secretary is an employee of DWSC, selected by and responsible to Council, and takes overall charge of the day-to-day shore based administration and business activities of DWSC.

When the Club Secretary is working on DWSC premises he/she normally takes overall charge of shore based activities as OOD unless an OOD has specifically been rostered to support or relieve the Club Secretary. Consequently, the Club Secretary will also undertake the duties outlined in the OOD responsibilities'

SHE related responsibilities of the Club Secretary

The Club Secretary plays an important part in the setting up and maintenance of high SHE standards in DWSC's activities including the following specific items:

- Ensuring that all DWSC members and visiting sailors have access to the club rules via the clubs website and on a notice board within the club house.
- Obtaining annual and written confirmation that all DWSC members and visiting sailors are in possession of third party insurance to a value of £2 million.
- Ensure that DWSC obtains insurances as required by law and such additional insurances as may be approved by Council.
- Make adequate arrangements for visitors and contractors.
- Inducting new employees and contractors working in DWSC's premises of our SHE requirements, fire exits etc
- Obtaining a contractor to ensure that all electrical equipment owned and operated by DWSC is tested at regular intervals not to exceed three years. This work is to be carried out by a competent person in accordance with the HSE Electrical Safety Testing Regulations. This is to include the Clubhouse and boatshed.
- Obtaining a contractor to ensure that all fire indication, security and alarm systems are maintained and tested by a competent person and that records are kept of such maintenance and tests etc.
- Ensuring that a fire prevention officer surveys DWSC's premises at least every three years.
- Obtaining a contractor to inspect and maintain fire protection and extinguishing equipment in good working order.
- Obtaining a contractor to check and replenish the first aid kits in the Clubhouse and boatshed at least twice a year and after any major usage of materials.
- Conducting an evacuation exercise of the Clubhouse, Datchet Watersports, Purple Marine and boatshed premises in response to a simulated security and/or fire alert at least twice a year and noting this in the Report Book.
- Safekeeping of and enabling public access to the Master SHE Management System Manual, which is to be kept in the Club Office.
- Safekeeping and access as needed to SHE reports and records such as the Report Book, Risk Assessments etc.

- Safekeeping of Junior Flotilla Consent and Attendance Forms so that these are not available to members or visitors but are available to the members of the Junior Flotilla Committee, Chief Instructor (Junior Flotilla), the OOD, Flag Officers, Duty Safety Boat Coxswain.
- Ensuring that the Clubhouse, Club Office, bar and catering areas comply with all current Health and Safety Regulations.
- Formally advising in writing Datchet Watersports, Purple Marine and the club caterer of any perceived breach of Health and Safety Regulations and notify such a party(ies) to take timely action to remedy any such breach. As a matter of principle these third parties are responsible for their own actions but DWSC should always act proactively to assist, set and preserve high SHE standards.
- Ensure that the Report Books are available in the Club Office for recording all First Aid provision, any general incidents and repairs and maintenance needed on DWSC owned boats and equipment.
- Ensure that cars are not parked within the concrete retaining walls of the reservoir – particularly during any periods of low water.
- Ensuring that the Clubhouse and other DWSC premises are kept clean, neat, tidy and free from litter.
- Ensuring that any deliveries of fuel, bar stock or other goods are conducted in an environmentally friendly manner without spillage, litter etc. and that records of such deliveries are maintained.

Club Caterer Guidelines

The Club Caterer will comply with all current legislation relating to Food and Hygiene regulations and will hold relevant insurance and certificates.

The Club Caterer will be issued with a copy of the Guidance notes for RYA Affiliated clubs.

Child Protection Policy

Purpose of this Policy

This policy is an integral and key component of the DWSC Health and Safety System and contains a description of the code of practice for all club members, volunteers, and employees who work with or are involved with children during club activities at Datchet Water Sailing Club

These guidelines have been produced to help members and employees of Datchet Water Sailing Club to take appropriate action to enable children and vulnerable adults to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment.

Protecting children from inappropriate behaviour - Policy statement

Datchet Water Sailing Club's policy statement on child protection is as follows:

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and will be responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

Code of Practice & Procedures - Recruitment

Recruitment of paid staff and volunteers whose role involves teaching or contact with children

All applications for work, whether paid staff or volunteers, shall be subject to scrutiny. This is to ensure that the applicant's past career or experience shows them to be suitable to work with children in a supervised environment **with a parent or guardian present**. Each member of staff whether a volunteer or paid employee shall provide suitable references before taking up any position offered. These references shall be obtained by completion of the Application Form or Reference Form. Ideally, at least one reference should include previous work with children or personal knowledge of the applicant.

The club secretary will then write to the referees to confirm the suitability of each applicant. The letter should confirm the information provided on the application and establish the following:-

- How long has the referee known the applicant?
- In what capacity has the referee known the applicant?
- Does the referee consider the applicant is suitable for the position he is applying?
- Does the referee have any concerns about the applicant being in contact with children?

The Criminal Records Bureau (CRB)

The CRB will only deal with the RYA, not individual clubs, class associations or centres. The RYA will therefore liaise between both organisations.

The CRB is set up to increase access to information, in order to help provide protection for children and vulnerable people against those who might wish to harm them.

The aim is to make justifiable levels of information available to people responsible for recruitment decisions so that they can decide for themselves if someone has an unsuitable background. Checks

can only be accessed at the recruitment stage and then only for the selected candidate, not to help shortlist.

Due to the good record of the sport of sailing and the relatively low risk of child abuse within the sport, the RYA does not consider it appropriate to seek Disclosure Certificates from the CRB in all cases of new volunteers or staff being taken on.

Where there are concerns regarding an instructor / volunteer, the instructor / volunteer shall be asked to complete an "Application for Disclosure" (obtainable from the CRB) which will be forwarded to the RYA for countersignature. The application will then be sent to the CRB and the instructor / volunteer will be sent a certificate, copied to the RYA. The RYA will then contact the Club Secretary at Datchet Water Sailing Club with the result.

If Datchet Water Sailing Club is engaged under contract by a local authority, there is a requirement to register with the CRB and to obtain Enhanced Disclosure Certificates for all persons engaged in working with children. The LEA shall initiate this process.

Further information can be obtained from

Criminal Records Bureau
PO Box 91
Liverpool
L69 2UH
Information line: 0870 9090811
Website: www.crb.gov.uk

Prevention of Abuse

Good Practice Guide for Senior Instructors, Club Flag Officers and Club Staff

Abusers have great difficulty operating in a well-run centre with good quality management and training. In order to reduce the possibility of child abuse occurring within Datchet Water Sailing Club the following guidelines shall be followed for all activities under taken which involve children.

- Plan the work of the organisation so as to minimise situations where the abuse of children can occur
- Train staff and volunteers in the prevention of child abuse and follow the guidelines laid down in this document.
- Give all staff and volunteers clear roles
- If children tell staff about abuse, follow the guidelines laid down in this document.

Good Practice Guide for Instructors, Racing Coaches, and Volunteers

DWSC's objective is to reduce the situations where abuse of children can occur and help to protect staff and volunteers from false allegations being made. Everyone working, coaching or instructing at Datchet Water Sailing Club shall adopt the following guidelines:

- Do not spend excessive amounts of time alone with children away from others
- Design training programmes that are within the ability of the individual child (see "Physical Abuse")
- Do not take children alone in a car however short the journey
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of the parent or guardian responsible for that child on the day.

Never: -

- Engage in rough, physical or sexually provocative games, including horseplay

- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

In an emergency, which requires help of a personal nature, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Any child's abnormal medical conditions will have been recorded on the child's application form. A decision will be required in consultation with the parents as to whether parents of Junior Sailors must remain on site the whole time the child is in the care of the club.

What to do if abuse is suspected or alleged to have occurred?

Although it is a sensitive and difficult issue, child abuse can occur and does occur outside the family setting. Child abuse has occurred within institutions and may occur in other settings. If a child has been abused in a public setting, other children will be involved.

Where there is an allegation of abuse against a member of staff, there may be three types of investigation:

- Criminal investigation
- Child protection investigation
- Disciplinary or misconduct investigation

The results of the police and social services investigation may well influence the disciplinary investigation, but not necessarily.

It is important that any case of child abuse is dealt with by following the appropriate club disciplinary procedure.

It is important to understand that a member of staff reporting a case of child abuse, particularly by a colleague, may undergo a very high degree of stress, including feelings of guilt for having reported the matter. It is therefore important to ensure that appropriate counselling and support is available for staff in such a situation.

Always:

- Stay calm - ensure the child is safe and feels safe
- Show and tell the child that you are taking what they says seriously
- Reassure the child and stress that they are not to blame
- Be honest, explain you will have to tell someone else to help stop the alleged abuse
- Make a note of what the child has said as soon as possible after the event
- Maintain confidentiality - only tell others if it will help protect the child.

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep
- Ask inappropriate questions, which may jeopardise any impending police investigation
- Take sole responsibility - consult someone else (the person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself.

If I do something, might it make things worse?

Taking appropriate action if you are worried about abuse is never easy - it takes courage but it protects a young life.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse but in reality this rarely happens. However, one thing is certain - you cannot ignore it. The effects of abuse on children can be devastating, especially if children are left unprotected or do not receive help to cope with the abuse. The most serious effect is that children can and do die as a result of abuse. They can develop behavioural difficulties, problems at school, their development can be delayed and they can become depressed and withdrawn. Some of these problems, if left untreated, can persist into adulthood.

Recording information

When recording information, it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation. Unnecessary interviews with child complainants could prejudice the integrity of evidence that may eventually have to be presented in court.

There are particular problems with regard to gaining information from children with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without "leading" the child.

The environment for recording information needs to be considered carefully. Try and ensure that you are in sight of another adult, but that your conversation won't be overheard. You also need to be careful about physical contact during an interview because it may not be what the child wants. The rule is to let the child initiate any actions and to remain positive and supportive throughout.

Recognising abuse

What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school and in a sports or community environment. Child abuse can take many forms:

Physical Abuse

Where adults: -

- Physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning)
- Give children alcohol, inappropriate drugs or poison
- Attempt to suffocate or drown children

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

Neglect

Includes situations in which adults: -

- Fail to meet a child's basic physical needs (e.g. for food, warm clothing, essential medication)
- Consistently leave children alone and unsupervised
- Fail or refuse to give children love, affection or attention
- Neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or exposes them to undue cold or risk of injury

Sexual Abuse

Boys and girls are sexually abused when adults (male or female) use them to meet their own sexual needs. This could include:

- Full sexual intercourse, masturbation, oral sex, fondling
- Showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- Sport situations that 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

Emotional Abuse

Can occur in a number of ways. For example, where:

- There is persistent lack of love or affection
- There is constant overprotection which prevents children from socialising
- Children are frequently being shouted at or taunted
- There is neglect, physical or sexual abuse
- Emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

Bullying

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

Although anyone can be a target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture.

How to recognise if a child is being abused?

It is not always easy to spot when children have been abused even for the most experienced carers. 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 with whom a close relationship would be expected
- An unreasonable reaction to normal physical contact
- Difficulty in making friends or abnormal restrictions on socialising with others.

However, 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 - this does not necessarily mean the child is being abused. Similarly, there may not be any signs, you may just feel something is wrong.

If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.

What to do if you have concerns?

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, like a bereavement, which has caused the child to be unhappy. However, if your concerns are about sexual abuse or violence, talking to the parents or carers might put the child at greater risk.

If your concerns remain or you cannot talk to the parents/carers, consult the club's senior Flag Officers or the Commodore. It is the responsibility of this person to make the decision to contact the police.

Where to get further help?

If you want to talk things through to gain some advice, you can phone the following 24-hour free telephone numbers. You do not have to give your name but it is helpful if you can.

NSPCC helpline:
0808 800 5000
<http://www.nspcc.org.uk>

ChildLine:
0800 1111
<http://www.childline.org.uk>

If you are an instructor and have had an allegation made against you, advice and support can be gained from the following sources:

Local Citizens' Advice Bureau
Refer to Yellow Pages for contact details

RYA Legal
023 8062 7422
<http://www.rya.org.uk>

NCF Legal (if a member)
0113 274 4802

Recording Information

In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- **DO** listen
- **Do** take notes
- **Do** tell the RYA and make sure that all information is passed onto the police
- **DON'T** ask direct questions
- **DON'T** try to stop the child telling you about their problem
- **DON'T** make promises
- **DON'T** allow anyone else outside the police or social services to interview or ask questions of the child.
- **DON'T** assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Makes notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

Common Questions.

The DOs –

Open questions/statements

- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it

The DON'Ts

Leading/closed questions/comments

- Was it your father/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret

Good Practice Guide

- Do not spend excessive amounts of time alone with children away from others
- Do not take children alone in a car on journeys, however short
- Do not take children to your home

Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents

Design training programmes that are within the ability of the individual child. (see "Physical Abuse" page 11)

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary for your staff or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this

type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Recording information

In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- DO listen
- Do take notes
- Do tell the RYA and make sure that all information is passed onto the police
- DON'T ask direct questions
- Don't try to stop the child telling you about their problem
- Don't make promises
- Don't allow anyone else outside the police or social services to interview or ask questions of the child
- Don't assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Make notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

Common Questions that Could be Used in Some Situations.

THE DOs - open questions/statements

- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it

THE DON'Ts - leading/closed questions/comments

- Was it your father/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret