

# **BODA Safeguarding and Child Protection Policy and Guidelines**

**Updated February 2016**

**Bermuda Optimist Dinghy Association**  
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# BODA Safeguarding and Child Protection Policy and Guidelines

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# 1 Introduction

These guidelines have been adapted from the RYA Safeguarding and Child Protection Policy and Guidelines. This document can be downloaded from the RYA's website, [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

The Children Act 1998 defined any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as 'children'. The safeguarding principles in these guidelines also apply to 'vulnerable adults', encompassing adults who have learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care.

The Bermuda Optimist Dinghy Association (BODA) has adopted the following policy and procedures for the several reasons, including:

- to safeguard children from physical or emotional harm, both on and off the water
- to assure parents that their children are as safe at BODA organized events as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of our members, volunteers and employees such that they know what to do if they are concerned about a child, whether the concern relates to:
  - the child's welfare at BODA events or
  - something happening outside the sport that a child discloses to someone they trust within BODA
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect the BODA, by showing that we have taken 'all reasonable steps' to provide a safe environment.

BODA has taken the following steps:

1. **Adopted a policy statement** that defines BODA's commitment to providing a safe environment for children.
2. Appointed a **Designated Person** with specific responsibility for implementing our policy
3. **Produced a simple code of practice and procedures** governing how BODA operates. This covers:
  - the safe recruitment of staff/volunteers who will be in contact with children
  - good practice guidelines to ensure the safety and welfare of children at all times whilst at BODA organized events, both on and off the water
  - handling concerns, reports or allegations

BODA informs new membership of this policy at the point of joining and existing members on an at the point of membership renewal, which occurs on an annual basis. All BODA members have access to this policy and supporting procedures through the website and other means. BODA requires those with direct contact with vulnerable persons to be familiar with BODA's policy and procedures.

## **PART 1 – POLICY**

### **2 Safeguarding and Child Protection Policy Statement**

It is the policy of the Bermuda Optimist Dinghy Association (BODA) to safeguard children and young people taking part in Optimist sailing from physical, sexual or emotional harm. BODA will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in BODA activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of BODA should be aware of the policy.

#### **Welfare Officer**

The BODA Welfare Officer is:

Megan Kempe  
Home phone: 441-236-7301  
Cell Phone: 441-524-7516  
welfareofficer@boda.bm

If the Welfare Officer is unavailable and the matter is urgent, contact the Deputy Welfare Officer

The BODA Deputy Welfare Officer is:

Mona Walker  
Home Phone: 441-236-4913  
Cell Phone: 441-705-2003  
deputywelfareofficer@boda.bm

#### **Staff and Volunteers**

BODA requires criminal background check for employees and volunteers serving in posts involving regularly training or supervising children or in positions of trust or authority over children's welfare.

#### **Good Practice**

All members of BODA should follow the good practice guidelines attached (Appendix A) and agree to abide by the BODA Code of Conduct. Those working or volunteering with young people should be aware of the guidance on recognising abuse (Appendix B).

#### **Concerns**

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within BODA, should inform the Welfare Officer immediately, in strict confidence. The Welfare Officer will follow the attached procedures (Section 6).

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

## **PART 2 – Procedures**

### **3 Designated Person**

Although everyone has a role to play in ensuring that children are safe, BODA has a designated individual with specific responsibility for implementing our policy, and acts as the point of contact to receive information.

The designated person's role includes:

- Maintaining an up-to-date policy and procedures.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the Executive Committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's resources and Police.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with BODA's procedures and in conjunction with Deputy Welfare Officer and the BODA President.

## 4 Safe Recruitment

For roles which involve regularly training or supervising children or are positions of trust or authority over children's welfare, BODA will:

- provide the applicant with a clear job or role description so that they understand what the work involves
- draw up a 'person specification' listing the key qualifications, skills, experience and qualities you're looking for
- check that the applicant is competent for the role
- provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with your organisation's operating procedures

BODA requires:

- a criminal background check, which can be arranged by submitting a form SF39 to the Bermuda Police Service

**Persons with a prior criminal record related to the role in question cannot serve as a minimum in a direct contact role with such vulnerable persons.**

Checks will be required for those with specific responsibilities, including but not limited to the Welfare Officer, Deputy Welfare Officer, Coach, Team Leader, and Country Representatives.

Volunteers and paid staff, with the same level of responsibility and contact, will be treated in the same way, whether paid or not.

Both new and existing volunteers and staff will be subject to checks. When introducing this procedure for the first time, BODA will start with new applicants and then check existing volunteers and staff in priority order depending on their role.

## 5 Good Practice Guidelines

### Culture

It is important to develop a culture within BODA where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer. A deaf child may not be able to express themselves or speak confidentially if they need an interpreter. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background. Children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.

### Minimising risk *(see also Appendix A: Good Practice Guidelines)*

BODA will promote good practices to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

These common sense guidelines are made available to everyone within BODA:

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.



## **Responsibilities of Staff and Volunteers**

Staff and volunteers are to be given clear roles and responsibilities, are aware of BODAs' safeguarding policy and procedures and are issued with guidelines on:

- following good practice guidelines (*Appendix A*) and
- recognising signs of abuse (*Appendix B*).

BODA Coaches are expected to comply with the BODA Codes and Conduct.

## **Parental Responsibility**

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching. BODA has adopted a Code of Conduct that is required to be signed by everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Although BODA has a duty of care to its members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal BODA-organised activities.

When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. When BODA requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organizer to the parent.

## **Bullying**

The BODA Anti-bullying policy has been modelled after the UK NSPCC Child Protection in Sport Unit' <https://thecpsu.org.uk/help-advice/topics/anti-bullying/> (Appendix C)

## **Managing Challenging Behaviour**

Guidance for instructors on handling young people who display challenging behaviour is available on the RYA website under Courses and Training, Teaching, Instructor Resources.

## **First Aid and Medical Treatment**

First aid is part of our normal duty of care. BODA will obtain consent if medication or medical treatment is required in the absence of the parent/carer (included in Supporting Documents).

## **Attending Overseas Events**

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.

The RYA Racing Department has Sailor Supervision Guidelines and other detailed policies for the RYA junior and youth squad programmes. These are available on the RYA website, see Racing, Youth and Junior, Information, Policies, or click on [www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx](http://www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx) These Guidelines are a

useful reference for events organised by bodies other than BODA but should not be taken as prescriptive.

## **Communicating with Young People**

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are:

[www.nspcc.org.uk/shareaware](http://www.nspcc.org.uk/shareaware)

[www.net-aware.org.uk](http://www.net-aware.org.uk)

[www.internetmatters.org](http://www.internetmatters.org)

[www.getsafeonline.org](http://www.getsafeonline.org)

### **Club websites and social media**

When promoting BODA and encouraging members to interact online, BODA will:

- follow the guidance on the use of images of children (see Photography section below)
- ensure that the content and language on the BODA site and/or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content

### **Coaches and Instructors**

When working with children and young people, coaches and instructors are advised to:

- avoid using over-familiar language
- copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact

When using social media, it is recommended that coaches and instructors:

- have a personal and a professional page for social media
- do not allow young sailors to follow or be friends with personal accounts
- set privacy settings as high as possible on personal accounts
- challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- educate young sailors about the boundaries between them and their Coach or Instructor

### **Parents**

Organisations are responsible for the content published on their sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links at the top of this page for guidance.

### **Children and young people**

Unfortunately online communication and texting can often be used as a means of bullying. 'Cyberbullying' should be treated in the same way as any other form of bullying.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) provides guidance for children and young people in different age groups

## **Photography**

Publishing articles, photos and videos in BODA newsletters, on websites, in local newspapers, etc. is an excellent way of recognising young people's achievements and of promoting BODA and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

### **Before taking photos or video, BODA will obtain written consent from the child and their parents/carers for their images to be taken and used**

- A consent form could be included with membership application (included in Supporting Documents).
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
- Care must be taken in the storage of and access to images.

### **When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child**

- It is preferable to use a general shot showing participants on the water, or a group shot of the prizewinners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, do not publish any other information (eg. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to BODA's Welfare officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or smart phones/tablets in changing areas is not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

## **Safeguarding Training**

BODA will ensure that all staff or volunteers working with children have undertaken training appropriate to their role. This may be through formal training or an online course.

Training will be required on an annual basis for those roles that involve regularly training or supervising children or is a position of trust or authority over children's welfare and will address the following:

- What abuse is and how to spot abuse
- Reporting requirements and procedures
- What "duty of care" means and how BODA fulfils that requirement
- How client confidentiality of vulnerable persons is addressed

## 6 Handling Concerns, Reports or Allegations

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within BODA. It may involve the behaviour of one of our volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is not your responsibility to investigate further but it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix B.

### Handling an allegation from a child

Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure the child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event, using the child's own words
- follow your organisation's child protection procedures

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the designated Welfare Officer or the BODA President or someone you can trust) so that you can begin to protect the child and gain support for yourself

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.

### Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Child and Family Services or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities (included in Supporting Documents).

**All information must be treated as confidential and only shared with those who need to know.** The protection of the vulnerable person is the most important consideration. If the

allegation or suspicion concerns someone within BODA, only the child's parents/carers, the BODA President (unless they are the subject of the allegation), the relevant authorities and the Welfare Officer should be informed. If the alleged abuse took place outside the sport, the Police or Child and Family Services will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, Welfare Officer and the BODA President.

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means.

### **Co-operation with Authorities**

If BODA is contacted by the Police or Child and Family Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct. See also 'Handling the media' below.

### **Referral to Authorities**

If BODA permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, BODA will refer them to Department of Immigration, Child and Family Services, and/or the Bermuda Police Service, as appropriate.

### **Handling the media**

If there is an incident which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice.

## Reporting Procedures

If you are uncertain what to do at any stage, contact BODA's Welfare Officer.

1. Ensure that the child is safe
2. If child requires immediate medical attention call ambulance and inform attendants there is a child protection concern.
3. Make a record of anything the child has said and/or what has been observed, if possible with dates and times.
4. Report your concern by submitting a Referral Form (included in Supporting Documents) as soon as possible to the Welfare Officer or Deputy Welfare Officer, if the Welfare Officer is not available.
5. The Welfare Officer, in conjunction with Deputy Welfare Officer and the BODA President will decide on the appropriate action to be taken.
  - a. If the alleged is a minor poor practice, determine disciplinary procedure, including possible temporary suspension
  - b. If the alleged is serious poor practice or alleged child abuse, contact Child and Family Services or the Police
6. Welfare Officer will report any child protection issues to the Executive and will securely store a copy of the incident report for a minimum of three years.

Details of additional resources are included in Useful Contact Section of this document.

## PART 3 – INFORMATION AND SUPPORTING DOCUMENTS

### 7 Useful Contacts

**Local Resources**     **911** – if in immediate danger or for the Sexual Assault Response Team

**Bermuda Police Service**

441-295-0011 or 441-247-1678

[www.bps.bm](http://www.bps.bm)

**Child and Family Services**

441-278-9111 or 441-294-5882

**Bermuda Islands Association of the Deaf**

441-238-8116

**Centre Against Abuse Women’s Hotline**

441-297-8278

[www.abusefree.org](http://www.abusefree.org)

**Centre Against Abuse Men’s Hotline**

441-332-1293

[www.abusefree.org](http://www.abusefree.org)

**Centre on Philanthropy**

441-236-7706

[www.centreonphilanthropy.org](http://www.centreonphilanthropy.org)

**The Coalition for the Protection of Children**

441-295-1150

[www.coalition.bm](http://www.coalition.bm)

**The Family Centre**

441-232-1116

[www.tfc.bm](http://www.tfc.bm)

**Mid Atlantic Wellness Institute**

441-236-3770

**SCARS: Saving Children Revealing Secrets**

441-297-2277

[www.scarsbermuda.com](http://www.scarsbermuda.com)

**Women’s Resource Centre**

441-295-3882 (main)

441-7273 (hotline)

[www.wrcbermuda.com](http://www.wrcbermuda.com)



**Other Resources**

**Royal Yachting Association**

Jackie Reid, Safeguarding and Equality Manager

Tel: 023 8060 4104

E-mail: [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk)

Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

**Child Protection in Sport Unit (CPSU)**

**England**

Tel: 0116 234 7278

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**sportscoach UK**

Provide Safeguarding and Protecting Children training

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

## **8 Supporting Documents**

- Parent Consent Form
- Safeguarding and Child Protection Referral Form

# Parental Consent Form

## Participant's Details

First Name: .....

Surname: .....

Home Address: .....

.....

Date of Birth (DD/MM/YY): .....

Age: .....

## Parent/Guardian/Person with Legal Responsibility

First Name: .....

Surname: .....

Relationship to Child: .....

Home Phone Number: .....

Mobile Phone Number: .....

Email Address: .....

## Alternative Emergency Contact:

First Name: .....

Surname: .....

Relationship to Child: .....

Contact Phone Number, during sessions: .....

## Parental Consent Form (continued)

### Medical Information

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

1. Has your child ever suffered from any of the following conditions:  
Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes?

YES / NO / OTHER

If YES please provide details, including any specific medical advice to be followed in an emergency:

If OTHER, please specify and provide details, including any specific medical advice to be followed in an emergency:

2. Is your child currently taking any medication? YES / NO

If YES please specify:

3. When did your child last have a tetanus vaccination?

4. Is your child currently suffering/recovering from any injuries which may affect their sailing?

YES / NO

If YES please provide details:

5. Does your child have any food allergies? YES / NO

If YES please provide details:

6. Does your child have a disability, learning difficulty or medical condition which may affect their ability to participate the event)? YES / NO

If YES please provide details:

## Parental Consent Form (continued)

### Declaration of parent or person with legal responsibility

I the parent/guardian of ..... hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

### Medical consent

I give permission to the organisers of activities during the period ..... (dates of event) to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

### Consent for use of images

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.  
I have read and understood the Conditions of Use attached.  
I agree to notify the organisation of any relevant changes in my child's circumstances.  
I confirm that my child is not under a court order.

Signed: (participant) .....

Signed: (parent/guardian).....

Name: (please print) ..... Date: .....

## **Parental Consent Form (continued)**

### **Conditions of Use of photography or video**

In accordance with our child protection policy, BODA will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform BODA's Welfare Officer immediately.

1. We will normally only identify a child by reference to the child's first name.
2. We will not use personal details or full names (first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels.
5. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
7. Commercial sale of any form of media will be limited to the organisers or their official photographers.

## Safeguarding and Child Protection Referral Form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page if necessary.)	
Action taken (continue on separate page if necessary)	
If Police or Child and Family Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of Welfare Officer or BODA President	
Contact telephone number	

**This form should be sent, marked 'Private and Confidential', to the BODA Welfare Officer, (e-mail [welfareofficer@boda.bm](mailto:welfareofficer@boda.bm)) and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**

## **Appendix A: Good Practice Guidelines**

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

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

### **You should never:**

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.



## Appendix B: What is child abuse?

Based on the UK Government statutory guidance '[Working Together to Safeguard Children](#)' 2015

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve adults or other children inflicting physical harm:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

**Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

**Bullying** (including 'cyber bullying' by text, e-mail, social media etc) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the 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.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

### **Recognising Abuse**

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. 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 (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

### **If you are concerned**

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult you're the Welfare Officer or the BODA President. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

## Appendix C: Anti-Bullying Policy

Source: <https://thecpsu.org.uk/resource-library/2013/sample-anti-bullying-policy/>

The Bermuda Optimist Dinghy Association will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of BODA to be given information about this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that coaches are given access to information, guidance and/or training on bullying

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

- all forms of bullying will be addressed
- everybody in BODA has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
  - posting of derogatory or abusive comments, videos or images on social network sites
  - racial taunts, graffiti, gestures, sectarianism
  - sexual comments, suggestions or behaviour
  - unwanted physical contact
  - children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted

Support to the child

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to Helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported

- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided

#### Support to the parents/guardians

- parents/guardians should be advised on BODA's bullying policy and practice
- any incident of bullying will be discussed with the child's parent(s)/guardians
- parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parent(s) including information on other agencies or support lines

#### Useful contacts

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org](http://www.antibullyingalliance.org)