



Address: The Harbour, Bray, Co. Wicklow.

Phone: 01 286 0272

Email: [info@braysailingclub.ie](mailto:info@braysailingclub.ie)

## **Child Safety Policy**

Bray Sailing Club is committed to safeguarding the wellbeing of all the children and young people who use the club and its facilities throughout the year, and particularly as they take part in Pico Club or the junior training courses. Our child safety policy is in accordance with 'Children First' and the guidelines set out by the Irish Sailing Association. The policy is set out below.

### **Definitions**

- A 'child' is defined as being a person under 14 years of age and a 'young person' as being 14 – 18 years of age.
- A 'supervising adult', 'senior instructor', or 'instructor' may assume the care and responsibility of a child/young person in specific circumstances, namely where they act as sailing instructors.

### **Good Practice in BSC**

- BSC has appointed two Child Protection Officers to deal with any complaints or issues arising which concern the safety or welfare of any child or young person who takes part in sailing activities in the Club. They have received Garda vetting and have completed levels 1-3 of the Safeguarding Courses run by the Irish Sailing Association.
- BSC has appointed a Designated Liaison Person.
- All instructors over the age of 16 will have received Garda vetting. All instructors will have completed Safeguarding 1.
- A system is in place to report and record any incidents or accidents that may occur when a child or young person is taking part in Club activities (see Appendix 6).

### **Level of Supervision**

- Instructors will take the age, abilities, and sailing experience of each child or young person into account before they determine the necessary level of supervision. Throughout a sailing course or for the duration of an activity, the level of supervision may be reassessed and changed accordingly.
  - Children below the age of 11 – inexperienced sailors  
This age group demands the highest duty of care. Constant supervision is appropriate, and care must be shown to avoid exposing

the child to danger. This level of care applies whether on shore, near the water or on the water.

- Children below the age of 11 – experienced sailors  
Constant supervision is appropriate, and care must be shown to avoid exposing the child to danger. This level of care applies whether on shore, near the water or on the water. The children may be expected to cope with more difficult weather conditions, but the instructor should seek a sensible balance between their duty of care and assessing manageable risk for the children. It is unlikely to be acceptable for a club or official to claim that a child willingly accepted a risk.
- Children aged 11-13 years – inexperienced sailors  
The same principles will apply as for younger children while afloat, but a lower level of supervision would be expected while ashore or at the water's edge.
- Children aged 11-13 years – experienced sailors  
Children in this group will vary considerably in their maturity and ability to make risk-based decisions, especially when peer pressure is involved. While a degree of supervision is expected, this group should be reasonably self-reliant both afloat and ashore. However, some will tend to underestimate the risks involved.
- Young people aged 14-18 years – inexperienced sailors  
The same principles apply as for younger sailors while afloat, although a much lower level of supervision is expected ashore or at the water's edge. The level of care is more like that owed to a young adult who has no experience of sailing.
- Young people aged 14-18 years – experienced sailors  
Once over the age of 14 years, and depending on the maturity of the individual, young people can be expected to make sensible decisions about their exposure to risk. By the age of 16, any special consideration of the supervision of young people would be unlikely to apply.

### **Duty of Care to Protect from Physical Harm**

- The instructors have a duty or care to protect the child from suffering any foreseeable personal injury, but not to protect the child/young person from the rough and tumble of life.
- Instructors will regularly instruct the children on safety principles, particularly water safety, and the consequences of not following best practice. Rules will be clearly written and placed on the junior notice board.
- Before permitting a child to sail or use other club facilities, the instructors must ensure that the boat/facilities are suitable for the age and ability of the child.
- Where the child has rigged the dinghy themselves, the instructors should check that it has been competently rigged.

- The instructors will ensure that the child/YP is wearing suitable clothing, an appropriate buoyancy aide, life jacket, and life-line for the intended vessel and weather conditions.

#### **Codes of conduct:**

- The Club will provide codes of conduct for instructors, participants, and parents. The code of conduct for instructors will be read and signed by the instructors to indicate their understanding of, and agreement with, the principles contained in the code. Failure to abide by the code of conduct could lead to disciplinary action.
- The code of conduct for participants will be read to the children at the start of each sailing course week and will be displayed in the clubhouse. Failure to abide by the code of conduct could lead to disciplinary action.
- The code of conduct for parents will be emailed, posted on the Club's website, and displayed in the clubhouse.
- See Appendices 1-3 for copies of the codes of conduct.

#### **Organised Racing or Other Group Events**

A special standard of care must be shown in the following racing-related matters:

- Acceptance of entries, having regard to:
  1. Age and experience of competitors
  2. Expected numbers of competitors
  3. Available rescue facilities
  4. Anticipated weather and tidal conditions
- The decision to cancel, postpone or continue with racing or a group activity should be made in the light of the foregoing factors
- The level of provision of safety cover should be made in the light of the foregoing factors
- Enforcement of appropriate safety regulations

The sailing committee and organisers of each event will decide which safety regulations will be imposed or waived. In making these decisions, the committee must take a common-sense approach to practical safety rules.

The race or event organisers may seek to shift responsibility for children onto the parents or guardians by requiring the supervising adult to sign a clause in the race or event entry form. Such a clause cannot legally bind the child, being under the age of legal maturity, but seeks to place a degree of liability on another adult.

An example of such a clause is as follows:

'Under the law, this helm (crew) is my dependent and I accept paragraph () of the notice of race which excludes my dependent's right to claim compensation in certain circumstances. I declare that during the event the boat will have valid and current

third-party insurance of at least..... I confirm that my dependent is competent to take part and that I am responsible for my dependent through the event. During the time my dependent is afloat I will be in or around ( ) Bray Sailing Club or I will inform the race officer in writing who is acting **in loco parentis** during my absence.'

### **Activities involving overnight stays**

Where sailing activities involve staying away from home overnight, as happens as part of the Level 4 Sailing Course, additional safeguards are considered:

- Parent/guardian consent is obtained for each participant, along with information that includes contact, medical, and any special (e.g. dietary) requirements of the participants
- Rules for the trip are given to each participant and their parents
- Adequate, gender-based supervision is provided on the trip

### **Liability**

In the event of an accident resulting from lack of proper precautions being taken, a court would have no hesitation in attributing liability to an instructor in the club to which he or she is answerable.

Liability can arise from several sources, whether from damage done by trainees or damage or injury to trainees. For this reason, and because it is not in practice possible to contract out of liability, Bray Sailing Club has made arrangements for specific insurance cover in respect of these activities (see Duty of Care Insurance).

### **Non-Club-Organised Sailing and Use of Club Facilities**

Parents and guardians are informed that the club only provides rescue facilities and adult supervision of their children during the hours of club-organised events such as training courses, Pico Club, and racing. Outside these hours, parents and guardians have sole responsibility for their children and wards and must appreciate that the club cannot accept responsibility for children or any other persons not engaged in club-organised events.

### **Social Media Usage**

In all their contacts and communications with the members of their organisation, instructors must be seen to be open and transparent. This is the case whether communications are by traditional means or by electronic means. To this end, the Sailing Club has the following policies and guidelines:

- Social Media points sheet (See Appendix 4) includes
  - guidelines for using BSC's Facebook page
  - guidelines for instructors using a social networking site that are also included in the instructor's handbook

## **Use of Mobile Phones**

Instructors and volunteers involved in junior training at Bray Sailing Club are aware of the opportunities for abuse through the misuse of mobile phones and text messaging. While good use of such media is beneficial we must be vigilant and alert to the possibilities of misuse and consequent harm that can result to young people.

Because of this Bray Sailing Club advised parents and young people that the use of mobile phones by Juniors is not permitted throughout Pico Club or Junior Training unless at specified times (e.g. lunch break) or in an emergency.

Guidelines for the use of mobile phones, which cover instructors' communications with children and young people by mobile phone, and the use of camera phones, are included in the instructors' handbook (see Appendix 5).

## **Appendices**

Appendix 1: Code of Conduct for instructors

Appendix 2: Code of Conduct for participants

Appendix 3: Code of Conduct for parents

Appendix 4: Social Media points sheet

Appendix 5: Guidelines for the use of mobile phones

Appendix 6: Flowchart for Potential Issues Arising

## Appendix 1

### **Bray Sailing Club Code of Conduct for Assistant Instructors, Instructors, and Senior Instructor.**

**Purpose:** This code has been developed in order to ensure that instructors understand the behaviour that is expected of them when attending and using the facilities of Bray Sailing Club.

1. Be positive during sessions, praise and reward good behavior.
2. Treat the children, young people, parents and other leaders and organisers with respect.
3. Ensure that all children present are involved in the activities.
4. Respect all Bray Sailing Club property and the property of others as well as taking care of our own.
5. No bullying of any kind and report any such behaviour if you are aware of it. Make sure that everyone (instructors and children) is included socially.
6. No bad language.
7. Involve parents and other leaders where possible and inform SI when problems arise.
8. Record and report any incident and the resulting outcome that may occur while you are training.
9. Adhere to the Social Media point sheet for Instructors.
10. Prepare and plan for your training sessions, arrive on time and depart at the appropriate time.
11. Do not bring or have any substance or material that may pose harm to any member of the group, the group leaders or the club. There is no smoking on club grounds.
12. No drinking alcohol during or after the course on club grounds while students are around.
13. No videoing or recording of anyone at BSC without the approval of the Senior Instructor.
14. Do not spend excessive amounts of time with an individual student, avoid individual lessons, do not take children out of the club grounds on your own.

Signed:.....  
Instructor/Assistant Instructor/Senior Instructor

Date:.....

## Appendix 2

### Bray Sailing Club Code of Conduct for Children and Young People.

**Purpose:** This code has been developed in order to ensure that children and young people understand the behaviour that is expected of them when attending and using the facilities of Bray Sailing Club.

1. Treat instructors, other organisers and parents on duty with respect.
2. Respect your fellow trainees, even when things go wrong.
3. Arrive on time.
4. Co-operate with the instructors and parents on duty.
5. Help with preparation for training/events.
6. Leave the club and club equipment as good or better than you found it.
7. Tidy-up after yourself.
8. Make sure you have the correct gear.
9. Respect all Bray Sailing Club property and the property of others as well as taking care of our own.
10. No bullying of any kind and report any such behaviour if you are aware of it. Make sure that everyone (instructors and children) is included socially.
11. No bad language.
12. Do not bring or have any substance or material that may pose harm to any member of the club.
13. No videoing or recording of anyone at BSC without the approval of the Senior Instructor.
14. Never keep secrets, tell lies about people or spread rumours.
15. Talk to one of the Children's' Officers if you have any problems.

Signed:.....  
Child/participant

Date:.....

## Appendix 3

### **Bray Sailing Club Code of Conduct for Parents of Cadet Members and Summer Sailing Camp Participants.**

**Purpose:** This code has been developed in order to ensure that the parents of children and young people attending activities in Bray Sailing Club understand the behaviour that is expected of them.

- Parents must volunteer for at least one day of Shore Parent Duty.
- Support instructors and committee members in upholding good behaviour by all.
- Ensure children arrive punctually for sessions.
- Ensure children have proper sailing gear and equipment.
- Ensure that pick-up arrangements are clear.
- Impress upon children never to leave the club grounds without informing you so that you know their whereabouts.
- Inform the Senior Instructor if for any reason your child cannot attend or needs to leave early or arrive late.
- I will respect my child's fellow participants, leaders (e.g. Instructors, officials, judges) and parents including those against whom my child is competing.
- I will respect my child's instructor(s) and support their efforts.
- I will never demonstrate threatening or abusive behaviour or use bad language.

Note: Parents and guardians are informed that the club only provides rescue facilities and adult supervision of their children during the hours of club-organised events such as training courses, Pico Club, and racing. Outside these hours, parents and guardians have sole responsibility for their children and wards and must appreciate that the club cannot accept responsibility for children or any other persons not engaged in club-organised events.

Appendix 4  
Social Media Points Sheet for Instructors

In all their contacts and communications with the members of their organisation, leaders must be seen to be open and transparent. This is the case whether communications are by traditional means or by electronic means.

**Leaders must not communicate with children or young people via leader's personal social networking profiles, email accounts, or chat rooms.**

**Bray Sailing Club's Facebook Page will adhere to the following guidelines:**

1. The page/profile is password-protected, and the password must be held by at least three leaders of the organisation.
2. The site is to be monitored by a designated supervisor and Child Safety Officer. This person has access to the login details of the site. The Designated Person/Safeguarding Panel in Charge of Child Protection will appoint this supervisor.
3. The designated supervisor should remove any inappropriate posts by children/young people or leaders. Reasons should then be explained to the person who posted the content.
4. The site should be kept 'Private' i.e. only permitted members or 'friends' can see what is posted on the site.
5. The use of personal addresses and telephone numbers etc. should be avoided so as to reduce the risk for these details/items to be copied and shared.
6. Content of any postings should be consistent with the aims of the organisation. In cases of doubt leaders should seek advice from the Junior Training Team.

**For Leaders Using a Social Networking Site:**

1. Leaders should not 'friend' or 'follow' children or young people on social media. (Children or young people may 'follow' leaders on social media so leaders should make sure any content they post is appropriate.)
2. Messages left to or from children or young people on social network sites should be written on an open page (e.g. A Facebook 'Wall') and not in a private message or by using 'chat' [one-on-one].
3. Leaders should not network with junior members of Bray Sailing Club via closed [one-on-one] chats e.g. Facebook messenger, WhatsApp, etc.. This should be done only through 'Group Chat.'
4. Any events or activities run by the organisation that are organised or publicised on the site should be a closed event so as non-members cannot access the event without suitable permission by the site administrators.

5. Any emails sent to children or young people via the site must be sent to at least one other leader and or the child's parent/guardian. (This can be done by 'bcc' if necessary.)
6. Leaders should avoid communicating with children or young people in Bray Sailing Club via email late at night.
7. In signing off a post or email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient, e.g. "Luv X"; "xoxoxo". Instead, names/titles will be used on all occasions.
8. Parents/guardians are asked to give their approval for leaders to communicate with their children/young people via social networking sites, or by any other means of internet communications (e.g. email).
9. Parental permission is required before pictures of videos of children or young people are posted online.
10. Any disclosures of abuses reported through a social networking site must be dealt with according to your reporting procedures.

## **Appendix 5:**

### Guidelines for instructors on the use of mobile phones

1. Instructors should only have children's and young people's mobile numbers if the nature of their involvement requires them to phone or text them and with parental permission.
2. Parental permission should be sought if the instructor in this role will be contacting children or young people via mobile phone.
3. Parents or at least one other instructor should also be included in the text message.
4. If an instructor had a child/young person's phone number it should only be used for the purposes it has been given, i.e., the instructor should not share this information.

### **Texting – Communication not Conversation!**

1. Texts from Bray Sailing Club instructors should be used for the purposes of reminding children or young people about events, which are forthcoming.
2. Texts can also be used to encourage children or young people if it is appropriate it, e.g., 'Hope exam goes ok.'
3. If it turns into a conversation, communications should be ended. An instructor can suggest discussing the subject further at the next event or, if they are concerned about the child/young person, arrange to meet up to talk further (within the usual child protection parameters).

### **Camera Phones**

Bray Sailing Club recognise that camera phones should be used safely and responsibly. Camera phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.

Instructors and children/young people should not send pictures that are obscene, indecent, or menacing and should be sensitive about other people's gender identity, sexual identity, racial heritage, religion, or personal background.

Both instructors and children/young people will be made aware that it is a criminal offence to take, make, permit to be taken, distribute, show, or possess an indecent or sexually explicit image of a child under 18.

Camera phones can be used to make children/young people safer. Older children, for example, using a taxi can send a picture of the car's registration to a friend before they begin the trip, or can simply use the phone to show parents where they are.

- Children/young people can only be included in photography when permission has been provided in writing from their parent/guardian.

- The scope of the use of photographs must also be stated as part of the parental permission.
- Children/young people should not be named individually in photographs unless necessary, for example, if the child/young person concerned was winning a prize worthy of publication.
- When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password-protected file or physically in a locked cabinet.
- If any electronic device/memory which contains photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

### **Use of Mobile phones during activities**

- When on activities parents will be advised of a named instructor who shall be the primary point of communication and is to be contacted if there is an emergency or change to previously agreed arrangements.
- The usage of mobile phones including text messaging or playing games cannot be allowed to be a distraction from a safe awareness of the environment or be allowed to interfere with full participation in the activity. Therefore, mobile phone use will be restricted during Pico Club, Camps and Junior Training with the exceptions in the case of an emergency or at stated times (lunch time).
- When on overnights a timeframe of mobile availability will be given to parents in advance of activities, therefore there will be a stated preferred time period when parents may make contact, if they wish. Parents will be advised that contact outside of this time may not be possible due to activities.

Appendix 6:

### Flow Chart for Potential Issues Arising

In the event of a child having any sort of problem within in the club (e.g. bullying, safeguarding issue, etc.), the following chain of command should be followed. When reading the following flow chart, each responsible body (e.g. Assistant Instructor, Instructor, etc.) should ask themselves, “can I solve this problem?”. If the answer is “yes”, the problem is solved. If the answer is “no”, they must follow the flow chart to ensure the problem is solved.

If any incident arises, no matter how big or small, it must be reported to the Senior Instructor and written up on an Incident Report Form. The Senior Instructor is responsible for deciding if further action is necessary, (i.e. informing the Club Children’s Officer).



If the problem requires one, a disciplinary committee will be put in place to deal with it.

At all points throughout an issue, communication back to the child/parent should be through the Club Children’s Officers.