



Bitternes Afloat Christian Sailing Holiday

Policy for the Protection of Children and Young People

The policies, procedures and guidelines for the Bitternes Afloat Christian Sailing Holiday are drawn up in accordance with those of the Church of England with specific guidance from the Diocese of Oxford. Having a policy and employing good practice is important in protecting children and leaders, both on and off the water, and in providing re-assurance to parents. It also protects the organisation by showing that all reasonable steps have been taken to provide a safe environment. Common sense good practice guidelines help leaders to avoid placing themselves in situations where they may be open to allegations.

The Commodore, Leaders and Executive Committee commit themselves to the nurturing, protection and safekeeping of the children and young people in their care. They will do their best to prevent physical, sexual and emotional abuse by employing good practice in leadership and activities at all times. Abuse, alleged or suspected, will be reported in accordance with the procedures of the Diocese of Oxford.

Leaders will be trained, supported and supervised. They will receive child protection training and be provided with a copy of the reporting procedures to be employed should a situation arise. The Commodore and the Child Protection Officer are appointed to oversee good practice and implementation of the policy; their contact details are given below.

Risk Assessments for all aspects of the holiday are reviewed annually. All accidents, injuries, mishaps or concerns must be reported as soon as practicable to the Commodore or Child Protection Officer. An accident log will be kept.

- All children will be treated with respect and their achievements recognised.
- Leaders will be selected and recruited carefully; they will be required to provide references and obtain an Enhanced Disclosure from the Criminal Records Bureau which will be renewed in accordance with current procedures. They will also complete a Confidential Declaration Form annually. The Child Protection Officer will initiate the Disclosure process and provide Declaration Forms which will be stored confidentially.
- Leaders will be appropriately qualified; qualifications will be kept up to date.
- Leaders will be informed of their role and responsibilities.
- First Aid cover will be provided by at least one appropriately qualified leader.
- The ratios of leaders to young people will comply with, or exceed, OFSTED recommendations: 1 leader for the first 8 children, then 1 in 12. There will be at least one leader per boat.
- Leaders will ensure that all contact with young people is public. Where one to one conversation is necessary this will be undertaken in a quiet but public place. One to one contact with a young person must never be in private. Ideally, leaders should not be in changing rooms/showers with children, however, where this is necessary (eg: to deal with an accident or situation) at least two leaders should be present at all times.
- Touching a young person must relate directly to the child's needs and must always be in public. Physical activity that is, or may be construed as, sexually stimulating must be avoided. Physical punishment is not acceptable.
- Sleeping arrangements will ensure males are separated from females and leaders are never alone with a single young person. Having assessed the risk, the Executive Committee have decided that sleeping with leaders and young people on a boat offers less risk than young people being left on a boat alone. Leaders must use appropriate sleepwear; ideally leaders and children should change separately, however this is not always possible on a small boat and the most practical means will be used to provide a degree of privacy. Parents will be made aware of sleeping arrangements.
- Leaders will agree a policy for dealing with disruption, challenging behaviour or bullying.
- Leaders and young people will be required to wear lifejackets at all times when on the water.
- Leaders will not allow young people to leave the cruise alone.

Oversight of child protection policy is the responsibility of:

Child Protection Officer:

Anne Hamilton
01327 359747 07801659327
anne@seventh-heaven.me.uk

Commodore:

Andy Hamilton
01327 359747 07771672873
commodore@bitternesafloat.co.uk

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