



4. OTHER POLICIES

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4.1 Equality Policy

Objectives

- To make Watersports an activity that is genuinely open to anyone who wishes to take part.
- To create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all members are recognised and valued

Policy Statement

Tata Steel Sailing Club is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers, carers, parents and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

Implementation

- Appointments to positions with the Club will be made on the basis of an individual's knowledge, skills and experience and the competences required for the role.
- Tata Steel Sailing Club reserves the right to discipline any of its members or employees who practise any form of discrimination in breach of this policy.
- The effectiveness of this policy will be monitored and evaluated on an ongoing basis.

Linda Ingram

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Linda Ingram – Commodore

20th February 2024

Date of next review – November 2024

Date of next issue – December 2024 Management Committee Meeting



4.2 Data Privacy Policy

4.2.1 About this Policy

1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.tatasteelsailing.org.uk or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

4.2.2 Who are we?

2.1 We are Tata Steel Sailing Club, Margam. We can be contacted by email at:

commodore@tatasteelsailing.org.uk

3. What information we collect and why.

<i>Type of information</i>	<i>Purposes</i>	<i>Legal basis of processing</i>
Member's name and address, telephone numbers, e-mail address(es)	Managing the Member's membership of the Club Managing the duty roster	Performing the Club's contract with the Member. For the purpose of our legitimate interests in operating the Club
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Parent Body (Tata Steel Sports and Social Club).	Performing the Club's contract with the Member.
The names and ages of the Member's dependents	Managing the Member's and their dependents' membership of the Club	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependents
Date of birth / age related information	Managing membership categories which are age related	Protecting Members' and dependents' vital interests.



<i>Type of Information</i>	<i>Purposes</i>	<i>Legal basis of processing</i>
Disclosure and Barring Service (DBS) Certificate Number	Maintain DBS	Safeguarding and Child Protection Policy
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.
	Reporting information to the RYA.	For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.
The Member's name, boat name and sail number	Managing race entries and race results. Sharing race results with other Clubs, class associations, and the RYA, and providing race results to local and national media. Allocating compound spaces.	For the purposes of our legitimate interests in holding races for the benefit of members of the Club. For the purposes of our legitimate interests in promoting the Club. For the purposes of our legitimate interests in operating the Club
Photos and videos of Members and their boats	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Bank account details of the member or other person making payment to the Club	Managing the Member's and their dependents' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member.



<i>Type of information</i>	<i>Purpose</i>	<i>Legal basis of processing</i>
Member's and former member's name and email address	Passing to the RYA for the RYA to conduct surveys of Members and former members of the Club (and other Clubs affiliated to the RYA). The surveys are for the benefit of the Clubs (and other Clubs) and / or the benefit of the RYA.	For the purposes of our legitimate interests in operating the Club and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing instruction at the Club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.

4.2.4 How we protect your personal data

4.1 We will not transfer your personal data outside the EU

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 We will not ask for payments online. BACS transfers can be made via your own preferred methods

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4.2.5 Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above

4.2.6 How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your

Tata Steel Sailing Club



personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

Linda Ingram

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Linda Ingram – Commodore

20th February 2024

Date of next review – November 2024

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4.3 Safeguarding and Child Protection Policy

It is the policy of TATA Steel SC that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the Club. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Linda Ingram

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Linda Ingram – Commodore

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4.4 Safeguarding and Child Protection Procedures

4.4.1 Safeguarding and Protecting Children and Young People

Tata Steel Sailing Club considers the welfare of young people as being fundamental to our basic principles. As such, Ruth Evans, our trained Officer helps us understand our responsibilities towards young people.

Any young member of the Club or visitor who wishes to talk in confidence can talk to the Welfare Officer if they are unhappy with the behaviour of another Club member or visitor towards them

Ruth can be contacted by email (welfare@tatasteelsailing.org.uk) or telephone (01443 227456)

Alan Breeze is the deputy Welfare Officer and can be contacted at the Club in Ruth's absence

4.4.2 Participants - young sailors, windsurfers and powerboaters

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the Club or its members

4.4.3 Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants



- Use established Procedures where there is a genuine concern or dispute
- Inform the Club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the Clubhouse.

4.4.4 Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Avoid entering changing rooms unaccompanied while young persons are changing
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and Club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your Club Welfare Officer / Deputy Welfare Officer or the person in charge of the activity.



4.4.5 A short guide for Club members



Safeguarding children and young people – a short guide for club members

What is Safeguarding?

Safeguarding is the action taken to promote the welfare of children and protect them from harm. A child is defined as anyone under the age of 18 under the Children Act 1989, which also states that children's welfare is paramount.

What's the difference between Safeguarding and Child Protection?

The term Child Protection is normally used to describe the process of protecting an individual child identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

In boating terms, you might think of safeguarding as doing a risk assessment, following good operating procedures, checking boats, equipment, weather and tides, making sure everyone wears a lifejacket or buoyancy aid, while child protection would be carrying out a rescue or calling the coastguard or RNLI.

What has safeguarding got to do with me?

Government guidance makes it clear that 'Safeguarding is everyone's responsibility'.

All children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to be treated with respect and protected from physical, sexual or emotional harm or neglect.

Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It's important for the future of your club and the sport as a whole that children and young people have an enjoyable experience, both on and off the water. All club members have a part to play in making that happen.



Isn't it the responsibility of parents and the people who run the club's junior programme?

Of course parents are responsible for their children's welfare and conduct. Those with specific roles that involve teaching, coaching or supervising children should be suitable people who have received appropriate training. But all adults should contribute to the club's overall duty of care, be aware of their club's safeguarding policy, and know what to do if they are concerned about a young person.

What do I need to do?

The main thing is to treat children and young people with respect – as you would expect them to behave towards you. Follow your club's code of conduct. On the water, race in accordance with the RYA Racing Charter which encourages fair, enjoyable and safe racing for all, in compliance with the rules, and states that 'foul or abusive language, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated'.

For your own protection, avoid putting yourself in a situation that could be misinterpreted:

- Try to avoid using the changing room when there are children there, or if it's unavoidable make sure you're not the only adult in the changing room.
- Don't give a child a lift in your car, unless it's with their parents' full knowledge and consent.
- Think very carefully before contacting a young person via mobile phone, e-mail or social media. In general stick to group communications. If it's essential to send an individual message, where possible copy the communication to a parent and only communicate about organisational matters.

I sometimes do safety boat duty. Is it OK to physically handle a child?

Of course it's fine to handle a child in an emergency situation, whether it's rescuing them from the water or giving first aid. Try to tell the child what you're planning to do before you do it, and make a written record of the incident at the earliest opportunity.



Will I have to have a criminal record check?

You should not be asked to apply for a criminal record check unless you are involved in running activities specifically for children and young people on a regular basis. If you only do occasional safety boat duty, or provide cover for general club racing, it is unlikely that you would be eligible for a check.

What should I do if I'm concerned about a child or young person?

A concern may involve the behaviour of an adult towards a child at the club, or something that has happened to the child outside the club. Children may confide in adults they trust, in a place where they feel comfortable. An allegation may range from verbal bullying, to inappropriate contact online, to neglect or emotional abuse, to physical or sexual abuse.

If you are concerned about a child, it is not your responsibility to investigate further, but it is your responsibility to act on your concerns and report them.

Listen to and make a record of anything the child tells you or that you have observed. Don't ask questions, but make it clear that you will need to tell someone else in order to help them. Pass the information to your club's Welfare/Safeguarding/Child Protection Officer who will follow your club's procedures. Their details should be available on the club notice board or website. If you're not sure who it is, or they are not available, you can call one of the numbers below for advice. If you believe the child is at immediate risk of harm, call the Police.

Useful contact numbers

NSPCC 24-hour helpline

Tel: 0808 800 5000 E-mail: help@nspcc.org.uk

ParentLine Scotland

Tel: 0800 028 2233 (9am – 9pm Mon – Fri)

E-mail: parentlinescotland@children1st.org.uk

RYA Safeguarding Manager

Tel: 023 8060 4104 E-mail: safeguarding@rya.org.uk



Where to find more information

RYA guidance and procedures
www.rya.org.uk/go/safeguarding

General guidance
www.nspcc.org.uk
www.thecpsu.org.uk
www.safeguardingsport.org.uk (Scotland)

Advice and information on online safety
www.nspcc.org.uk/shareaware
www.net-aware.org.uk

RYA Racing Charter
www.rya.org.uk/racing/Pages/RacingCharter.aspx



October 2016



4.4.6 Useful Contacts

Revised Feb 2018

NSPCC 24 hour free helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

Royal Yachting Association

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk

Website: www.rya.org.uk/go/safeguarding

RYA Cymru Wales

Phil Braden, Chief Executive Officer

Tel: 01248 670814 Mob: 07450 239152

E-mail: phil.braden@ryacymruwales.org.uk

Website: www.ryacymruwales.org.uk

Child Protection in Sport Unit (CPSU)

Wales

Tel: 0116 366 5590

E-mail: cpsuwales@nspcc.org.uk

Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

UK Coaching – provide Safeguarding and Protecting Children training

Website: www.ukcoaching.org



4.4.7 Additional Information

Changing rooms and showers

Revised Jan 2012

Shower areas should, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. As a minimum there should be separate male and female changing rooms and, if relevant, unisex disabled changing. If there is an opportunity to redevelop or refurbish changing facilities, Clubs/centres should endeavour to provide some family changing areas similar to those provided at public swimming pools.

It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable because adults are sailing at the same times, or the site is open to the public, it is better if one adult is not alone. Parents should be made aware that adult Club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers.

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite sex.

First aid and medical treatment

Revised Dec 2016

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

Organising and hosting events

Revised Feb 2008

When hosting an open junior or youth event at your Club, liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

A free poster for you to display at your event, giving the contact details of the event welfare officer, can be downloaded from www.rya.org.uk/go/safeguarding or contact the RYA Safeguarding and Equality Manager, e-mail safeguarding@rya.org.uk , tel. 023 8060 4104.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these guidelines. The Child Protection in Sport Unit also publishes a comprehensive guide 'Safe Sports Events'



4.4.8 Conditions of Use of photography or video

In accordance with our child protection policy TATA Steel Sailing Club 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:

The senior person in charge of the event, immediately or Young Person's Welfare Officer - see poster for contact details.

1. A consent form will be included with the event entry form (event organisers responsibility)
2. We will normally only identify a child by reference to the child's first name.
3. We will not use personal details or full names (i.e. 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.
4. 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.
5. We may use group photographs or video with very general labels, such as 'Cadet Week'.
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
8. Any photographer or member of the press or media attending an event will be required to wear identification at all times and will be fully briefed in advance on TATA Steel expectations regarding his/her behaviour and the issues covered by these guidelines.
9. A photographer will not have unsupervised access to young people at the event or to arrange photo sessions outside the event.



4.4 Appendix A - Parental Consent form (for participants under 18 years)

Please complete all sections in Block Capitals

Participant's details

First name	Surname/family name
Home Address	
Date of birth	Age

Parent/guardian/person with legal responsibility

First name	Surname/family name
Relationship to child	
Home Number	
Mobile Number	

Alternative Emergency Contact:

First name	Surname/family name
Relationship to child	
Contact number during sessions	

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.

<p>Has your child ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NO</p> <p>If YES please provide details, including any specific medical advice to be followed in an emergency:</p>
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<p>Is your child currently taking any medication? YES / NO</p> <p>If YES please specify:</p>
<p>When did your child last have a tetanus vaccination? Year:</p>



Is your child currently suffering/recovering from any injuries which may affect their sailing? YES / NO

If YES please provide details:

Is your child vegetarian? YES / NO

Does your child have any food allergies? YES / NO

If YES please provide details:

Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)? YES / NO

If YES please provide details:

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:



4.4 Appendix B - 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 Children's Social Care 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 organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail jackie.reid@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.