



# ORWELL YACHT CLUB

## Good Practice Guide For Instructors and Volunteers Working with Children and Adults at Risk

Anyone at the club who is working with children and adults at risk should be aware of the Club's Safeguarding Policy Statement and Procedures. As a minimum, the RYA's procedures include the following Good Practice Guide for instructors and volunteers.

As well as protecting the child or adult at risk, it is important to protect staff from false allegations, this is done by promoting good practice. Below are some common sense guidelines that all instructors/volunteers are required to follow:

- Avoid spending any significant time working with children or adults at risk in isolation.
- Do not take children or adults at risk alone in a car, however short the journey.
- 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/adult's parents or carers.
- Design training programmes that are within the ability of the individual.
- If a child or adult at risk 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, make sure you are in full view of others, preferably another adult.
- Restrict communications with young people and adults at risk via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the parent or carer.

### **You should never:**

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