



ORWELL YACHT CLUB

Good Practice Guide For Instructors and Volunteers

Anyone at the club who is working with children should be aware of the Club's Safeguarding and Child Protection Policy 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 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 in isolation.
- Do not take children 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 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.
- Restrict communications with young people 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 child's parent or carer.

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.