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Jersey Rowing Club Youth Protection Policy

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1 Executive Summary

It is the intention of JRC to run a 'Youth Section' to introduce , train and develop *youths* between the ages of 14 and 18 years old in the sport of coastal rowing, a policy will be required to provide standards, rules and guidance to all club members.

Our policy will conform with 'best practice' using guidance from the lead sporting body (Amateur Rowing Association) and the Education, Sport and Culture Department of the States of Jersey.

Jersey Rowing Club's Youth Protection Policy will be easy to follow, easily complied with and appropriate for the size of organisation.



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2 General Health Safety & Welfare Statement

This Club gives the highest priority to the Health, Safety and Welfare of groups and individuals while participating in the sport of rowing.

Although not a professional organisation the Club will always look to 'best practice' where it exists and adopt those policies where they are most suited. The Club accepts it has a role to provide policies in a practical and easily understood manner that clearly identifies the minimum standards, who in the Club to go to for health, safety and welfare issues and what is expected of Club Members in this area.

The Club health, safety and welfare policy will have specific sections that focus on areas that are seen to be the highest risk to members. These Key Points will be realistic, published, free from jargon and readily available.

Club Captain

3 Youth Protection Policy

3.1 Aim

Everyone who participates in rowing is entitled to do so in a safe and enjoyable environment, in particular we will use these procedures and rules to ensure that 'Youths' (those between the ages of 14 and 18 years) are given additional consideration and protection. In doing so we will reduce pressure on coaches and Club officials by providing a clear structure and code of conduct.

3.2 Why

While aiming to make the experience of rowing fun and enjoyable, abuse can occur in many situations including the home, school and the rowing club. We know that some individuals will actively seek access to children through rowing in order to harm them.

Youth Protection does not only mean abuse, it can also mean;

- promoting fairness and playing by the rules
- not tolerating the use of prohibited or illegal substances
- treating all children equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

3.3 How

We as a Club and individuals will take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings. Including taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and decisively to them.

Good risk assessment can reduce the potential for abuse and the following are standing rules that will not be altered without the Committees authorisation.



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1. Young people do not have the experience or wisdom to protect themselves in rowing environments, no youth activity will ever be unsupervised or without a risk assessment.
2. At present no youth coaching session or meetings are to take place where a coach and an individual athlete are completely unobserved (one to one).
3. At present youths will not attend overnight or residential events.
4. Youths must attend the Rowing Club dressed and ready for the activity (with a change of clothing available should they get unreasonably wet).

4 Youth Risk Assessment

Youth Participation in Rowing Activities

Hazard	Risk	Control Measures
Water Rowing at sea Launch and recovery	Drowning / Exposure to Rowers / Coach / Cox	Training / Coaching / Supervision Sea safety equipment Communication equipment Accountability (log book)
Musculo-skeletal Lifting / moving / rigging / launching and recovery	Cuts, strains, crushes to Rowers / Coach / Cox	Training / Coaching / Supervision
Abuse	Bullying / Harassment / Assault to Rowers / Coach / Cox	Policy / Qualifications / Vetting Training / Coaching / Supervision Parent involvement

5 Specific Risk Assessment of Abuse

Hazard Areas	Risk	Control Measure
Youths	Injury or harm	Always supervised with risk assessed activities
Lone contact	Giving lifts One to one coaching Unexpected problems	Meet at the Club House or travel as groups No unplanned or individual coaching Mobile phone contacts for all parents
Access	Changing clothes Communication	Arrive at club ready to go Copy coaching arrangements with parents



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5.1 Who has responsibility for what

- The Committee -** will set policy, select and appoint those involved in Youth Coaching (all of whom have to be at least a social member of Jersey Rowing Club).
- The Club Captain-** will provide leadership, guidance, deal with concerns and take all necessary actions arising from complaints.
- Youth Officer-** will act as a Welfare Officer and be responsible for acting as a source of contact on youth protection matters and for co-ordinating action within the club on receipt of any concerns or referrals.
- Youth Chairman -** will be appointed by and report to the Committee having a greater awareness and responsibility for Youth Protection (undertaking vetting and barring checks, coaching courses and gaining qualifications advised by Education Sport and Culture see appendix). Responsible for promoting 'Youth Rowing' and coordinating all youth activity on and off the water
- Youth Coach -** will be appointed by the Committee and have greater awareness and responsibility for Youth Protection (undertaking vetting and barring checks, coaching courses and gaining qualifications as advised by Education Sport and Culture or approved by the Club Committee see appendix).
- Occasional Helpers -** will be appointed and supervised by the Committee Chairman. Where expected to regularly help (more than 4 occasions in 30 days) they must be appointed by the Committee and trained and vetted to a Youth Coach level. Helpers when not supervised by a Youth Coach must only work in pairs.
- Club Members-** when in contact with youths will do their best to present a good example and take responsibility to voice and report any concerns to the Club Captain.

5.2 Complaints - Making and Dealing With

Complaints can come from Youths, Coaches, Club members and external sources. The main intention of this policy is to ensure that any complaint from any source, presented in any form is taken seriously and dealt with in a sensible and appropriate manner, within an effective time frame.

The Club Captain provides the leadership and authority to take action. Complaints should be directed to the Club Captain in the assurance of confidentiality and action.



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6 CODE OF CONDUCT WHEN TRAINING & ROWING WITH YOUTHS

Adhere to Jersey Rowing Club Rules and Regulations.

Welfare of the child is paramount. It means that the needs of children override those of the adults working with them. Do not risk sacrificing a youths welfare in a desire for club or personal achievement.

There is an additional obligation on a coach, or other individual with responsibility for youths, to act as a 'reasonable parent' would be expected to act (In loco parentis) .

Coaches will ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the rower.

Coaches will work with parents and children to develop training and competition schedules which are suited to the needs and the lifestyle of the rower, not the ambitions of the parents, coaches, team managers or club.

Coaches will build relationships based on mutual trust and respect, encouraging children to take responsibility for their own development and decision-making.

Coaches will always be publicly open when working with children:

- avoid coaching sessions or meetings where a coach and an individual rower are completely unobserved
- keep parents informed about the content and nature of any communications you have directly with their children including emails and text messages
- try to avoid one on one situations in changing rooms. If youths need to be supervised/helped try to involve parents or helpers

Coaches will be a role model by maintaining appropriate standards of behaviour at social events and competitions.

Coaches will gain written parental consent, to act in loco parentis for the administration of emergency first aid or other medical treatment if the need arises.

Coaches will be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given.



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7 Confirmation of Understanding

Where a Club member wishes to work with Youths and has completed the necessary selection processes and checks, they must provide a signature below to confirm understanding of this policy.

Policy Aim

Risk assessment

Code of Conduct

Parental Consent

Your Signature

Club Captain Signature

Dated _____



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8 Appendix

8.1 Youth Coach Selection

Volunteers working in a role that involves significant access to children (4 or more occasions in a 30 day period), or where they have a position of trust are required to complete the following vetting process:

- complete a self-declaration form .
- complete a CRB Disclosure application.
- provide two appropriate referees (Club Members).
- provide details of previous volunteering experience or relevant employment.



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8.2 Declaration of criminal record and CRB application

This form should be completed by all new volunteers whose role requires significant contact with youths.

It should be sent to the States Police in confidence. CRB application forms will be issued by the Jersey Rowing Club on receipt of this form.

Because of the sensitive nature of the duties you will be expected to undertake, you are required to complete a CRB Disclosure and to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to working in this role. You should be assured that British Rowing will treat any information you give here in confidence, that it will be stored and disposed of securely and that it will not be used unfairly against you.

Name (including any middle names):

Home address:

Post Code:

Date of birth:

Club at which you will be carrying out your role:



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Contact number (in case of queries):

Role applied for:

Is the role voluntary ? YES / NO

The post you have applied for is exempted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?

YES / NO

If yes, please give details of offences, penalties and dates overleaf.

You are required to renew your CRB Disclosure on at least a three-yearly basis and you will need to renew this self-declaration. Your CWO will remind you when you need to do this.

Please do not give this form to your Youth Officer. Place it in an envelope marked 'Private and Confidential'

On receipt of this form the Club Youth Officer will be sent a CRB application form by States Police with instructions. Your Club Youth Officer will carry out the identity check .



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8.3 New Volunteer Details

Name :

Preferred name:

Home address:

Post Code:

Date of birth:

Contact number (in case of queries):

Email address:

Next of Kin:



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Contact numbers in case of emergency:

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Medical conditions/allergies the club should know about:

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Do you have any relevant qualifications such as coaching awards, child protection training or a recent first aid certificate? If so, please supply details:

If the role you are fulfilling at the club involves significant access to children or vulnerable adults please complete the section below.

Please provide details of previous volunteering experience and/or relevant employment:



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Please provide two referees who could vouch for your suitability to work with children/vulnerable adults.

Referee 1

Name : _____

Address:

Contact number: _____

Email:

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Referee 2

Name : _____

Address:

Contact number: _____

Email:

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I confirm that the above information given here is correct and that I consent to my personal data being processed and kept for the purpose described above in accordance with the Data Protection Law.

Signed: _____

Date: _____

Please return this form the Club Captain