

# DOVEY YACHT CLUB - SAFETY AND OPERATING PROCEDURES

## OVERVIEW

Dovey Yacht Club (DYC) is a sailing club based on the shores of the Dovey Estuary and its aim is to promote the sport of sailing to both locals and visitors alike. In order to do so it provides: -

- A welcoming club house with boats, showers, changing rooms, social facilities etc...
- Structured training for the safe learning and development for both children and adults
- Regular racing and sailing events, for sailing dinghies, wind and board surfers
- RYA Training Centre Status, for members only training, to help ensure standards of safety and operations

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## **AMMENDMENTS**

### **2013**

1. Sparfel carrying capacity, max 6 adults or equivalent, over the bar 3 adults
2. Rib carrying capacity, max 8 adults or equivalent, over the bar 4
3. Steve Hardman approved OOD
4. No boats on the water until green flag raised, during organised events.

2014 none

### **2015**

1. During club sailing the number of boats on the water will be monitored via the signing on sheet and the RO
2. During RYA training courses each instructor is responsible for monitoring his own group
3. If sailors are rescued and dinghy abandoned, then the boat is marked with tape to indicate all sailors rescued
4. Flow chart of Emergency Action Plan created
5. Self-disclosure form for volunteers working with children/vulnerable adults to be signed by all regular volunteers, appendix 14
6. Bare feet not allowed in safety boat, lead safety boat to carry knife.

### **2018**

1. Addition of equality policy
2. Addition safety boat induction form
3. Addition safety boat signing out form
4. Addition GDPR policy

### **2019**

1. OOD list expanded
2. Addition of Appendix 19 (Checklist for new staff)
3. Addition of Appendix 20 (Checklist for students prior to going afloat)

## **INTRODUCTION**

This document is intended to bring together information that was to be found formerly in a variety of documents, and to record procedures and good practices that have been developed throughout the recent history of DYC. It is not intended to make sailing at Aberdovey any more difficult or to tie any red tape around our excellent sport. Rather it is hoped that the document will be a source of information to make DYC a healthier and safer place to be.

## **SAFETY POLICY STATEMENT OF DYC**

Overall accountability and responsibility for health and safety is that of the Principal.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:-  
Board members, officer of the day, senior instructor, instructors, power boat staff and members as appropriate.

The Safety Policy of DYC is that all planned and formal activities which involve its members, employees and any visitors shall be managed in the safest practical manner, in line with the DYC operating procedures.

The board for its part shall undertake annual Risk Assessments and shall provide a safe operating environment for all in accordance with all applicable Statutory Regulations in force at the time and in line the General Policies statements listed below.

The CLUB MEMBERSHIP, for their part, shall act responsibly to maintain a safe operating environment in accordance with the Club's published Operating Procedures as defined in the membership handbook.

The club has a equality policy which it tries to follow as closely as possible.

The Principal, board, officers of the day, senior instructors, instructors, safety boat crew and regular volunteers must all read the Operating Procedures at the start of every season and sign the declaration that they have read and understood them, see Appendix 12.

## **OPERATING PROCEDURES**

All of the procedures below apply to operations in and around the Dovey Estuary. Occasional visits may be made to other clubs and venues under the supervision of a senior member of the club. Approval to make these visits will be made by the Principal. This senior member of the club will be responsible to ensure that all safety and operating procedures at the external venue are followed.

## **SAFETY ON SHORE**

### **Communications**

- A telephone is available for emergency use at the top of the stairs in the club house.
- The address of the club will be available at the phone
- A Major Incident Procedure sheet will be posted near the phone

### **First Aid Equipment**

- A first aid kit is available in the galley and there is one for each safety boat held in the OD box.
- The first aid kit will contain materials to immobilise injured limbs and materials to stem bleeding
- The maintenance of the first aid kit will be the responsibility of the House Committee

## **Jetty Jumping**

It is inevitable that children will want to Jetty Jump at Aberdovey. The club does not recognise jetty jumping as part of the clubs activities and accepts no responsibility for any accidents. It is the responsibility of individual parents to advise their children whether they can do it or not.

## **Slipway Area**

The cross hatched area must be left clear at all times. All users shall use the slipway with caution for the launch and recovery of their boats. Trolleys and boats must not be left on the slipway, except briefly for washing down, after which they should be quickly removed

## **SAFETY ON THE WATER**

Safety practices should be considered in the context of the actual risk of death or injury by drowning or hypothermia and how these risks can be reduced.

## **Equipment and Clothing**

DYC does not provide personal clothing and buoyancy for any of its activities. All those sailing at DYC are responsible for bringing their own and ensuring it is to the correct standard.

During any training activity the Principal or senior instructor will ensure that all trainees are suitably dressed with appropriate buoyancy.

Buoyancy aids or lifejackets must be worn at all times when on the water. These should conform to EC Standards and carry the CE mark or equivalent.

Suitable clothing must be worn whilst on the water appropriate to the prevailing weather conditions and the wearing of a wet suit or dry suit is recommended.

## **Club Boats**

Boats are available for use by club members and are maintained by the Bosun. Any faults need to be reported to the Bosun and a note put on the sailing white board if the boat is not to be used until repaired. "DO NO USE" Tag to be attached to the boat.

Boats are to be used only when a safety boat is on the water, except if approved by a member of the sailing committee. They are booked out via the booking system see appendix 11

All double handed club boats must use mast head buoyancy.

It is recommended that private double handers also have appropriate mast head buoyancy.

## **Qualifications**

As an RYA recognised training establishment Dovey Yacht Club will ensure that everyone involved, in training, race management, safety boat operation and first aid, has an appropriate level of training and expertise. All RYA guidelines will be followed when DYC is delivering RYA recognised training. For non-recognised RYA training the staffing ratios may be different at the discretion of the Principal or nominated deputy.

A copy will be kept of all RYA instructor, safety boat, and 1<sup>st</sup> aid qualifications.

## **Recreational Sailing**

Recreational sailing is defined as sailing at DYC at times other than during planned and organised activities.

The club is available for use by members at all times

The decision of a member to sail at a time other than during organised activities is entirely their own.

Safety boat cover will not be available outside organised activities.

All boats must conform to class rules in relation to buoyancy.

All boats must carry any safety equipment recommended in its class rules.

All members must be insured against third party claims in respect of themselves to the value £2,000,000

Sailing alone is not recommended though not prohibited.

Sailing during hours of darkness is not recommended.

Certificates of competence are not required but members are encouraged to avail themselves of the available RYA courses

## **Racing**

Racing and other organised sailing activity (outside of recognised training) will be managed by an Officer of the Day (OOD).

### **Officer of The Day (OOD)**

The OOD will be a suitably experienced member of the club approved by the Principal, who has full overall responsibility for safety on the day. Approved OOD's see Appendix 6

The OOD will decide whether it is safe to race, will need to be satisfied that adequate safety cover is available, balance the ability of the safety boat crew with the conditions on the water and have overall responsibility for safety for the day. The ratio will be a minimum of 1 safety boat to 12 dinghies. In the event of conditions changing leading to concerns about the ability of the safety boat crew to cope with rescue, the OOD may deploy additional safety boats and/or abandon racing.

The OOD can be supported by a race officer (RO) who will manage the racing for the day in liaison with the OOD. The RO will always defer to the OOD for safety decisions. The OOD can take part in races once the RO has been briefed.

The signing on sheet will be used to monitor the number of boats on the water for racing

During organised events, no boats on the water until the green flag is raised.

## **Training**

Dovey Yacht Club is recognised by the RYA as a training establishment, running "members only" courses. Thus during recognised training activities Dovey Yacht Club will apply the RYA recommended safety procedures.

The Principal, or a RYA Senior Instructor or Powerboat Instructor, who might deputise for him, will oversee recognised training sessions. He will control the area, the length of the session, the instructor / student / boat ratio and safety cover in line with RYA guidance.

Recognised training sessions will not begin until the Principal or his deputy is satisfied with the safety cover provided.

Instructors are responsible for monitoring their own group safety and all return to the club house

Training sessions will be abandoned or cancelled if adequate safety cover cannot be provided.

The ratio of available safety boats to training boats will be as a minimum:-

- . Up to six dinghies 1 safety boat
- . 6 to 15 dinghies 2 safety boats
- . More than 15 dinghies 3 safety boats

Student: instructor ratio

- . Crewed dinghies - 3:1 for beginners with instructor onboard.
- . Max 9:1 but not more than 6 boats per instructor.
  
- . Single handers - 6:1
  
- . Powerboat levels 1, 2, - 3:1
- . Safety Boat – 6:1

## **Safety Boat Crew**

In each safety boat there will always be a minimum of one PB2 qualified person. When possible there will be two crew members, one will be Safety Boat qualified, and one PB2 qualified.

As of 2018 all new safety boat crew must be signed off using the induction form appendix 16 and use the signing out form appendix 17

All safety boat crew must wear wet suit boots, shoes or wellies, bare feet are not allowed  
Lead safety boat person must carry serrated knife with a blunt end

The basic responsibility of the safety boat crew is to ensure that the instructions of the OOD/RO or SI are carried out. The single most important part of this responsibility is to attend every capsized, probably only briefly and sometimes at a distance, to count heads, check that the crew are not injured and need no further assistance.

Always apply the principle "people before property".

When dealing with an incident, safety boat crews should keep a watch on the rest of the craft on the water.

Boat to be marked with tape if sailors rescued and the boat abandoned

At least one person in every safety boat should be prepared to enter the water.

Cut engine when dealing with people in the water.

The safety boat crew's responsibility ends only when all craft are ashore and all kit put away

Safety Boat Checklists are included in Appendices 3, 4 and 5.

#### **Boat capacities: -**

Sparfel – max 6 adults or equivalent, over the bar 3 adults

Rib – max 8 adults or equivalent, over the bar 4 adults

#### **ACCIDENT / NEAR MISS REPORTING**

All accidents and near misses must be recorded in the Accident Book, and reported to a committee member.

Accidents, near misses and corrective actions taken, to be reviewed at general committee meetings.

#### **MAJOR INCIDENT POLICY**

The Major Incident Procedures as detailed in Appendices 1 and 2 are displayed by the telephone in the clubhouse.

#### **CHILD PROTECTION POLICY**

It is the policy of the Dovey Yacht Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic, origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child.

Child Welfare Officer

DYC has a Child Protection Officer, who can be contacted by any adult or child with any concerns. Photo and contact details are on the staff notice board.

Volunteers

All Club volunteers whose role brings them into regular contact with young people will be asked to complete a self-disclosure form. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

Good Practice

All members of the Club should follow the good practice guidelines attached at Appendix 10.

Those working with young people should be aware of the guidance on recognising abuse at Appendix 11

The Club will seek written consent from the child and their parents/carers before taking photos or videos at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Child Welfare Officer immediately, in strict confidence. The Child Welfare Officer will follow the attached procedures (see Appendices 9 and 10).

Any member of the Club failing to comply with the Child Protection policy and any relevant Codes of Conduct may be subject to disciplinary action.

Child Welfare Officer .....Signed.....

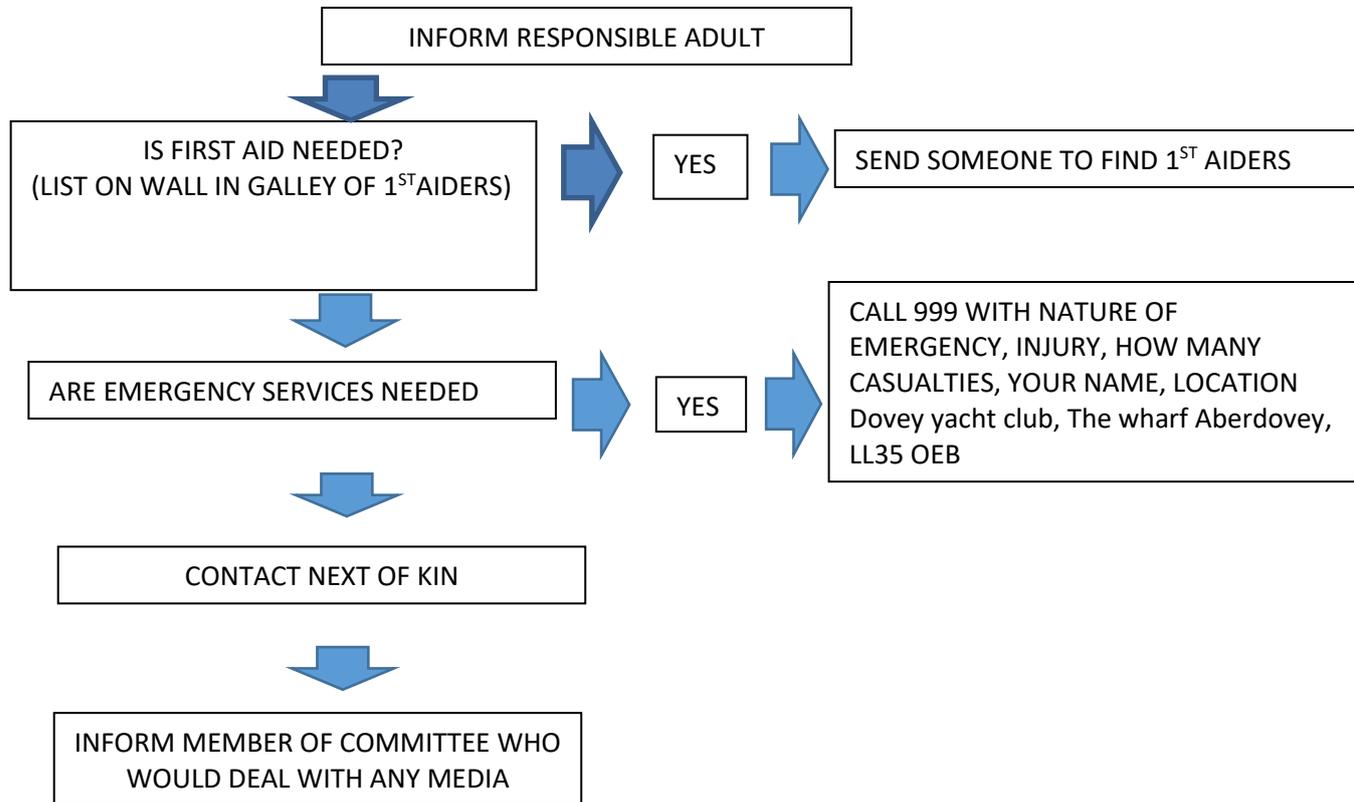
Date.....

Principal..... Signed.....

Date.....

### Appendix 1

#### DYC Major Incident Procedure



## Appendix 2 RYA Guidelines for dealing with a major incident

- *It is every principal's nightmare to experience a major incident at their centre.*
- *Thankfully this is very rare at RYA centres, but if you are ever unfortunate enough to be involved in one, you need to know how to handle the unfolding events.*
- Your first priority is, of course, the safety of participants and instructors. However, once ashore you need a strategy to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the instructor and key witnesses from the centre to somewhere you can talk to them away from the press
- Produce a written statement for the press, such as:
- *" \*\*\*\* sailing school regrets to announce the death of a crew member who fell overboard at night from a training yacht. When and where. Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow"* (give yourself time to collate the information).
- Don't hold a press conference, but decide who will speak to the press
- Don't allow well-meaning but ill-informed staff to make public comments
- Try to keep a record of whom you have spoken to, who has contacted you etc...
- Inform RYA Training (023 8060 4180) who can assist with compiling your statement to the press;
- If the rescue services have been involved the press will have probably obtained some information from them;
- If there has been a fatality the police will contact the centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is;
- If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours. You can do this by phoning 023 8039 5500. They will inform you within 28 days whether they intend to investigate;
- Keep any relevant equipment such as lifejackets, logbooks etc...
- If required, send a report to the MAIB (refer to booklet G27).
- When dealing with any major incident, it helps if:
- Your paperwork is up to date with information such as contact numbers for the next of kin;
- Your boats and instructors comply with your own safety policy and the RYA's conditions of recognition.

### **Appendix 3 DOVEY YACHT CLUB SAFETY BOAT - CREW INSTRUCTIONS**

The safety boat is to be prepared in accordance with the check lists at the end of this document.

#### SAFETY

The safety crews are to:

- Ensure they are not under the influence of alcohol (no alcohol is to be consumed during their period of work).
- Wear buoyancy aids and lead to carry serrated knife with blunt end
- Dress suitably for the prevailing or forecast conditions. No bare feet.
- Take suitable non-alcoholic refreshments afloat with them to prevent dehydration.
- Ensure one crew on each safety boat is dressed suitably to enter the water to provide assistance if necessary.
- Maintain radio communications with the Officer of the Day (OOD) at all times.
- Any faults need to be reported to the Bosun and a note put on the sailing white board if the boat is not to be used until repaired. A DO NOT USE Tag to be attached to the boat.

#### DUTY

All members of the safety boat crew shall attend a briefing with the *OOD / SI* to ascertain the positioning of course marks, the planned course and their area of patrol. Unless otherwise briefed the safety boat(s) will take station on the outer pin of the start line for the race start and thereafter take position(s) as directed by the *RO/OOD*. During training sessions, the safety boat will position it as directed by the responsible instructor.

Both crew members on each safety boat are to maintain a look-out at all times.

Always apply the principle "people before property".

When dealing with an incident, safety boat crews should keep a watch on the rest of the craft on the water.

Boat to me marked with tape if sailors rescued and the boat abandoned

At least one person in every safety boat should be prepared to enter the water if necessary

Cut engine when dealing with people in the water.

The safety boat crew's responsibility ends only when all craft are ashore and all kit put away

The estuary speed limit of 4 knots is to be obeyed at all times unless proceeding to an incident. In such cases the safety boat shall proceed at best pace without endangering other estuary users or moored vessels. Remember, the safety boat is the public face of the Club in the estuary. We cannot criticise or complain about other users if our own performance is not beyond reproach.

The safety boat is not to leave the designated patrol area without the express permission of the OOD or SI. Your responsibility is to the Club members first and foremost. This does not prevent you assisting others in distress but it must be with the OOD's or SI consent.

The safety boats are not to be taken or used for any other purpose without the express permission of the OOD or SI. Joy riding is expressly forbidden. The Club supports the Blue/Green initiative and is actively seeking to reduce its impact on the estuary and the environment.

Great care is to be taken to ensure the safety boat is not run aground. The estuary is ever changing and most unforgiving; if in doubt proceed slowly and stay within the channel as far as is practical.

All safety boats are to comply with the mooring restrictions when moored alongside the jetty. Care should be taken

when departing the jetty to ensure crab lines have not become attached to the craft.

## SECURITY

When the safety boats are moored alongside, kill cord to be left in place, radios are not to be left onboard.

## **Appendix 4 RIB LIST CHECK LISTS**

### PREPARATION

- Ensure engine oil level is checked.
- Ensure nothing is fouling the steering and control cables (particularly around the engine). Be aware of engine harness fouling mechanical up-lock.
- Ensure main and reserve fuel tanks are full and secured.
- Ensure drain bung in anchor stowage is removed (stow under seat) and raise elephants trunk.
- Ensure radio, tow rope, safety knife, 2 x orange smoke flares, 2 x pin point red, wire cutters, 1st Aid Kit is unopened, anchor, paddles, air-pump, bivi bag, throw line, fire extinguisher, map estuary, mayday procedure, and spare kill-cord, are present and stowed. In addition GPS if going over the bar.

### LAUNCHING

- Ensure engine is vertical before starting.
- Do not use engine tick-over advance lever as choke - engine auto chokes.

### OPERATING

- Wherever practical keep engine revs below 4000 RPM.
- Do not squeeze neutral gate release level whilst increasing or decreasing throttle.
- Open and close throttle gently.

### RECOVERY TO SLIP

- Flush engine with fresh water (water muffler stowed under seat).
- Thoroughly rinse boat and flush under-floor chamber.
- Refit anchor stowage bung if weather cover is not to be fitted (stowed under seat).
- Rinse radio with fresh water.
- Return keys, kill-cord, safety pack and radio to OO box.
- Ensure all other kit is rinsed and safely stowed on boat.
- Remove all rubbish from boat.
- Park boat adjacent to shed.
- Return fuel tanks to fuel locker.
- Fit security lock.
- Report any faults to the RO/OOD.

### RECOVERY TO MOORING

- Attach to mooring with primary and secondary mooring line.
- Ensure bung in anchor stowage and drain trunk is fully up.
- Raise engine.
- Bring radio, keys, in-use kill-cord, safety pack and fuel tanks ashore.
- Rinse all kit ashore, return fuel tanks to fuel store and all other kit to OO box.
- Record any faults on the sailing whiteboard, and tell the OOD who must notify the Bosun.

## **Appendix 5 Spafel Check List**

### PREPARATION

- Dip engine oil if low report to RO/OOD to arrange replenishment.
- Ensure fuel tank is full and secured.
- Ensure drain bung in transom is fitted.
- Ensure radio, tow rope, safety knife, 2 x orange smoke flares, 2x pin point red, wire cutters, 1st Aid Kit is unopened, anchor, paddles, bivi bag, throw line, fire extinguisher, map estuary, mayday procedure, and spare kill-cord, are present and stowed.

### OPERATING

- Ensure throttle friction lock is not over-tightened.
- Open and close throttle gently.

### RECOVERY TO SLIP

- Flush engine with fresh water (water muffler stowed in brown locker-seat).
- Remove bung in transom and thoroughly rinse boat.
- Rinse radio with fresh water.
- Return kill-cord, safety pack and radio to OD box.
- Record any faults on the sailing whiteboard, and tell the OOD who must notify the Bosun.
- Ensure all other kit is rinsed and safely stowed on boat.
- Remove all rubbish from boat.
- Park boat adjacent to shed.
- Return fuel tank to fuel locker.
- Fit security lock.
- Report any faults to the RO/OOD.

### RECOVERY TO MOORING

- Attach to mooring with primary and secondary mooring line.
- Raise engine.
- Bring radio, in-use kill-cord, safety pack and fuel tank ashore.
- Rinse all kit ashore, return fuel tank to fuel store and all other kit to OD box.
- Record any faults on the sailing whiteboard, and tell the OOD who must notify the Bosun.



## **Appendix 7 Child Protection Good Practice Guide - Hand-out for Instructors, Coaches and Volunteers**

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- 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

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.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

## Appendix 8 – What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' **March 2010**)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse. Sexual abuse involves an individual forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to meet their own sexual needs. The activities may involve:

- physical contact (eg. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to children that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning
- preventing the child from participating in normal social interaction
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Bullying (including cyberbullying) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

## Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

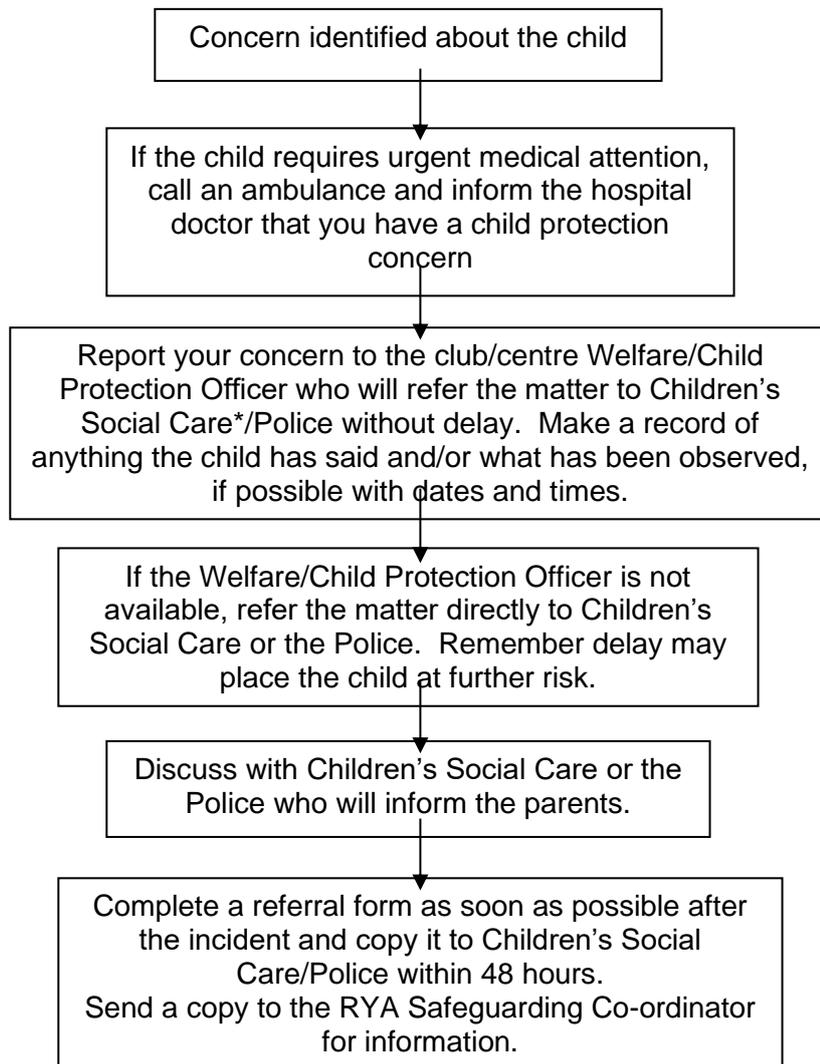
- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

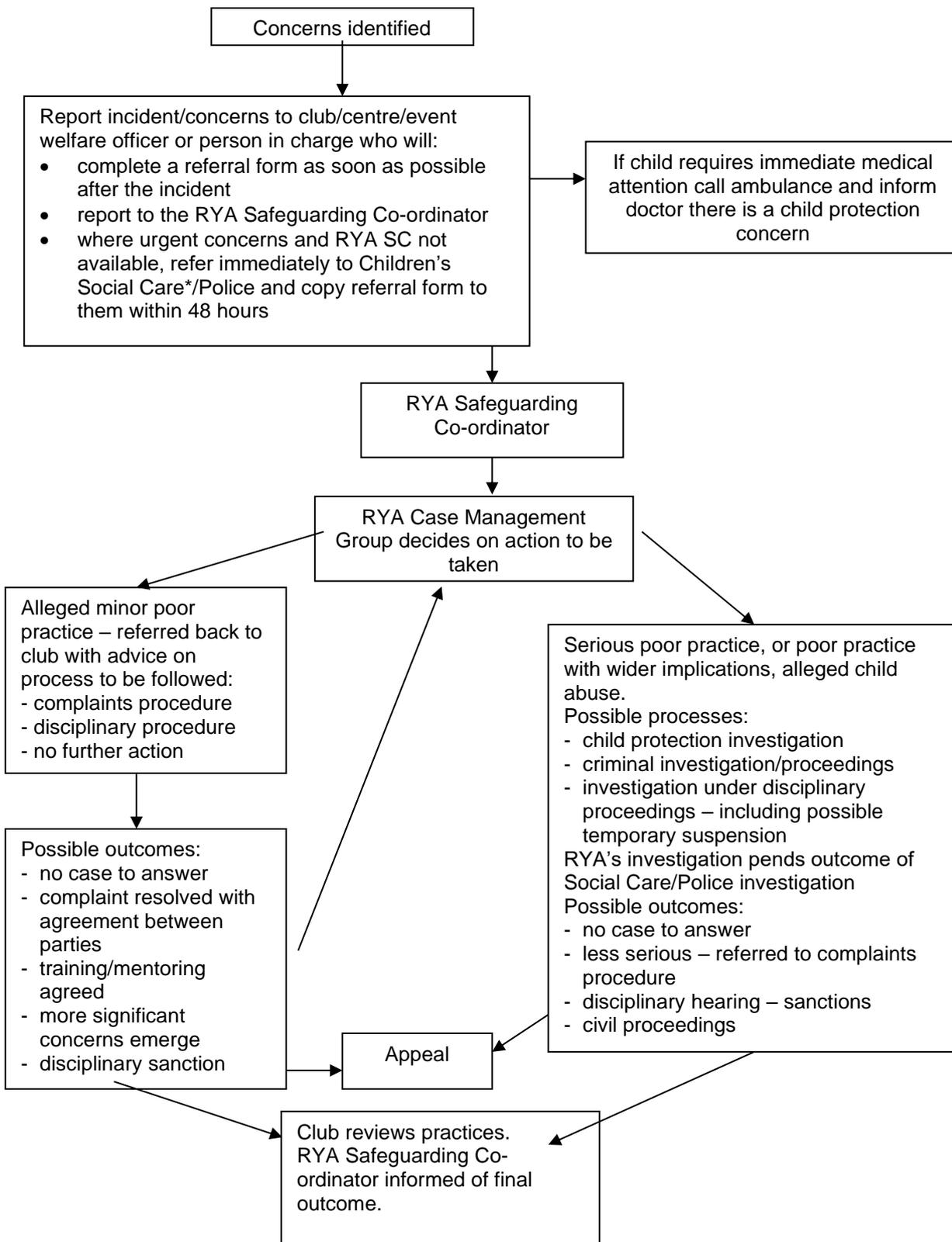
If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Child Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

**Appendix 9 – What to do if you are worried that a child is being abused outside the sport’s environment (but the concern is identified through the child’s involvement in the sport)**



If you are uncertain what to do at any stage, contact the RYA’s Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

**Appendix 10 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation**



## **Appendix 11 Club boat booking out system**

Boats can only be booked out by Full members

If your membership does not include a craft fee you must have paid the club boat fee.

Juniors cannot book out the boats by themselves. Must be done by responsible adult.

Pre- flight and Return checks to be done and signed / confirmed by adult

Adequate personal buoyancy must be worn at all times.

You must ask the Officer of the Day about safe sailing area.

Any damage please notify committee member and put red "do not use" tag on the boat

Thank you for your cooperation.

**The boats are for use and to be enjoyed by all club members, but they must be looked after. Due to lots of recent avoidable damage the following system must be followed. We expect breakages and normal wear and tear, but preventable breakages of the bailer, centre plate and loss of rudder assembly will be charged for.**

**Booking out form to be signed by adult before taking the boat and signed to say the boat has been returned undamaged.**

**Responsible adult will be liable for all damage**

Current prices:-

Bailer	£44
Centre Plate	£29
Rudder Assembly	£250

**Boat checks to be done before taking boat and returning it.**

### **Pre Flight Checks:**

Bailer in good condition and working  
Centre plate not cracked

### **Before sailing:-**

Rudder tied on  
Bung in place  
Dagger Board tied on

### **Return Checks**

Bailer in good condition and working  
Centre plate not cracked  
Boat washed down  
Sail on the rack, cover on the boat, and boat in designated slot.



Appendix 13 Agreement with Outward Bound



**THE  
OUTWARD  
BOUND TRUST**



**Dovey Yacht Club / Clwb Hwyllo Dyfi**

A Company limited by guarantee. Registered in Wales No:  
09672634 Registered Office, The Wharf, Aberdyfi,  
Gwynedd, LL35 0ED Tel: 01654 767607

The Outward Bound Trust  
Aberdovey, Gwynedd, Snowdonia LL35 0RA  
**T: 01654 767464**

This is a letter of agreement between Outward Bound Wales and Dovey Yacht Club / Clwb Hwyllo Dyfi  
For the purposes of training courses or other planned activities we agree to make the following items of  
equipment available to both parties

- Buoyancy aids waterproofs and wet suits
- Safety boats
- Sailing dinghies (Vision, Fevas GP's Toppers)

Access will be based on availability on the day and will need to be booked in advance.

Maintaining the equipment will be the responsibility of the owning party but responsibility for care during use will  
be with the using party. Paying for damage during use will be the responsibility of the using party.

Both DYC an OBW confirm that insurance is in place

Signed on behalf of Outward Bound

.....

Signed on behalf of Dovey Yacht Club / Clwb Hwyllo Dyfi

.....

**Appendix 14 Volunteer self-disclosure form**

**Dovey Yacht Club/Ciwb Hwyllo Dyfi – Self-disclosure form**

**Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adults**

Dovey Yacht Club/Ciwb Hwyllo Dyfi is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

**Name** .....

**1. Have you ever been convicted of any criminal offences? YES / NO**

**If yes, please supply details of any criminal convictions.**

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

**2. Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?**

YES / NO

**If yes, please supply details.**

**3. Have you ever had any disciplinary sanction relating to child abuse?**

YES / NO

**If yes, please supply details.**

Declaration I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: ..... Date: .....

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

## **Appendix 15 DYC EQUALITY POLICY**

### **Objectives**

- To make boating an activity that is genuinely open to anyone who wishes to take part.
- To provide the framework for everyone to enjoy the sport, in whatever capacity and to whatever level the individual desires.
- To ensure that the Club's services, including training schemes, are accessible to all, including those who have been under-represented in the past.

### **Policy Statement**

- Dovey Yacht Club / Clwb Hwyllo Dyfi 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 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.
- Promoting a good and harmonious environment in which all participants are treated with respect.
- Preventing occurrences of unlawful direct or indirect discrimination harassment and victimisation.
- Fulfilling all legal obligations under equality legislation.
- Taking appropriate affirmative or positive action where appropriate.

### **Implementation**

- It is the responsibility of all members, employees and volunteers to abide by this policy and bring to the attention of the management board any inappropriate behaviour.
- Appointments to voluntary or paid 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.
- The Club reserves the right to discipline any of its members, volunteers 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.

### **Complaints**

- Any member who believes he or she has suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with the management board. Every effort will be made to ensure that members who make complaints will not be victimised. Any complaint will be dealt with seriously, promptly and confidentially.
- Complaints should be addressed to the Commodore, the Honorary Secretary or, if not suitable, to another Flag Officer

**Appendix 16 Safety boat induction form**

**Personal Details**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Produced copy of RYA Powerboat Level 2? YES/NO \*Delete as appropriate Produced Safety Boat Certificate (where appropriate)? YES/NO \*Delete as appropriate

**Induction Checklist**

Please insert the date on which the following aspects of induction training were completed alongside the initials of the person who conducted the training.

<b>General</b>	<b>Date</b>	<b>Initials</b>
An introduction to the Operating Area, cautions and dangers	_____	_____
An introduction to Race Office and equipment :	_____	_____
Briefed about role of OOD and Race Officer	_____	_____
Details of signing out keys and equipment	_____	_____
Briefed about PPE clothing and responsibilities :	_____	_____
Shown the Health and Safety and Operating Procedures	_____	_____
Familiarised with Red Boats	_____	_____
Familiarised with RIB:	_____	_____
Familiarised with Launch procedures	_____	_____
Familiarised with recovery / mooring procedures:	_____	_____
Familiarised with end of day procedures:	_____	_____
Briefed about refuelling dangers	_____	_____
Briefed about no blame reporting system	_____	_____
AOB		

Signed by Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix 17 Safety boat and signing out procedure

Dovey Yacht Club

Club Safety Boats Sign Out Sheet

Date		OUT		RETURN		JOB CARD?	
Boat/Radio						COMMENTS / ITEMS USED	
RIB	AM		AM				
	PM		PM				
RED 1	AM		AM				
	PM		PM				
RED 2	AM		AM				
	PM		PM				
RADIO 1	AM		AM				
	PM		PM				
RADIO 2	AM		AM				
	PM		PM				
RADIO 3	AM		AM				
	PM		PM				
RADIO 4	AM		AM				
	PM		PM				
RADIO 5	AM		AM				
	PM		PM				
RADIO 6	AM		AM				
	PM		PM				

OOD

By signing above I accept that I am responsible for the safety of myself, crew and others on the water. I will abide by the club rules and instructions of the OOD

## Appendix 18 DYC GDPR policy

### **Dovey Yacht Club / Clwb Hwyllo Dyfi (PRIVATE COMPANY LIMITED BY GUARANTEE) General Data Protection Regulations.**

The EU's new General Data Protection Regulations came into effect on 25th May 2018. As with many other organisations we need to make you aware of our duties and obligations under the act.

It is essential for Dovey Yacht Club to have your personal data so that we may continue to manage the club and keep you informed. We to have your agreement to continue contacting you.

The data that Dovey Yacht Club stores is that provided on membership forms, renewal forms, training forms and employment contracts. This data will include some or all of the following.

- Full name, partner's and family's names
- Mailing Address
- Phone Numbers
- Email address
- Prime interest
- Certificates gained
- Consent for photography

The Dovey Yacht Club will not share your information with any third party and will never sell your data.

The Dovey Yacht Club uses your data in the following ways:

- For communication of club publications, activities, sailing and social events and renewal documents.
- To facilitate sailing activities on the duty man database.
- To facilitate the payment of subscriptions, course fees and other dues.

**Dovey Yacht Club will not store bank or credit card details.**

**The directors undertake to keep your information confidential. We also undertake to remove your name from the records if you request us to.**

**We wish to assure you that you will always be able to update your preferences or to unsubscribe. The links are provided in the footer of every communication email that you receive.**

**By going to the membership page you can login and update your own membership details.**

## Appendix 19

Induction Checklist for New Teaching Staff: -

Standard Operating Procedures

Tidal flow

Mooring

Safe Sailing Zones

Medical and emergency contact details

Telephone and 1st Aid

## Appendix 20

Safety Briefing Checklist for students before going afloat

Buoyancy

Capsize

Safe sailing area

Hand / Whistle Signals

Helmet option children