

WOOLVERSTONE PROJECT

STATEMENT of POLICY

on

PROTECTION OF CHILDREN AND VULNERABLE ADULTS.

January 2014

Background

Under the terms of the Declaration of Trust dated 10th April 1995 (The Trust)) trustees are appointed by virtue of their personal or professional qualifications to make a contribution to the object and management of the Trust. Sailing experience or management expertise appropriate to the work of the Trust is considered essential.

The Trust has a minimum of three trustees who shall be responsible for recruiting at all levels. Written references shall be taken except in cases where the Trustees deem it not to be necessary, providing they satisfy themselves by informal means of the provenance and background of all volunteers and instructors.

Where any trustees, volunteers, instructors or other personnel working with the Trust are likely to be in a supervisory role over children or vulnerable adults, the trustees shall require a CRB check under the new Disclosure and Barring Service for that person before they assume this role. (See the Trust's policy on the handling of CRB checks and storage of confidential records which is in accordance with the recommendations of the RYA).

Trustees.

The trustees shall appoint a Protection Officer whom they deem to be sufficiently qualified in this field of social work with a working knowledge of the UK law applicable to child protection. The Trustees shall also appoint a deputy Child Protection Officer. At the 1st March 2012 they are, respectively Peter Hibberd and Stuart Harrington Rutterford.

The trustees shall ensure that All Senior Instructors. Instructors and Volunteers are issued with an annual briefing, to include up to date information on Protection procedures, and which emphasises their obligations under law to report any misgivings on child protection issues to the Protection Officer or the Deputy. If such a report is made, a trustee must also be informed.

It is the policy of the Trust that all trustees, plus Governors who may be in contact with children or vulnerable people, Senior Instructors, Instructors, Assistant Instructors and Volunteers who act in a supervisory role over children or vulnerable people shall all be subject to a CRB check or the Vetting and Barring system (as the latter comes into force).

Volunteers who are not in such roles, or who remain on the shore, need not be subject to CRB checks. It is the policy of the Trust that vulnerable people are under the care and supervision of their own carers at all times until they are on the water.

Senior Instructors.

The trustees shall ensure that at least one RYA qualified Senior Instructor shall be present and in charge of every session, whether on the water or on the land at any site operated by the Trust. Senior instructors shall act in a supervisory role.

They shall be encouraged to undertake further training on the supervision of issues concerning vulnerable people.. (Basic briefing is woven into their four – five day training and assessment course).

Instructors.

Instructors receive a 2-3 hour instructional session during their RYA training. This will be supplemented by a written briefing from Trustees to cover more detailed information on recording, reference, good practice and self-protection as it applies to The Trust.

Instructors shall also read, sign and follow the Woolverstone Project Safe Operating Procedures each year, which contains guidance on child protection.

The trustees maintain and adhere to the most recent issue of Child Protection guidance issued by the SWSA.

All Instructors are permitted to teach children and vulnerable adults, sometimes on a one-to-one basis on the strict understanding that they shall work under a Senior Instructor or one certified as grade 3 by the county.

Volunteers.

Volunteers shall only work as part of a group overseen by a Senior Instructor.

They will receive the Trustees’ annual written briefing on Child Protection issues. This briefing will contain the main points as follows:

- Never be alone with children or vulnerable adults.
- Awareness of the problem and legal requirements.
- Awareness of tell tale signs.
- Self protection.
- If in doubt, they are instructed to speak to the senior instructor on site for further guidance on correct procedures.

Some volunteers may take on a higher level of responsibility as Competent Sailors or Assistant Instructors, in which case they shall be briefed further and be subject to a CRB check. (See above), after which they may assume supervision of vulnerable people.

Statement

This statement of Policy shall be reviewed by the Trustees on an annual basis and amended where required.

Signed.....
Mrs L. Downing, Trustee

Signed.....
Ms Julia Dansie, Trustee

Signed.....
Mrs Penni Ferrier, Trustee

Signed.....
Mr Ron Sutherland, Trustee

Signed.....
Mr Andy Beharrell, Trustee

Dated.....2014

