

RYA SCOTLAND – August 2008

2006 ACCORD FOR THE PROTECTION OF CHILDREN IN SCOTTISH SPORT

ACTION PLAN TEMPLATE

KEY: COO (Chief Operating Officer) RYAS DM (RYA Scotland Development Manager), RYAS HPM (High Performance Manager)
***Please note that plans referred to in this document are the RYA Scotland Business Plan and the Participation Development Plan**

PEOPLE:

- Your organisation has in place or has links to, appropriate PEOPLE to help it fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
We will have in place, or be directly associated with, a dedicated person who is trained and aware of the issues and procedures necessary to deliver our child protection objectives.	We currently have 2 people trained and aware of the issues, and the procedures necessary to deliver child protection objectives – Jane Campbell Morrison, and Ruth Coker We subscribe to CHILDREN 1ST	To include all work done on Child Protection in plans previously mentioned Write job description for part time CPO and allocate hours to the role	<ul style="list-style-type: none"> • Include all CP work in plans* • Write job description for CPO • Allocate hours to CPO role • Have CPO in place 	By Mar 2009	COO & RYAS DM	Inclusion of this work in the plans* Job description for CPO CPO in place

	newsletter and attend Lead Officers meetings	Appoint CPO				
We will have in place, or be directly associated with, at least one individual who is qualified to deliver child protection training to our staff and volunteers.	As above Can access CHILDREN 1ST's training if required	When CPO is in post, Child Protection training will be advertised widely to encourage take up.	As above, and to ensure that all clubs in Scotland feel able to access the training when required	By Mar 2009	RYAS DM	Clubs aware training is available Increase in requests for training from clubs training being delivered

POLICIES:

- Your organisation has in place the appropriate POLICIES to help fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
The protection of children will be evidenced in our strategic planning and sports development agendas.	This is not in place at present	Ensure Child Protection is on committee agendas Write into Business Plan	Inclusion of child protection on committee agendas where relevant, in addition to	By Jan 2009	HPC PDG Council Man Com Racing	Inclusion of Child Protection on agendas of aforementioned committees at least twice

		RYAS Council adopt new Child Protection practice	inclusion in business and development plans		Committee	annually CP mentioned in RYAS Business plan
We will have in place a robust Child Protection Policy which clearly sets out our commitment to the safety and welfare of children in and through sport.	We currently have a Child Protection Policy in place, which sets out our commitment to Child Protection	Up-date the RYAS Child Protection Policy, and make available to all sailing organisations	Amend policy and then Publicise the policy, and it's availability, to all sailing organisations in Scotland	By Jan 2009	RYAS DM & PDG	Up-take of the policy by clubs downloading it from website Updated policy
We will take reasonable steps to raise awareness of and promote our Child Protection Policy to all our staff, volunteers, partners, members (if appropriate), parents and children.	Not much work done in this area at present	Raise awareness of RYAS Child Protection work internally, through meetings with relevant parties, such as parents, sailors, coaches and Instructors, as well as committees	Presentation to be done at relevant committee meetings, and information to be given to parents and children involved with all RYAS activities. Addition of this work to the RYAS	By June 2009	RYAS DM, RYAS HPM, PDG & HPC	Minutes from committee meetings Info on Web Number of consent forms/info dist to parents

			website			
We will have in place a Code of Conduct which clearly sets out the standards of behaviour expected from all our staff and volunteers.	Code of conduct in place for all instructors and coaches, but not for volunteers	Distribution of code of conduct and an indication from volunteers that they have read and understood it, using a tear off slip system	Creation of code of conduct required for volunteers, consultation on the code with all RYAS volunteers and then distributed to all RYAS volunteers	By Mar 2009	RYAS DM	Creation of code of conduct Return of documentation from volunteers to indicate understanding

PROCEDURES AND PRACTICES:

- Your organisation has in place the appropriate PROCEDURES and PRACTICES to help fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
Risk Assessment						
We will have undertaken an assessment of our capacity to protect	We have undertaken risk assessments, but mostly from a safety	Draw up Risk Assessment template	CP Risk assessments on all RYAS	By May 2009	Relevant staff members	Risk assessments produced and

children from risk and will have audited our current provision, procedures and capability.	perspective as opposed to a Child Protection perspective	Draw on other good RA practice	activities that involve children to be undertaken		rs and volunteers	made widely available
We will have introduced safeguards to manage avoidable risks.	We currently undertake work to ensure the well-being of all children in our care	Documented safeguards made available and used by all RYAS staff, list all codes, Action Plan, Child Protection Policy and Risk Assessments	The work currently being undertaken in CP should be documented and made widely available	By June 2009	Relevant staff members	Code of conduct Action Plan Risk assessment kept up to date
We will have undertaken regular reviews of risk and the effectiveness of safeguards.	All risk assessments are currently reviewed annually	Regular Risk Assessment reviews, and the development of good practice	Risk assessments to be reviewed every 6 months to ensure relevance and that they are up-to-date	By June 2009	Relevant staff members	Risk assessments to have up-dated dates on them, and to be published every six months
Communication						
We will make information	Information is available	Information to be	Information	By Jan 2009	Releva	Information

<p>available to parents and the general public about the role of our organisation / sport in protecting children.</p>	<p>on our website for parents and the general public, subscribe to Children 1st newsletter and attend Lead Officer meetings. Attend Child Protection Tutor meetings</p>	<p>made available on RYAS website, in yachting magazines, and through email newsletter, as well as direct emailing of Child Protection information to clubs and centres in Scotland.</p>	<p>should be reviewed, and provided in paper format where required Create standard paragraph to go on consent forms, referenced Child Protection Policy, and CPO position Statements on our commitment to Child Protection on parent info forms</p>		<p>nt staff members</p>	<p>available on RYAS website Information available through newsletters and magazines Up-dated consent forms CPO position Statements on RYAS commitment to Child Protection</p>
<p>We will make information available to all personnel working or volunteering with children in our organisation / sport about what they should do if they are concerned about</p>	<p>Information is given to all RYAS coaches and instructors as part of their induction and involvement</p>	<p>Regular checking of coaches and instructors to ensure that they are following best practice</p>	<p>Information given to all Instructors and coaches based in Scotland and RYAS SITC Inspectors to check for</p>	<p>By Mar 2009</p>	<p>As above</p>	<p>Child Protection question to be asked at spot inspections. Ensure info is distributed to all coaches/</p>

a child.			knowledge when performing spot checks.			instructors
Recruitment and Selection						
We will have robust recruitment and selection procedures in place to ensure that the suitability of any individual working or volunteering with children has been thoroughly and fairly assessed before they are appointed.	We do not have particularly robust procedures in place for recruiting new people to RYA Scotland	Creation of procedures that allow the organisation to continue it's work, but that reflect the requirements of Child Protection	Creation of Volunteer Application form, creation of policy and procedures for recruitment, Disclosure checking of existing volunteers, plan roll out of disclosure checks, creation of self declaration forms	By Mar 2009	RYAS DM, Man Com, Council	Procedures in place and followed, and made available on website. Number of disclosure checks performed, no of volunteer application forms sent out and returned.
Education and Training						
We will make available to children in our organisation and / or	Information is available, but not widely distributed	Information to be made available on our website,	Up-date on website, distribute information to all	By April 2009	RYAS DM, RYAS	Information to be readily available on

<p>sport information about how to keep themselves safe in and through sport.</p>		<p>and distributed to all children and parents involved in RYAS activities. Meetings to be held with children regularly.</p>	<p>children – creation of cards for all participants in RYAS activities, info on website to be made available to parents</p>		<p>HPM</p>	<p>website, and by post for distribution when required. Info to be put on consent forms</p>
<p>We will make available to staff and volunteers information on, and where possible, access to appropriate levels of child protection training and information to help them fulfil their responsibilities.</p>	<p>Training is available, however, not often taken up by volunteers or staff</p>	<p>Training in Child Protection to be part of each volunteers induction course when becoming part of RYAS team</p>	<p>Identify the what a volunteer induction should include, and CPO to write a plan for promoting child protecting training</p>	<p>By Mar 2009</p>	<p>RYAS DM, Ruth Coker</p>	<p>Increasing Numbers Attending at training New CPO to draw up plan for volunteer CP training , Volunteers knowing what to do in a CP situation</p>
<p>Monitoring, Review and Evaluation</p>						
<p>We will have processes in place to ensure that our</p>	<p>Our Child Protection Procedures are</p>	<p>As before 6 monthly review to</p>	<p>Notices to all volunteers,</p>	<p>By Mar 2009</p>	<p>RYA Person</p>	<p>Each version to be posted on</p>

Child Protection Policy and related procedures are monitored and reviewed at regular intervals to ensure that they are effective, up-to-date and relevant.	reviewed annually to ensure they reflect current practice and information	ensure all recent legislation changes are recorded and reflect on procedures where cases have taken place.	coaches and instructors to inform them of the changes to RYAS Child Protection procedures		nel Manag er, RYAS DM	internet with most recent updates highlighted, and dates given.
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PARTICIPATION:

- Your organisation will have the appropriate PARTICIPATION structure in place to help fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
We will have in place procedures to ensure that children are consulted, listened to and respected.	We don't have a formal procedure in place for consultation with children	Creation of relevant internet forum for individuals to provide their thoughts and ideas, in addition	Explore best ways of presenting and monitoring forum – look for other examples of children's	By May 2009	RYAS DM & PDG	Contributions on web based forum, and meeting held

		to annual children's forum meeting	meetings and forums.			
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PARTNERSHIPS:

- Your organisation has established the appropriate PARTNERSHIPS to help fulfil its responsibility for the protection of children in and through sport.

ACCORD OUTCOME	WHERE WE ARE NOW	RELEVANT STRATEGY/ DEVELOPMENT PLAN	ACTIONS REQUIRED	TIMESCALE	WHO	KEY INDICATORS
We will work with our partners in sport and child protection to share information, knowledge, skills and expertise to protect children.	We currently work with the RYA, sportscotland , and the Children1st , as well as clubs and centres in Scotland	Ensure that all RYAS Child Protection information is made widely available for all sailing organisations and individuals to use	Share information widely about the RYA Scotland activities in this area through website and mailings Parties are kept up to date where appropriate	By Mar 2009	RYAS DM	Information available on RYAS website, and mailings have taken place
We will share information about our role and action	Information is available on the RYA Scotland	Provide specific mailings and	Training to be given to all	By Mar 2009	RYAS DM,	Information on website.

<p>taken to protect children in sport to our partners, stakeholders and members (as applicable), parents, children and local Child Protection Committees.</p>	<p>website, and the RYA website, and information is provided to parents by the use of consent forms and information sheets</p>	<p>information targeted at children, and at their parents, and ensure all instructors and coaches are fully cognisant with the information</p>	<p>coaches and instructors involved with RYAS activities. Meetings to be held with children and parents to discuss information being provided. Information to be made available on the RYAS website</p>		<p>RYAS HPM</p>	<p>Training delivered to all coaches and instructors annually. Meetings held with parents and children</p>
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