

INTERNATIONAL SAILING FEDERATION (ISAF)

GUIDELINES FOR SAFEGUARDING AND PROTECTING CHILDREN – V1.1

1. OPENING STATEMENT

- 1.1. ISAF acknowledges the duty of care owed by its Members, to protect safeguard and promote the welfare of children. ISAF believes that all children and young people involved in sport, and in particular sailing, have the right to participate in a fair, safe and quality atmosphere free from abuse or exploitation. That right is paramount to all other considerations and is enshrined in the United Nations convention on the Rights of the Child.
- 1.2. ISAF considers that Children have a lot to gain from sport. Sailing provides an excellent opportunity for children to learn new skills, become more confident, independent and maximise their own unique potential. These benefits will increase through a positive and progressive approach to an involvement in Sailing, that places the needs of the child first, and not the winning of races. Winning and losing are an important part of all sporting activity but they must be kept in a healthy perspective. A child centred approach to a child's Sailing experience will return many benefits in terms of the health and wellbeing of our future adult participants.
- 1.3. ISAF aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children participating in Sailing activities organised or conducted by or on behalf of all Members:
 - 1.3.1 do so in a safe, positive and child centred environment
 - 1.3.2 do so in a nurturing environment where children can develop and enhance their physical and social skills and which furthers their best interests; and
 - 1.3.3 are protected from physical or mental abuse, maltreatment, violence and exploitation.
- 1.4. ISAF acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse. ISAF acknowledges the duty of Members to take all reasonable and appropriate steps to ensure the welfare of children and young people.
- 1.5. Whilst these guidelines have been developed in relation to children (under 18 years of age) they can also provide a valuable framework in relation to other stakeholder groups such as vulnerable adults.
- 1.6. These Guidelines apply to and bind all Members (MNAs, Continental Federations, Class Associations) as well as all Staff and Volunteers who are deemed to have agreed to be bound by and to comply with these Guidelines.

2. THE SAFEGUARDING AIM OF ISAF

2.1 ISAF is committed to ensuring that the safeguarding practices of its Members reflect and comply with all applicable statutory responsibilities and the ISAF guidelines. The practices of ISAF members should also comply with current standards of best practice as laid out in the UNICEF International Safeguards for Children in Sport.

2.2 ISAF's intention is to:

2.2.1 raise awareness of the need to safeguard the paramount right of children to participate in Sailing safely and free from abuse or exploitation; and

2.2.2 assist all Members in developing their own child protection and safeguarding policies.

2.3. These Guidelines have been designed to provide guidance to all Members (MNAs, Continental Federations and Class Associations) as well as ISAF Employees and Volunteers in order that they may adopt and implement safeguarding policies which meet ISAF's desire to uphold and further the fundamental rights of children.

2.4. ISAF requires all Members to adopt and/or demonstrate their commitment to the principles and practice of safeguarding as outlined in the UNICEF International Safeguards for Children in Sport, by implementing policies and appropriate practices which are consistent with the values set out in these guidelines.

3. THE PRINCIPLES

3.1. All ISAF Members providing services or activities for Children should have a written safeguarding policy that is accessible to and easily understood by all and one that is actively promoted. Each safeguarding policy should be approved and endorsed by the relevant management of the Member and reviewed appropriately.

3.2. Taking into account the areas of risk for children in sport and the views of children, parents/carers and staff, a safeguarding policy must promote and prioritise the safety, individual needs, equality, integrity and wellbeing of Children in accordance with paragraphs 1.1 to 1.4 (inclusive) of the Opening Statement to these Guidelines. The additional risks some children are exposed to because of their race, gender, age, religion, disability, sexual orientation, social background or culture should be recognised in any assessment.

3.3. In compiling their safeguarding policies, ISAF Members should include clear and easily understandable procedures relating to:

3.3.1 expected standards of adult behaviour towards Children (including a Members' code of conduct, an explanation of discrimination and abusive behaviour, how to deal with unacceptable behaviour by or towards Children, the use of sanctions/discipline and positive ways of managing the behaviour of children that do not involve physical punishment or any other form of degrading or humiliating treatment, and are age and gender appropriate.);

3.3.2 identifying signs of abuse, bullying, psychological stress, burnout and dropout (including appropriate definitions and/or indicators of such behaviour);

- 3.3.3 taking Children away on training camps or to regattas (including in relation to transport arrangements, insurance cover, venue safety);
- 3.3.4 the use of photographic, mobile equipment, Information technology and social media (such as email and the internet);
- 3.3.5 what action should be taken on a step by step basis in the event of any incident, report or grounds for concern about abuse (including any relevant contact details for local police, social services departments, relevant national safeguarding organisations etc);
- 3.3.6 making and dealing with complaints about abuse by individual(s) subject to clear timescales and incorporating any disciplinary procedures (where appropriate) as well as appeal procedures;
- 3.3.7 providing appropriate support to the individual/s who raise, report or disclose concerns or incidents of abuse (on an anonymous basis or otherwise);
- 3.3.8 ensuring the appointment of a single person (with a clearly defined role in relation to safeguarding) for the implementation and subsequent management and review of the safeguarding processes within each Member, and ensure that every group and/or individual member of the Member is aware who this person is and how to contact them;
- 3.3.9 assessing the suitability of all individuals that have contact with Children (including requiring a self-declaration to be completed, obtaining at least 2 references and evidence of identity and carrying out all checks with any relevant authority);
- 3.3.10 ensuring that all individuals acting for and on behalf of and/or with Members (whether as an employee, Race Official, coach, volunteer, parent helper, contractor, agent or otherwise) and their members themselves understand their role and responsibilities in respect of safeguarding and any code of conduct and are provided with appropriate training opportunities regarding the policy, the code of conduct and how to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- 3.3.11 ensuring that staff and volunteers with special responsibilities in relation to safeguarding Children receive appropriate training on recruitment practice, complaints and disciplinary processes and update their knowledge and understanding generally;
- 3.3.12 the secure storing of confidential, detailed and accurate records of all safeguarding concerns;
- 3.3.13 ensuring that all safeguarding arrangements (including training), procedures and policies are monitored, reviewed and updated as appropriate including where there is a major change in any relevant law or customs, guidance, experience or needs; and

- 3.3.14 amending, as necessary, its constitution to reflect its responsibility for overseeing the adoption and implementation of these Guidelines and ensuring its members are fully signed up to its constitution.

4. IMPLEMENTATION

4.1. These Guidelines will be widely promoted and circulated by ISAF in the following ways:

- 4.4.1 The Guidelines will be included in the ISAF Employee handbook (or equivalent paper or electronic document);
- 4.4.2 The Guidelines will be highlighted in all ISAF Employee staff and Volunteer inductions carried out by or on behalf of the ISAF;
- 4.4.3 A copy of these Guidelines will be publicly available on ISAF's website and available from the ISAF Secretariat.

4.2. ISAF Members must adhere to these Guidelines, adopting or aligning to safeguarding policies that meet and implement the Principles within.

4.3. ISAF Employees and Volunteers must, where appropriate, adopt practices and behaviours that accord with these Principles.

5. MONITORING

5.1. ISAF will review these Guidelines on an on-going basis and update as required. A version number will be displayed at the top of the document, along with a review date.

APPENDIX ONE - DEFINITIONS

Articles mean the Articles of Association of the ISAF, as amended from time to time.

Abuse means the commission or omission of acts that lead to a child experiencing or being exposed to Harm.

ISAF means the Executive board of ISAF, elected pursuant to the Articles.

Child means any person under 18 years of age.

Child Protection is a set of activities that are required for specific children who are at risk of/or are suffering significant harm.

Harm means the negative impact or consequences of an act or omission upon a child.

ISAF Employee means all of ISAF's employees, consultants and appointees (including without limitation any person holding any ISAF appointment or sitting on any ISAF board, committee or panel), and all persons and entities participating in ISAF activity.

Guidelines mean these guidelines, as amended from time to time.

ISAF means the International Sailing Federation Limited.

International Event means a duly-sanctioned regatta, competition or event contested by national representative teams under the jurisdiction of ISAF or its Members.

Member means an entity that has been admitted as a full member or as an associate member of ISAF in accordance with the Articles.

National Association means a national governing body of Sailing.

Sailing means the sport of Sailing and other derivatives of the activity as determined by ISAF.

Principles has the meaning given to that word in clause 3.

Safeguarding means the actions we take to ensure all children are safe from Harm when involved in our activities.

Violence means the intentional use of physical force or power, threatened or actual, against oneself, another person or against a group or community that either results in or has a high likelihood of resulting in injury, death, psychological harm, mal-development or deprivation [World Health Organization 2002 World Report on Violence and Health].

Volunteer means a person who provides services or assistance to or works for or on behalf of ISAF on a committee/panel or at an International Event or in any other way, and who is not an ISAF Employee.