

Clyde Cruising Club

Member Protection Policy

1. Introduction.

The Clyde Cruising Club is committed to the health, safety and general well being of all the participants involved with the sport or recreational activity.

Equally CCC is committed to equity and diversity of membership and participation. We aim to provide an environment for the sailing and boating community that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment and vilification.

This Member Protection Policy seeks to foster a culture that values and responds to the CCC community's rich diversity, and to ensure that all members are aware of their rights and responsibilities. It aims to explain these in strong acknowledgement of the predominantly volunteer nature of the sailing community. CCC is committed to creating a safe, fair and inclusive recreational sporting environment.

Our club: -

- Seeks to prevent all forms of harassment, discrimination and abuse and to promote positive behaviour and values
- Will not tolerate inappropriate or unlawful behaviour in our organisation
- Has this policy that sets out codes of behaviour with which everyone associated with the organisation is expected to abide by.
- Will promote this policy amongst the membership
- Advises that action will be taken against individuals if there is a breach of the policy
- Seeks that its members be professional in approach and management of the Clubs business
- Strives for excellence and innovation.
- Makes decisions based on the best interests of the Club and its members.
- Strives for open, effective and timely communication.
- Responds to the members needs.
- Will encourage members to work as a team.

2. Purpose of this policy

This Member Protection Policy ("policy") aims to assist CCC to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our sport/recreational activity. It sets out our commitment to ensure that every person bound by the policy is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in our sport/recreational activity is aware of their key legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them. The attachments to this policy describe the practical steps we will take to eliminate discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport/recreational activity . As part of this commitment, the policy allows CCC to take action against any person or organisation bound by this policy if they breach the policy. This policy has been endorsed by the CCC Executive and Management Committee and has been incorporated into CCC policies and procedures. The policy commences on **date/date/date** and will operate until replaced. Current policies and their attachments can be obtained from the CCC website

3. Who is bound by this policy?

This policy will apply to as many persons as possible who are involved with the activities of CCC whether they are in a paid or unpaid/voluntary or member capacity:

- 3.1 Persons appointed or elected to boards, committees and sub-committees;
- 3.2 Employees of CCC (where current workplace policies do not cover the subject areas)
- 3.3 Accredited instructors and assistant instructors;
- 3.4 Race officials and other officials involved in the regulation of the sport;
- 3.5 Members, including life members of CCC;
- 3.6 Participants, coaches, officials, volunteers and other personnel participating in events, activities including camps and training sessions, held or sanctioned by CCC; and
- 3.7 Any other person to whom the policy may apply including spectators, parents/guardians and sponsors, who or which agrees in writing (whether on a ticket, entry form or otherwise) to be bound by this policy. This policy will continue to apply to a person even after he or she has stopped their association or employment with CCC, if disciplinary action against that person has begun.

4. Organisational responsibilities

CCC will:

- 4.1 Adopt, implement and comply with this policy
- 4.2 Ensure that this policy is enforceable
- 4.3 Publish, distribute and promote this policy and the consequences of any breaches of the Policy
- 4.4 Promote and model appropriate standards of behaviour at all times
- 4.5 Deal with any complaints made under this policy in an appropriate manner
- 4.6 Deal with any breaches of this policy in an appropriate manner
- 4.7 Recognise and enforce any penalty imposed under this policy
- 4.8 ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies
- 4.9 Use appropriate people to receive and manage complaints and allegations of inappropriate behaviour.
- 4.10 Monitor and review this policy at least annually.

5. Individual responsibilities

Individuals bound by this policy must:

- 5.1 Make themselves aware of the contents of this policy;
- 5.2 Comply with all relevant provisions of the policy, including any codes of conduct and the steps for making a complaint or reporting possible child abuse set out in this policy;
- 5.3 Consent to the screening requirements set out in this policy, and any working with children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18 or where otherwise required by law;
- 5.4 Place the safety and welfare of children above other considerations;
- 5.5 Be accountable for their behaviour: and,
- 5.6 Comply with any decisions and/or disciplinary measures imposed under this policy

6. Policies

- 6.1 Child protection and safeguarding

CCC is committed to the safety and well being of all children and young people who participate in our sport /recreational activity or access our services. In Scots law anyone under the age of 16 is a Child. We support the rights of the child and will act to ensure that a child-safe environment is maintained. We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants. Individuals who assume responsibility for children in CCC activities will be a member of the PVG Scheme, a parent, legal guardian or relative.

Vulnerable adults will be safeguarded in the same way as children.

6.2 Codes of behaviour

We will develop and promote a code of behaviour that sets out the conduct we expect of adults when they deal and interact with children involved in our sport/recreational activity, especially those in our care. We will also implement a code of behaviour to promote appropriate conduct between children. These codes will clearly describe ethical behaviour and unacceptable behaviour.

6.3 Empower and promote the participation of children

We will encourage children and young people to be involved in developing and maintaining a childsafe environment for our sport/recreational activity.

6.4 Report and respond appropriately to suspected abuse and neglect

We will ensure that all our members and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under the law to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected. Further, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child, or is in breach of this policy, he or she may make an internal complaint to the main committee.

6.5 Supervision during club sanctioned events or training sessions

Participants under the age of 12 must be supervised at all times by a responsible adult. CCC will provide a level of supervision adequate and relative to the participants' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a participant under the age of 12 is unsupervised, they should assume responsibility for the participant's safety until the parent/guardian or supervisor can be found. Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

6.6 Transportation

Parents/guardians are responsible for transporting their children to and from club activities (e.g. training and competition). Where CCC make arrangements for the transportation of children (e.g. for away or overnight trips), a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts) shall be conducted.

6.7 Taking images of children

There is a risk that images of children may be used inappropriately or illegally. CCC require that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should also make sure the parent/guardian understands how the image will be used. To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets, which we control or are used in connection with our sport/recreational activity. When using a photo of a child, we will not name or identify the child or publish personal information, such as residential

address, email address or telephone number, without the consent of the child's parent/guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child. We will only use images of children that are relevant to our sport/recreational activity and we will ensure that they are suitably clothed in a manner that promotes participation in the sport/recreational activity. We will seek permission from the parents/guardians of the children before using the images.

6.8 Anti-discrimination and harassment

CCC is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination and harassment. We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against or harassed.

6.9 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by anti-discrimination laws. The personal characteristics protected by anti-discrimination laws include attributes such as age, disability, gender and race. Discrimination can be either direct or indirect. Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic. Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable. For the purposes of determining discrimination, the offender's awareness and motive are irrelevant.

6.10 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which may happen because a person has a certain personal characteristic protected by anti-discrimination legislation. The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment. Sexual harassment is one type of harassment. Sexual harassment is unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

6.11 Prohibition against discrimination and harassment We prohibit all forms of harassment and discrimination based on the personal characteristics Any person who believes they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy is encouraged to raise their concerns with any member of the CCC Committee, or the Member Protection Officer.

6.12 Intimate relationships

Coaches, officials and volunteers are required to conduct themselves in a professional and appropriate manner in all interactions with participants. In particular, they must ensure that they treat participants in a respectful and fair manner, and that they do not engage in sexual harassment, bullying, favouritism or exploitation. If a consensual intimate relationship does exist or develop between an adult participant and a coach, official or volunteer, the parties are to ensure that the relationship is appropriate and that it does not compromise impartiality, professional standards or the relationship of trust the coach, official or volunteer has with the participant and/or other participants. If a coach, official or volunteer involved in an intimate relationship with an adult participant is unsure of the appropriateness of the relationship they are encouraged to seek advice from the Member Protection Officer to ensure that they have not involved themselves in inappropriate or unprofessional conduct. If it is determined that an intimate relationship between a coach or official and an adult participant is inappropriate or unprofessional CCC may take action to

maintain a safe environment for all our participants and to avoid bringing CCC into disrepute.

6.13 Pregnancy

CCC are committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our sport/recreational activity. We will not tolerate any discrimination or harassment against pregnant women. CCC will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport/recreational activity, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport/recreational activity. We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport/recreational activity and ensure that they make informed decisions about their participation in our sport/recreational activity. Pregnant women should make these decisions themselves, in consultation with their medical advisers. If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person or organisation bound by this Policy, she may make a complaint.

6.14 Gender identity

Gender identity means the gender-related identity, appearance or mannerisms or other gender related characteristics of a person. This includes the way people express or present their gender and recognises that a person's gender identity may be an identity other than male or female. Some terms used to describe a person's gender identity include trans, transgender and gender diverse.

6.15 Gender identity discrimination and harassment

Anti-discrimination laws provide protection from discrimination against people on the basis of their gender identity. CCC, is committed to providing a safe, fair and inclusive sporting/recreational activity environment where people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. All persons, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual. We expect all members to act with sensitivity when a person is undergoing gender transition/affirmation. If any person believes that they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy because of their gender identity, they may make a complaint.

6.16 Participation in sport/recreational activity

CCC encourages all people to participate in club events and activities irrespective of their gender identity, their health well-being and involvement in community life. We are committed to supporting participation in our club on the basis of the gender with which a person identifies. If issues of performance advantage arise, we will consider whether the established discrimination exceptions for participation in sport/recreational activity are relevant in the circumstances.

6.17 Responsible service and consumption of alcohol

CCC are committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol. In general, our policy is that: alcohol consumed at events involving children and young people under the age of 18 shall only take place in the designated licensed areas.

6.18 Smoke-free environment

CCC is committed to providing a safe and healthy environment at all sporting and social events that we hold or endorse. In general, our policy is that: no smoking shall occur at or near sporting events involving children and young people under the age of 18. This policy shall apply to coaches, players, trainers, officials and volunteers; social events shall be smoke-free, with smoking permitted at designated outdoor smoking areas; and coaches, officials, trainers, volunteers and players will refrain from smoking while they are involved in an official capacity in our sport/recreational activity, both on and off the water.

6.19 Bullying

CCC is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and well-being, and we regard bullying in all forms as unacceptable in our club. Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or a group. Whilst generally characterised by repeated behaviours, one-off instances can amount to bullying. The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying: verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism; excluding or isolating a group or person; spreading malicious rumours; or psychological harassment such as intimidation. Bullying includes cyber-bullying, which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. CCC will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at an official, crewmate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed – in a written or verbal statement or a complaint – to the relevant person. If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint.

6.20 Social networking (social media)

CCC acknowledges the enormous value of social networking to promote our sport/recreational activity and celebrate the achievements and success of the people involved in our sport/recreational activity. Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the Internet. This includes social networking websites such as Facebook, Twitter, Whatsapp. We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport/recreational activity. In particular, social media activity including, but not limited to, postings, blogs, status updates, and tweets: must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate; must not contain material which is inaccurate, misleading or fraudulent; must not contain material which is in breach of laws, court orders, undertakings or contracts; should respect and maintain the privacy of others; and should promote the club in a positive way.

7 Complaints Procedure

7.1 Handling complaints

CCC aims to provide a simple, confidential and trustworthy procedure for resolving complaints based on the principles of procedural fairness. Any person (a complainant) may report a complaint about a person, people or organisation bound by this policy (respondent) if they feel they have been discriminated against, harassed, bullied or there has been any other breach of this policy. In the first instance, complaints should be reported to a named and identified Complaints Officer. These can be found by contacting the CCC office or the Commodore, and will be identified in the member areas of the club website.

The lowest level at which a matter can be dealt with shall always be preferred. Therefore if a complaint relates to behaviour or an incident that occurred at the Dinghy Section, that should be reported to the DS Member Protection Officer.

If the complaint relates to the whole CCC, then this should be reported to the CCC complaints Officer.

7.2 A complaint may be handled informally or formally.

The complainant may indicate his or her preferred option and the Member Protection Information Officer should consider whether that is an appropriate way to handle the particular complaint. For example, the law may require that the complaint/allegation be reported to an appropriate authority. All complaints will be dealt with promptly, seriously, sensitively and confidentially.

7.3 Improper complaints and victimisation

CCC aims to ensure that our complaints procedure has integrity and is free of unfair repercussions or victimisation against any person making a complaint. We will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures may be undertaken in respect of a person who harasses or victimises another person for making a complaint or supporting another person's complaint. If at any point in the complaint handling process the Member Protection Information Officer considers that a complainant has knowingly made an untrue complaint, or the complaint is malicious or inappropriately intended to cause distress to the respondent, the matter may be referred in writing to the CCC Executive Committee for review and appropriate action, including possible disciplinary action against the complainant.

7.4 Mediation

CCC aims to resolve complaints quickly and fairly. Complaints may be resolved by agreement between the people involved with no need for disciplinary action. Mediation is a confidential process that allows those involved in a complaint to discuss the issues or incident in question and come up with mutually agreed solutions. It may occur before or after the investigation of a complaint. If a complainant wishes to resolve the complaint with the help of a mediator, the Member Protection Information Officer will, in consultation with the complainant, arrange for an independent mediator where possible. We will not allow lawyers to participate in the mediation process.

7.5 Disciplinary Measures

CCC may impose disciplinary measures on an individual or organisation for a breach of this policy.

Any disciplinary measure imposed will be:

- Fair and reasonable;
- Applied consistent with any contractual and employment rules and requirements;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined in accordance with our constituent documents, this policy and/or the rules or constitution of the club

7.6 Confidentiality of complaint.

Any complaint raised in accordance with this policy will be treated as confidential. Those who will be informed in confidence are the Dinghy Section Captain (in the case of DS complaints) or the Commodore (in the case of Club complaints). The relevant complaints officer handling the complaint will have responsibility to inform the above.

The complaints officer will inform the complainant of the procedure, of who will know of the complaint, and will explain the data protection rules of the club to the complainant.