

2. Policy Statements

2.1. Safety Policy

As a youth-oriented training centre, OSC is committed to safeguarding and protecting children. We also strive, so far as is reasonably practicable, to ensure the safety, health, and welfare of all instructors, volunteers, course participants, and members of the public who may be affected by the Club's activities. We achieve this by following best practices and managing risks to keep them as low as reasonably practicable.

In this regard, it is the duty of RTC Principal and Senior Instructors to encourage and assist the development of a safety culture and to endeavour to ensure that established rules and safe working practices are always followed. The RTC Principal shall delegate responsibilities and ensure that Senior Instructors and Instructors receive the necessary information and training to enable them to discharge their safety related responsibilities. A record shall be kept by RTC Principal of all information and training provided.

The RTC Principal, Chief and Senior Instructors shall be responsible for the proactive identification of hazards at the RTC. The reviewed assessments of hazards identified during regular safety inspections shall be notified to the Training Committee. They are also responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities include general supervision and ensuring that their instructors are familiar with safe methods of work.

It is the duty of RTC Principal, Chief, Senior and Dinghy Instructors to ensure as far as is practicable that:

- Training course participants are familiar with emergency routines.
- Those authorised to use powered craft are appropriately trained and should have appropriate certification.
- Hazards (such as damaged boat fittings, fuel spillages or pontoon trip hazards) in the areas occupied by staff or trainees are eliminated as quickly as possible after they occur.
- All incidents, accidents and near misses are reported in writing using standard form through the RTC administrator ensuring that any necessary follow up action is taken without delay.

2.2. Safeguarding Policy

All on the water activity should be safe and fun for everyone. We all have a responsibility to role model positive behaviour and feel able to call out poor or inappropriate behaviour and empower others to do the same.

OSC is committed to safeguarding all children, young people and vulnerable adults taking part in its activities from abuse and harm and ensuring their wellbeing. OSC recognises that the safety, welfare and needs of children, young people and vulnerable adults are paramount and that any person, irrespective of their age, disability, race, religion or belief, marital status, sex, gender identity, sexual orientation or social status, has a right to protection from discrimination, victimisation and abuse.

OSC is committed to providing a culture which is safe, welcoming and inclusive for everyone who wishes to take part in our activities. It is for this reason a safeguarding policy has been developed at Appendix A and we have established a code of conduct, which details the standards of behaviour that we expect from everyone participating in our activities and competitions.

Code of Conduct

As a member/participant/volunteer/staff member of the RTC we expect all to:

- Respect the rights, dignity and worth of every person and treat everyone with appropriate consideration
- Do not discriminate against anyone based on any protected characteristics
- Always act with integrity
- Do not behave in any way which causes offense or harm to others
- Report poor behaviour or conduct to the Principle, Chief Instructor, a senior instructor and or official of OSC
- To not use inappropriate language and always be mindful of banter and how words can also cause harm to others

2.3. Photography Policy

Junior Sailing activities take place in a public space (on the river) where we cannot control photography by members of the public or parents. With regard to photography carried out by the club, consent is obtained from parents for the taking of photographs and their use in club publicity (website, social media, and promotional material) but is normally confined to group or distant shots. In the event of a close-up clearly identifying an individual, individual consent from the subject will be sought.

2.4. Parental Responsibility

Parents or guardians are expected to accompany their child/children to and from training sessions, unless otherwise agreed. Such responsibility can be delegated to a friend or associate by the parent or guardian.

2.5. Allocation of Training Places Policy

Training places are bookable through our online booking system either directly or via a member of the training team. Places are allocated on a first come first serve basis and are initially released to current members only.

2.6. Complaints Policy

See Appendix G