



# Standard Operating Procedure

## Supervision & Safety Policy

**Ownership & Applicability**

Person responsible for update of this procedure:	Children’s Officer
Responsible for Activity:	
Applicable to:	

**Approval**

Drafted / Revised	Approved	Revision	Effective from
Emer O’Donnell	Ciaran O’Reilly	Rev1	June 2021

SOP Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Flag Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## **MYC Supervision & Safety Policy**

Malahide Yacht Club is committing to ensuring the wellbeing of children both on and off the water. A key part of that commitment is our policies to ensure the provision of appropriate adult (over 18yrs) supervision.

MYC adheres to the specific ratios for on the water training and coaching activities as set out in Irish Sailing Training Centre Operating Requirements.

The ratios we operate under include:

- 1:3 for power boating or windsurfing
- 1:6 for start sailing
- 1:8 for instructor training
- 1:12 for advanced sailing courses
- Our guideline ratio for safety boat cover at competition events is 1 safety boat to 10 sailing boats

We also take the following into consideration:

- Leaders should be competent. For on the water activities this would typically mean they hold an Irish Sailing instructor or coaching qualification. Safety boat drivers should hold the appropriate powerboat certificate
- Leaders should try to have more than one adult present
- Where there are mixed groups there should be leaders of both genders where possible and practical
- In changing rooms supervision should be provided by an adult of the appropriate gender. Groups should not be left unsupervised in changing rooms for any length of time as this is where bullying is more likely to occur
- Session start and finish times should be adhered to and leaders should not be left alone with young people at the end of sessions. If there are late collections leaders should remain in pairs until all participants have left
- Attendance records should be maintained, and any incidents or injuries recorded
- Parental supervision may be required at sessions for safety and supervision reasons

As part of our Irish Sailing Training Centre accreditation we provide documentation on safety. In addition we:

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents/ guardians
- Ensure any protective equipment, particularly personal flotation devices, are of a correct type, in good condition, properly fitted and properly used
- Ensure first aid kit is close at hand with access to qualified first-aider
- Know the contact number numbers of emergency services
- Have available appropriately stocked first aid kit
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, it is recorded and participants parents are contacted
- Ensure there is adequate insurance cover for all activities
- Ensure parents/ guardians are present at finishing time of sessions or events

### **Physical Contact**

Physical contact during sailing activities should always be intended to meet the child's needs, not the adults. Examples where adults may need to make physical contact with a child to support them are as follows:

- First aid situations where the casualty may need to be moved or supported into a position or may need their wetsuit/ sailing gear taken off for CPR/ AED access and will abide by the UN convention of "Assumed Consent" to conduct basic life support to the casualty.
- Spotting a trainee on a trapeze simulator in case they sailor slips off the deck, it is important to be standing in a secure stance with an open hand-held between the shoulder blades to prevent the person from hitting their head-first on to the ground.
- Assisting a person to zip up the back of the wetsuit or assisting with a heel hook to get the wetsuit off the ankle when someone is too cold post water activity. This should be done in an open area where others can support the child if needed.
- Lifting, pulling or dragging a person over the side of a rescue boat or dinghy in a man overboard recovery scenario, when the person asks or needs assistance to get back into or onto the vessel. It is important to ensure your own safety first and apply correct lifting

techniques as per manual handling training and where possible utilise equipment such as hoists, slings, ladders, ropes to assist first.

- Physical movement or manipulation of the trainee to demonstrate how to perform a manoeuvre using kinaesthetic methodology such as lifting a person's foot to feel the power affecting a windsurfing board or turning a hand with a tiller exercise.

There are many other examples and variations of the above that involve physical contact which occur as part of the sport and the following considerations should always be followed:

- All contact should be in an open environment with the permission and understanding of the participant, when not possible another adult or some other children should attend to support and bare witness as appropriate facilitating the persons privacy and dignity
- Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment

### **Toileting/Intimate Care**

Where a child or young person is considering attending at or participating at any activities or sailing camps organised by Malahide Yacht has specific toileting needs, we will arrange a meeting between the Children's Officer, Senior Instructor/ Member, the child or young person wishing to attend along with the child's parents/guardians where the needs of the child should be addressed and agreement reached that those needs can be met.

Irish Sailing accepts that it is fundamental to those who may be involved with the intimate care of the child, agree practices which are acceptable to the club/centre, the child and the parents/guardian.