



Cuckmere Valley Canoe Club

www.cvcc.org.uk

WELFARE & SAFEGUARDING POLICY

Cuckmere Valley Canoe Club is fully committed to safeguarding the well being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club. The organisation and members have a duty of care to all those taking part in activities but recognises that particular procedures and policies must be in place and followed to safeguard the wellbeing of children and adults at risk.

We believe that taking part in paddling should be a positive and enjoyable experience for everyone. This policy outlines some of the measures taken to help make sure this is the case.

Principles and definitions

- The Club is fully committed to the principles of equality of opportunity and aims to ensure that everyone has a genuine and equal opportunity to participate in Paddlesport at all levels and in all roles of the sport, irrespective of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation. In addition, the Club will endeavour to ensure that all are given the same opportunities regardless of their socio-economic background.
- The club recognised that all involved with the club have a right to be protected from all kinds of abuse.
- Particular measures are in place to safeguard the welfare of children (under 18s) and adults at risk. CVCC aim to adhere to the British Canoeing (BC) Principles of Safeguarding (P1 - children and P6 – adults). The Club will follow the guidance of these policies in the event of any concerns or allegations.
- Adults at risk are over 18s who have a need for care and support and as a result of this need could be unable to protect themselves from risks, abuse or neglect.
- All suspicions and allegations of abuse will be taken seriously, responded to swiftly and handled appropriately. If there is concern that a child has been abused or is at risk of abuse there is a duty of care to report that concern. Where concerns relate to the welfare of an adult, their consent must usually be obtained before making a report; BC principles of safeguarding adults gives advice on this.
- CVCC will only use BC qualified/updated coaches – unqualified coaches can only work alongside a qualified coach. Coaches who have qualifications that have lapsed MUST only act as a support coach and not work independently. CVCC will encourage and support coaches and helpers to gain qualifications and assist coaches in updating their skills.

Safety

- Club activities will be risk assessed and the risk assessment will consider the needs of all participants including any children or adults at risk.
- CVCC will adopt and regularly review a Safety Policy.
- Club members and/or parents or carers of club members with any medical condition which could affect safety or ability to participate in club activities should make their coach aware before the start of each coaching session.

Conduct (coaches, club member, junior members & parents/carers of junior members)

- CVCC coaches must all be members of British Canoeing and should follow the British Canoeing (BC) Coaches and Officials Code of Conduct.
- All CVCC members will be made aware of this Welfare Policy and relevant codes of conduct upon taking out membership.
- CVCC coaches and helpers working with young people and adults at risk should adhere to the British Canoeing Safeguarding Children Policy and British Canoeing Safeguarding Adults Policy.
- Adults, junior members and parents and carers will be made aware of and are expected to comply with their respective codes of conduct.

Welfare Support

- CVCC will identify a Welfare Officer, whose role it is to deal with any issues concerning member's welfare, child protection and harassment and notify this welfare officer to all members.
- Anyone with concerns with respect to welfare including child abuse or harassment should contact the Welfare Officer. Alternatively, they can contact the CVCC Chairperson or go directly to British Canoeing Safeguarding Lead, Social Services or NSPCC for advice. If there is an immediate danger to a child or an adult at risk then the police can be contacted. A list of contacts within the club, British Canoeing and the wider community is maintained on the club website. Advice and support is also available from British Canoeing for any coach or volunteer who has an allegation made against them.
- The club will follow reporting guidance from BC (document references G2 and G3) and the BC 'Reporting concerns' form (G4) to record and report incidents related to safeguarding.

Disclosure and Barring Service

- CVCC will ensure that CVCC coaches and other members of the club where required (eg Welfare Officer) have DBS (Disclosure and Barring Service) clearance at the level indicated by guidance from British Canoeing. For the majority of CVCC coaches this is an 'Enhanced Disclosure'. Coaches who coach very frequently (once a week or more) or intensively over a short period of time (4 days in a 30 day period) or who otherwise fall into the category of operating in a 'Regulated Activity' will also have a 'Barred List Check'. DBS checks must be complete before a coach works unsupervised and must be renewed every 3 years.

Safeguarding Training

- Coaches are required to attend the Sports Coach UK Safeguarding and Protecting Children workshop or a course accepted as equivalent by BC (guidance in document 'Equivalent Child Protection Training'). Other officials will follow the requirements of British Canoeing as described in their document 'Safeguarding Training and Disclosure Requirements'.

Expectation of Parents/Carers

- The club has a code of practice for parents and carers which the club expects to be followed. This is published on the club website or a hard copy can be provided by any committee member.
- Parents/carers leaving their children in the care of the club must ensure that someone has taken responsibility for them. At a general club session this will be through completing the contact sheet which will have a named coach in charge. Children must be signed in and out of any club session and arrangements to collect the child at the end of the session must be made. A contact number must be put on the sheet and someone must be available at all times on that number while the child is in the care of the club. Parents/carers are advised to have the contact number of someone at the Barn (their own child or an adult such as the coach in charge) who can be contacted in the event of an unavoidable delay in picking up their child. At any event away from the Barn children (under 18s) must be accompanied by an adult and if this is not their parent/carer another adult on the trip must have agreed to take on responsibility and a 'Nominated Responsible Adult' form must be completed (see later section 'Events, Trips, Travel and Overnight Stays').

Use of Club Changing Room at The Barn

- CVCC are guided by British Canoeing's advice concerning changing rooms.
- The club request that members supervise one another and make sure that there are not times when one adult is alone in the changing room when U18's are present or an U18 alone when there are adults present (unless the U18 is accompanied by their parent). Children and adults are encouraged to challenge anyone who is not keeping to this guideline in order to improve compliance and refresh understanding of this rule.
- Should adults enter the changing rooms when children are changing they should ask whether the group are happy for them to be there to change. Children can ask the adults to wait but should change quickly. Conversely a single adult or group of adults should ask a single child to wait and a single adult should request that a group of children wait until they finish.
- Coaches can use the changing rooms but should shower and change at a different time from any juniors in the group they are coaching.
- Mobile phones, cameras or any other recording devices must not be used in changing rooms at any time.
- Parents of U18s are allowed to supervise their child (of the same gender) whilst in the changing room.

Photography & Recorded Images

- CVCC sometimes use pictures or recordings of young people enjoying Paddlesport to celebrate the achievements of the child and to promote the sport. The club will follow the guidelines of British Canoeing (G6 available on BC website) and be informed by advice from the Child Protection In Sport Unit when photographing and using photographs and recorded images of children.
- Concerns relate to the possible identification of children when a photograph is accompanied by personal information. These concerns include the collection of information about the interests of a child for the purpose of grooming. Other risks concerned with photography include potentially inappropriate use, adaptation or copying of images and the taking of inappropriate photographs or recorded images of children.
- When a child joins the club their parent/guardian and the young person will be asked to give their consent for the taking and publication of photographic images. If consent is not given no pictures of the child will be published on the club website. Club members or parents/carers of club members can ask for any displayed image to be removed. If consent is given and pictures of an individual child are published no personal details other than their first name will be used to caption the pictures.

Social Media

- The club has a Facebook page which is used by members to share information of interest to club members and assist in organising events etc. Posts are moderated prior to publication so that inappropriate posts are not displayed (eg those which represent comments or behaviour contrary to the codes of conduct of the club or contain images which are outside the guidelines for publication of photographic material).
- The club will follow the guidelines of British Canoeing (G25 'Social Media Guidelines' available on BC website) in the operation of the Facebook page.

Text & Email Messaging Guidance

- Text and email are very useful tools of communication. However, there are potential safeguarding risks. For children these include inappropriate access to/use/sharing of personal details; unwanted contact with adults with poor intent; text or on-line bullying by peers; being sent offensive or otherwise inappropriate materials. Adults risk misinterpretation of their communication if they make direct contact with juniors by text or email.
- British Canoeing have published guidance on controlling these risks (G20 Text and Email Messaging Guidance) which CVCC aim to follow.
- As a general rule, club members should not contact children by text or email; if you do communicate in this way copy the parent/carer into the message. Guidance from British Canoeing is that for young people aged 15 or under, specific consent to communicate by text must be obtained from their parents. Parental consent is not required for young people aged 16 and over, but written consent must be obtained from these individuals themselves and BC recommended that their parents are also informed of the intention to send their children text/email messages.

Events, Trips, Travel & Overnight Stays

- For events centred around the Barn arrangements for safeguarding will be the same as for an ordinary Sunday session i.e. parents/carers leaving children in the care of the club must sign them in, leave contact details and sign children out again after the session. Historically the club has not organised large events involving non-club members. Organisers of events involving non-club members, especially if it includes children or adults at risk should consult guidance from British Canoeing (G10 Paddlesafe Events).
- Where there are events held away from the club parents/carers are responsible for transporting their children to the event. They may make arrangements with other individuals for lifts etc but these will always be a private arrangement between them and the individual and not the responsibility of CVCC.
- While the club want to support children in developing their skills in a variety of environments and participating in club trips, there are issues concerned with safety, safeguarding and responsibility. There may be age, ability and supervision requirements for certain trips and the trip organiser can stipulate who a trip is suitable for. Juniors under the age of 14 cannot attend trips without their parent/carer and it is always preferred that a parent/carer attends the trip particularly if it involves overnight stay(s). Juniors aged 14-18 can only attend trips if the parent/carer has arranged for another adult to act in their place 'in-loco parentis'. Such arrangements are a private matter between the parent/carer and the adult who has agreed to take on this responsibility. This is the case even if the responsible adult is a club coach, the private nature of the agreement must be clearly understood by all parties. Parents/carers should be aware that supervision overnight is a regulated activity requiring 'barred list check' in terms of DBS clearance, most club coaches do not have a 'barred list check'.
- For all activity away from the club base a Paddlesport Consent Form (available on club or British Canoeing website) must be completed if no parent/carer is in attendance. This document requests details of emergency contacts, permission for medical treatment in the event of an accident etc. A nominated responsible adult form (club website) must also be completed for an unaccompanied child (under 18). This will also contain contact details for the responsible adult and the parent/carer but specifically names an individual in the club who has agreed to be responsible for the safety and welfare of the child.
- Trip organisers should consider the guidance of British Canoeing document G9 'Paddlesafe Away Trips' at an early stage of planning a trip. This is particularly important if it involves an overnight stay. If an overnight stay is required, advice from British Canoeing is that very careful consideration needs to be given to accommodation; there should be separate male/female accommodation if juniors are on the trip. The over-riding requirements are that all on the trip have been informed and consented to the arrangement before the trip, everyone understands any rules about behaviour beforehand and under 18s have someone to go to if they have welfare or other concerns. If suitably segregated accommodation cannot be arranged it could be suggested to parents/carers that they make alternative arrangements for overnight accommodation and meet up with the group prior to activities beginning.

The Club will formally review this policy annually but club members are encouraged to raise any issues arising at any time: contact Welfare Officer (welfare@cvcc.org.uk) or any committee member.

Appendix 1 – References/sources of further information

1. Cuckmere Valley Canoe Club documents available on the club website:

- Code of conduct for Adults
- Code of conduct for Juniors
- Code of conduct for Parents and Carers
- CVCC [Welfare and Safeguarding Policy](#)
- Safeguarding Contacts
- Nominated Responsible Adult Form

2. The following area of the British Canoeing Website contains links to a large number of documents concerned with welfare and safeguarding:

<https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates/>

These include:

[SPC- P1](#) British Canoeing Safeguarding Children Policy

[SPC- P6](#) British Canoeing Safeguarding Adults Policy

[SPC- G2](#) Reporting Guide for concerns outside Paddlesport

[SPC- G3](#) Reporting Guide for concerns within Paddlesport

[SPC- G4](#) Recording Concerns Report Form

[SPC- G5](#) Coaches and Officials Code of Conduct

[SPC- G6](#) Guidelines for use of Photographic and Filming Equipment

[SPC- G9](#) Paddlesafe Away Trips

[SPC- G10](#) Paddlesafe Events

[SPC-G14](#) Equivalent Child Protection Training

[SPC- G20](#) Text & Email Messaging Guidance

[SPC- G25](#) Social Media Guidelines for Clubs, Centres and Volunteers

[SPC- G28](#) Changing Room Guidance

[SPC- G29](#) DBS Guidance Flowchart

[SPC-T4](#) Paddlesport Consent Form

3. Child Protection in Sport Unit: <https://thecpsu.org.uk/>

CPSU Briefing Duty of Care (Dec 2014)

CPSU Briefing: Photographing and Filming Children in Sport (Aug 2012)