



Safeguarding Children Policy



Contents

	Page
Duty of Care	3
Paddlesafe	4
Policy Statement	5
Indications of Abuse	6
Definitions of Abuse	7
What to do if you have a concern	11
What should you do if you have an allegation made against you	12
Safer Recruitment	13
Training	16
Whistleblowing	17
Complaints	21
Good practice guidelines	22
Appendix 1—Self Declaration Form	23

Duty of Care

British Canoeing are committed to ensuring that all those taking part in canoeing are able to do so protected and kept safe from harm. This is particularly true in respect of children.

We **all** have a duty with respect to safeguarding and protecting children to ensure they can participate and enjoy our sport with the highest possible standards of care. All coaches, volunteers and providers should have a clear understanding of operating within an appropriate code of ethics, aware of what their 'duty of care' is and how this relates to their position in providing activities and being responsible for others.

A good definition of 'duty of care' is:

'The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible'

In an activity such as canoeing, safety and keeping people safe is all about risk assessment and minimising the risks involved at all levels of participation. While all taking part in activity have a duty to their neighbours, in organised activity we all have a heightened duty of care and as such we should be aware that the principal risks extend to the quality of control exercised by those in charge. Coaches, volunteers, referees, officials or administrators should all take 'reasonable' steps to safeguard those directly taking part in activities and at any time they may be deemed responsible for those in their charge—in vehicles, during journeys to and from the activity, during events, team training event and camps etc.

The content of this document provides specific information in respect of safeguarding and protecting children in order that everyone can appreciate their 'duty of care' with regard to these issues, risk assess their positions and support and advise those at risk.

Paddlesafe

The welfare of children is everyone's responsibility, particularly when it comes to protecting a child from abuse. Everyone in Paddlesport can help—administrator, club official, coach, parent, friend and children themselves.

Abuse can occur wherever there are children—at home, at school, in the park, at the club. Sadly, there are some people who will seek to be where children are simply in order to abuse them. We believe that everyone in Paddlesport has a moral responsibility and therefore a part to play in looking after the children with whom we are working.

Whilst the welfare of children is our first consideration in establishing child protection policies and procedures, we have also taken account of the needs of coaches, particularly where falsely accused. A feature of our policy on safeguarding children is to ensure that we provide individuals with access to confidential advice, guidance and support, provided separately to that provided for those with concerns that abuse may be taking place.

These safeguarding and child protection procedures stem from the following principles:

- ◆ The child's welfare is paramount
- ◆ Anyone under the age of 18 is classed as a child
- ◆ All children, regardless of age, disability, gender, race, religion or belief, marital status, pregnancy, maternity and sexual orientation have a right to be protected from abuse.
- ◆ To respect and promote the rights, wishes and feelings of young people in line with the UN Convention on the Rights of the Child
- ◆ Coaches, clubs and centres need to be provided with advice to raise awareness of best practice and guidance and support should they become involved in an abuse situation.

British Canoeing recognises that some children may have additional vulnerabilities or are disadvantaged by their experiences. It is important that all those who work with children are vigilant in creating a safe culture and are aware of those who may have additional vulnerabilities.

Policy Statement

Liverpool Canoe Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and British Canoeing requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

- ◆ Have a positive and enjoyable experience of sport at the Liverpool Canoe Club in a safe and child centred environment
- ◆ Are protected from abuse whilst participating in kayaking or outside of the activity

Liverpool Canoe Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Liverpool Canoe Club will

- ◆ Promote and prioritise the safety and wellbeing of children and young people
- ◆ Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to the signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ◆ Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ◆ Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- ◆ Prevent the employment/deployment of unsuitable individuals
- ◆ Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Liverpool Canoe Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- ◆ Changes in legislation and/or government guidance
- ◆ As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and British Canoeing
- ◆ As a result of any other significant change or event

Indications of Abuse

There are physical and behavioural signs that might raise your concern about the welfare or safety of a child. They are only indicators—not confirmation.

Some examples are: Where the child,

- ◆ Says that she/he is being abused, or another person says they believe (or actually know) that abuse is occurring
- ◆ Has an injury for which the explanation seems inconsistent
- ◆ Behaviour changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy
- ◆ Appears not to trust adults e.g. a parent or coach with whom she/he would be expected to have, or once had, a close relationship
- ◆ Shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way
- ◆ Becomes increasingly neglected looking in appearance, or loses or puts on weight for no apparent reason.

Bear in mind that some children can be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

Definitions of Abuse

Child Abuse can take many forms, but can be broadly separated into five main categories:

- ◆ Neglect
- ◆ Physical abuse
- ◆ Sexual abuse
- ◆ Emotional abuse
- ◆ Bullying (by peers) - not a formal category of abuse but a very common and damaging experience for many children

Some forms of abuse (including grooming, sexual, emotional abuse and bullying) often take place online, for example, social media

Neglect

Neglect occurs when adults persistently fail to meet a child's basic physical and/or psychological needs, and is likely to result in the serious impairment of the child's health or development

Examples of neglect include:

- ◆ Failing to provide adequate food, shelter or clothing
- ◆ Regularly leaving a child alone or unsupervised
- ◆ Failing to protect a child from physical harm or danger
- ◆ Failing to ensure access to appropriate medical care or treatment
- ◆ Refusing to give a child affection and attention

Neglect in a sport situation could include a coach failing to ensure that children use appropriate safety kit, consistently allowing use of dangerous equipment, or regularly exposing children to extreme temperatures during a coaching session.

Physical

Physical abuse occurs when someone causes physical harm or injury to a child

Examples include:

- ◆ Hitting, shaking or throwing a child
- ◆ Poisoning, burning or scalding a child
- ◆ Biting, suffocating or drowning a child
- ◆ Giving a child inappropriate drugs or alcohol
- ◆ Otherwise causing them deliberate physical harm

Physical abuse in a sport situation may be deemed to occur if the nature and intensity of training and competition exceed the capacity of the child's developmental stage. This includes instances where prohibited substances are used to delay puberty, control diet or enhance performance. Another example of physical abuse in sport is a coach physically punishing a child for a performance.

Sexual

Sexual abuse occurs when adults (both male and female) or other young people use children to meet their own sexual needs. This could include:

- ◆ Full sexual intercourse
- ◆ Masturbation, oral sex, anal intercourse or fondling
- ◆ Involving a child in producing pornographic material (e.g. videos, photographs, sending sexual explicit images)
- ◆ Showing a child pornographic material (e.g. magazines, videos, pictures)

There are situations within all sports where the potential for this form of abuse exists.

- ◆ Some individuals have deliberately targeted sports activities in order to gain access to, and abuse, children
- ◆ There is evidence that individuals have sometimes ignored codes of practice and used physical contact within a coaching role to mask their inappropriate touching of children (e.g. while supporting an athlete on a piece of equipment)
- ◆ Some coaches consider it acceptable—even part of the sport’s culture—to have a sexual relationship with the children they coach
- ◆ Some people have used sporting event as an opportunity to take inappropriate photographs or videos of sportspeople (including young and disabled participants) in vulnerable positions.
- ◆ Some people have used involvements in sports clubs as a method of ‘grooming’ children for abuse
- ◆ Many abuser’s use social media to contact and groom young people they have identified through sports activities.

The term ‘grooming’ refers to the way in which sexual abusers (or potential abusers) manipulate targeted victims, carers, colleagues and their environment. They do this to make it easier to gain access to and abuse children, and reduce the likelihood of the child either telling/disclosing or being believed, should they disclose what is happening.

Grooming behaviours may appear to be positive (e.g. providing a particular child or group with extra attention/treats/lifts to and from events, or the individual making himself highly through of and indispensable within a club), and the authority or plausibility of the individuals concerned often makes it difficult for others to identify their real motivation. However, abusers will also ignore, undermine or resist the application of good practice and other safeguarding guidelines.

Adherence to codes of practice, an understanding of acceptable/unacceptable behaviour, an open culture within the club to challenge poor practice, and an awareness on the part of everyone in a club of when and how to report concerns will all contribute to identifying and dealing with groom behaviours. Concerns about an adult’s behaviour should be reported to the relevant club welfare or safeguarding officer.

Emotional

This refers to the persistent or repeated emotional ill treatment of a child that results in adverse effects on their emotional development. Although it can occur in isolation, children who have suffered neglect or physical/sexual abuse will also have suffered some level of emotional abuse. Research shows that children who experience an emotionally abusive environment are at higher risk of suffering other forms of abuse. Children of all ages can be emotionally abused in a number of ways, such as through:

- ◆ Imposing developmentally inappropriate expectations on them
- ◆ Making them feel worthless, unloved, inadequate or valued only in so far as they meet the needs of another person
- ◆ Making them feel frightened or in danger
- ◆ Shouting at, threatening or taunting them
- ◆ Overprotecting them or, conversely, failing to give them the love and affection they need.

Emotional abuse may occur in sport if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to consistently perform to high expectations, in some cases, this may come from parents and coaches. The inappropriate use or availability of personal information or images (in the media, internet, photographs or even a club noticeboard) can be distressing for any participant.

Parents or others may make a child's positive self-image entirely dependent on sporting achievement and success. As a result of emotional abuse, children may feel nervous, lack confidence and self-worth, and learn to dislike any form of activity. It is up to the coach to lead by example and ensure concerning incidents are handled with care and sensitivity so the situation is controlled and not made worse.

Bullying by Peers

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can be verbal, written or physical and can include actions such as:

- ◆ Physical assaults
- ◆ Name-calling, sarcasm and racist taunts
- ◆ Threats and gestures
- ◆ Unwanted physical contact
- ◆ Graffiti
- ◆ Stealing or hiding personal items
- ◆ Being ostracised or ignored

Bullying can also occur online, through blogging and social networking sites, and by phone, through text messaging. Bullying can occur, wherever young people meet (including online).

Although anyone can be the target of bullying, victims are typically shy, sensitive or insecure, or because they are seen to be different in some way. Sometimes, they are singled out for physical reasons (e.e. being overweight or smaller than everyone else, having a disability or belonging to a different race, faith, or culture) or because of the ability of success.

The effects of bullying may be invisible, but can leave lasting emotional scars. The bully is not always obvious to others, and the victim often keeps quiet.

The competitive nature of sport makes it an ideal environment for the bully. The bully could be a child who actively seeks to make sport a difficult or unhappy experience for others. This could be on the basis of an individual's sporting ability and success. Bullying can and does occur wherever there is opportunity for children to meet (e.g. changing rooms, practice and social areas in sports centres, during journeys to and from sports activities) or interact (e.g. social networking environments). The bully may not be selective in the location, but is always likely to be careful about who else may be able to observe what is said or done. The damage inflicted by bullying is frequently underestimated. It can cause considerable distress to some children, to the extent that they may stop participating in sport altogether.

Although it may be difficult to anticipate when actions could provide further opportunities for the bully, you have a responsibility to ensure sport is a positive experience for all children. Carefully observe the children you coach to evaluate whether they are being included in activities by other children and whether they have the confidence to voice any doubts they may have. It is easy to tell if children are unhappy—you cannot get the best out of them if they are hurting emotionally.

What to do if you have a concern

If you have concerns about the welfare of a child please remember the golden rule—

It is not your responsibility to decide whether a child is being abused—but it is your responsibility to pass the information on to the appropriate person.

Make a detailed note of what you have seen or heard but do not delay passing on the information.

If you are a member, or a parent/carer or friend of a member of a canoe club you should:

- ◆ Tell the person appointed for safeguarding; this is normally the Club Welfare Officer (details can be found on the website). At an event tell the person responsible for safeguarding (Event Welfare Officer) or the event organiser—unless, of course you suspect them of being involved OR
- ◆ Contact the home nation Safeguarding Lead Officer
 - England 0115 896 8842 email: safeguarding@britishcanoeing.co.uk
 - N Ireland 028 954 380 94 email: safeguarding@cani.org.uk
 - Scotland 07900 887 007 email: child.protection@canoescotland.org
 - Wales 07496 018 281 email: childprotection@canoewales.com
- ◆ If you need urgent advice contact the NSPCC 24 hours Help Line 0808 800 5000

If you are the person responsible for safeguarding children at your organisation you can:

- ◆ Talk to the child's parent/carers about the concerns if you think there may be an obvious explanation such as a bereavement or pressure from their studies/exmas
- ◆ If you need urgent advice contact the NSPCC Protection 24 hours Help Line. Contact the local social services department (depending on where the child lives) or, in an emergency, the Police.
- ◆ If you are working with paddlers away from home, at a training camp, perhaps, or a national/regional competition—tell the team manager or the designated welfare officer.
- ◆ If you are working with a school—inform the head teacher
- ◆ If you are involved in a paddle scheme such as local authority canoeing lessons, refer to their safeguarding and child protection procedures.

Please note, that when you have reported your concerns to the NSPCC, police or social services you are also required to contact your home nation Safeguarding Office to advise them of your concern and to whom you have reported it. A standard reporting form for this purpose is available from your home nation website.

If a child tells you that he or she is being abused consider the six 'R's as a guide of what to do

- ◆ RECOGNISE signs or indicators of abuse
- ◆ REASSURE the child or person involved
- ◆ RECORD what is said, but don't ask questions unless you need to clarify something, and then use 5WH (Who, What, Where, Why and How)
- ◆ REPORT or REFER to the appropriate person i.e Police, Social Services or Club Welfare Officer
- ◆ RETAIN any notes or materials that you have gathered
- ◆ REMEMBER TO DO THE RIGHT THING

What should you do if you have an allegation made against you

If, as a coach or volunteer, you have had allegations made against you and you wish to discuss the matter with an impartial adviser you could contact your home nation Safeguarding Officer who will advise you of what support may be available.

England	0115 896 8842	email: safeguarding@britishcanoeing.co.uk
N Ireland	028 954 380 94	email: safeguarding@cani.org.uk
Scotland	07900 887 007	email: child.protection@canoescotland.org
Wales	07496 018 281	email: childprotection@canoewales.com

Safer Recruitment

Self Declaration Form

All staff, volunteers and coaches will be asked to complete the Self Declaration Form. This can be found on the website and also Appendix 1. It can be completed online and emailed to

safeguarding@liverpoolcanoecub.co.uk

This form allows the Club to:

- Test the openness/honesty of staff, volunteers and coaches (particularly when information provided is matched against DBS disclosure information)
- Ask relevant questions about an applicant's background/experience that do not feature in the DBS process
- Facilitate the applicant to sign to confirm a wider range of consents/agreements than a DBS application form (e.g. a commitment to inform the Club if they are subsequently arrested/investigated in relation to safeguarding concerns; agreement to comply with safeguarding policies and a code of conduct)
- Clarify that consent is given to the Club to take steps to clarify information arising on a DBS disclosure
- Confirm understanding that the Club may share information with other organisations if it is considered necessary to safeguard children

DBS Checks

'Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the Act. Before any organisation considers asking a person to complete an application for a DBS check, they are legally responsible for ensuring they are entitled to ask that person to reveal their criminal record.'

'The Protection of Freedoms Act 2012 has introduced new amendments to these eligibility criteria. Under the guidance provided by the DBS, roles within sport fall within reference number 06. This means in sport the positions eligible for DBS checks taken from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 are:

Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children.'

Within canoeing "regularly" is defined as activity that is:

Once a month, or 6 or more times in a 3 month period.

The Club requires any individual wishing to Coach, Lead or assist regularly with the Junior Club, Polo sessions and the Disability group to undertake an enhanced DBS check. This is to ensure safety for everyone both on the water and in the changing rooms.

It is an offence for a barred person to undertake regulated activity, and for an employer to knowingly employ a barred person in regulated activity.

The DBS update service allows a DBS certificate to be kept up-to-date and taken from role to role, within the same workforce (e.g. children, vulnerable adults, or both), where the same type and level of check (for regulated activity or not) is required.

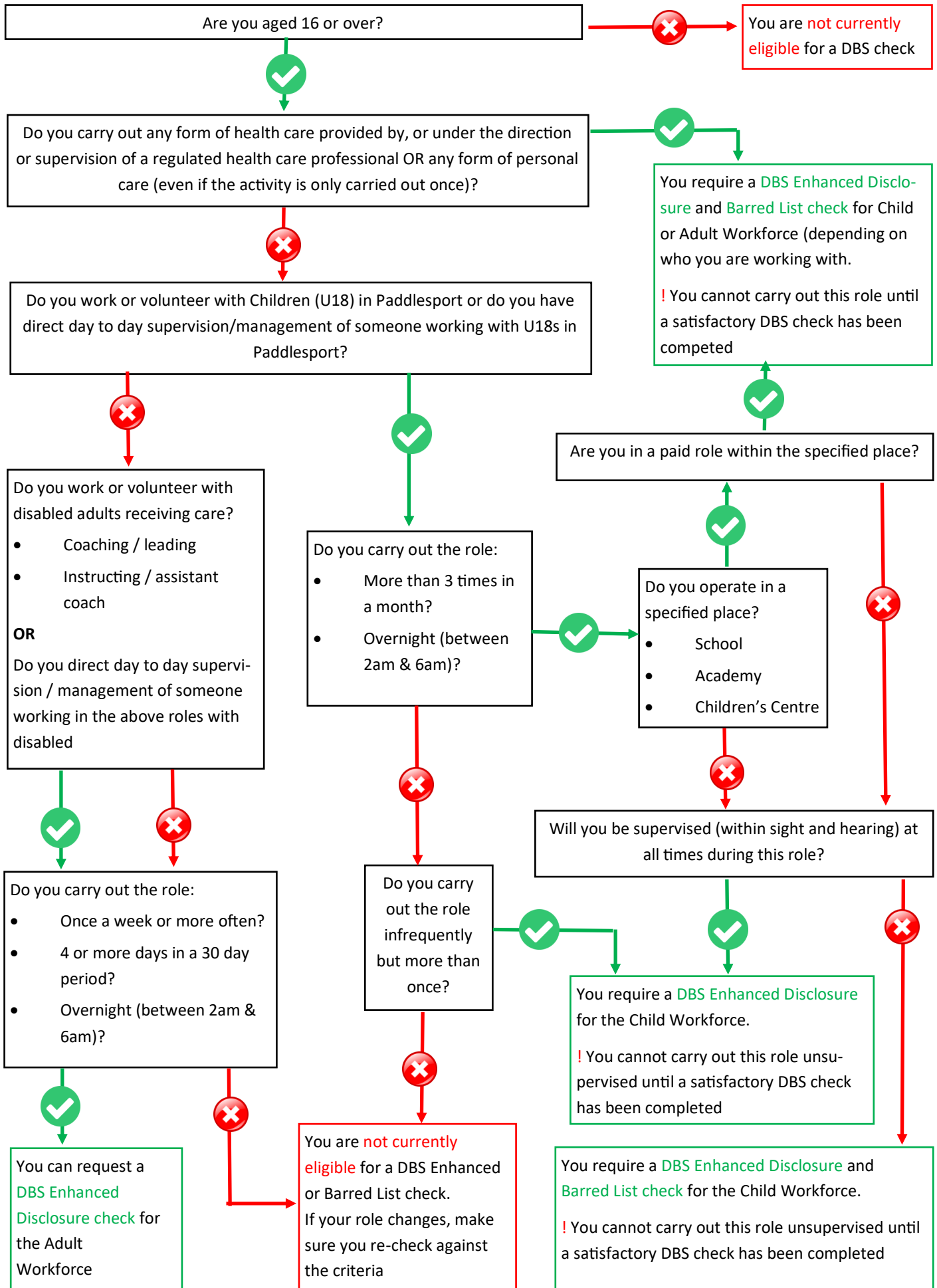
The Club will accept a DBS certificate from an individual who has signed up to the DBS update service, but an online status check will be carried out to ensure the certificate is up to date. If it isn't then the Club will complete an enhanced DBS check on the individual.

DBS disclosure information will be considered by the Club Welfare Officer and Assistant alongside all other relevant information when making a decision about an individual's suitability to work with children. This may include references, application information, qualifications, experience and previous training.

A risk assessment will be undertaken of any DBS disclosure information which will include:

- clarification of the nature and significance of convictions or previous recorded behaviour (ideally information from the applicant and from a reliable third party)
- a decision about the significance of this and other information for the person's suitability to work with children in their specific role

Disclosure and Barring Service (DBS) Guidance Flowchart



Training

The Club encourages all Staff, Volunteers and Coaches (and anyone else interested) to undertake Safeguarding training.

A range of safeguarding training courses and learning opportunities are available, from basic awareness to specialist training. These courses are designed to enable staff, coaches and volunteers in various roles to increase their knowledge and skills in order to safeguard children effectively.

Courses recognised by British Canoeing can be found on their website:

www.britishcanoeing.org.uk/guidance-resources/safeguarding/safeguarding-training

Alternatively the Club run their own Safeguarding training course through the year. All Staff, Volunteers and Coaches will be expected to attend this course, if a British Canoeing course has not been completed within the last three years. The Club will need to see the certificate for proof of attending.

Staff, Volunteers and Coaches will be expected to repeat the Safeguarding course every three years.

Whistleblowing

Liverpool Canoe Club adopts the British Canoeing Safeguarding Whistle Blowing Policy

The policies and guidelines referenced within this document are those of British Canoeing and its home nation associations. All references to British Canoeing within this policy also refer to Scottish Canoe Association (SCA), Canoe Wales (CW) and The Canoe Association of Northern Ireland (CANI) unless otherwise stated.

PURPOSE

- ◆ To encourage individuals to feel confident in raising concerns about the safety and welfare of children, young people and adults involved in canoeing
- ◆ To provide a method of raising concerns and to receive feedback on any action taken
- ◆ To ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- ◆ To reassure individuals that they will be protected from reprisals or victimisation for whistle blowing in good faith

SCOPE

ALL those involved in activity carried out under the jurisdiction of British Canoeing and its home nation associations are covered by this policy.

KEY PRINCIPLES

The following important principles are contained within this policy:

- ◆ The code is complementary to British Canoeing's Safeguarding Children and Safeguarding Adult Policies, procedures and Code of Ethics
- ◆ If a matter raised results in any disciplinary action, British Canoeing disciplinary procedures will apply (or those of home nation associations if applicable)

GENERAL PRINCIPLES

Players, coaches, officials, parents or team followers are often the first to realise that the safety and welfare of a child or adult are under threat. However, they may not express their concerns because they feel that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation. In these circumstances it may be easier for them to ignore the concern rather than report what may just be a suspicion of poor practice.

British Canoeing is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, individuals are encouraged, if they have serious concerns about any aspect of someone else's safety and welfare, to come forward and voice those concerns.

This policy makes it clear that individuals can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns within British Canoeing rather than overlooking a problem or blowing the whistle outside of the sport.

It is in the interest of all concerned that disclosure of potential abuse or concerns are dealt with properly, quickly and discreetly. This includes the interests of British Canoeing, its employees, all persons registered as member of British Canoeing and any persons who are the subject of any complaint, as well as the person making the complaint.

SAFEGUARDS

British Canoeing is committed to good practice and high standards and wants to be supportive of everyone within the canoeing community.

British Canoeing recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear because in reporting their concern they will be doing their duty to the child, young person or adult concerned.

British Canoeing will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith.

Any investigation into allegation of alleged poor practice will not influence or be influenced by any disciplinary procedures that already affect individuals.

CONFIDENTIALITY

British Canoeing will do its best to protect the identity of the whistle blower when they raise a concern and do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the whistle blower may be required as part of the evidence. They will be given prior notice of this and a chance to discuss the consequences.

Support is available from the Chair of the relevant Safeguarding Case Management Group.

ANONYMOUS ALLEGATIONS

This policy encourages the whistle blower to put their name to their allegation. Concerns expressed anonymously are much less powerful, but they will be considered (at the discretion of the relevant Safeguarding Case Management Group).

In exercising the discretion, the factors to be taken into account would include:

- ◆ The seriousness of the issues raised
- ◆ The credibility of the concern
- ◆ The likelihood of confirming the allegation from attribution sources or factual records.

UNTRUE ALLEGATIONS

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them. In such cases, British Canoeing or home nation disciplinary procedure will apply.

THE WHISTLE BLOWING POLICY

The whistle blowing policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in British Canoeing Safeguarding Children and Safeguarding Adult policies and procedures.

HOW TO RAISE A CONCERN

Concerns may be made verbally or in writing. The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the individual expresses concern, the easier it is for someone to take action.

Although the whistle blower is not expected to prove the truth of an allegation, they will need to demonstrate that there are sufficient grounds for their concern.

Individuals should raise their concerns in the first instance to the contacts below:

England

British Canoeing Safeguarding Lead

Tel: 0115 896 8842

Email: safeguarding@britishcanoeing.org.uk

Post (marked Private & Confidential):

British Canoeing Safeguarding Lead, British Canoeing, National Water Sport Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU.

If you believe that you have not received a satisfactory response to your concern, you should approach the British Canoeing Chief Executive.

Scotland

SCA Safeguarding Officer

Tel: 07900 887007

Email: child.protection@canoescotland.org

Post (marked Private & Confidential):

SCA, Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ

Northern Ireland

CANI Safeguarding Officer

Tel: 028 9543 8094

Email: safeguarding@cani.org.uk

Post (marked Private & Confidential):

The Canoe Association of Northern Ireland, Belfast Boat Club, 12 Lockview Road, Belfast, BT9 5FJ

Wales

CW Safeguarding Officer

Tel: 07496 018281

Email: childprotection@canoewales.com

Post (marked Private & Confidential):

National White Water Centre, Frongoch, Bala, Gwynedd, LL23 7NU

HOW WILL BRITISH CANOEING RESPOND?

The action taken by British Canoeing will depend on the nature of the concern. All cases will be referred to the British Canoeing or relevant home nation Safeguarding Case Management Group. In Scotland the case may also be referred to the Safeguarding in Sport Service.

In order to protect individuals it is likely that the Safeguarding Lead will conduct initial enquires so that the Safeguarding Case Management Group members can decide whether an investigation is appropriate and, if so, what form it should take.

Receipt of the individuals concern will be acknowledged immediately and, within five working days of the concern being received, the Safeguarding Lead will write to them:

- ◆ Indicating how the matter will be dealt with
- ◆ Giving an estimate of how long it will take to provide a final response
- ◆ Tell them whether any initial enquires have been made
- ◆ Tell them whether further investigations will take place, and if not, why not

The amount of contact between the people considering the issues and the whistle blower will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the whistle blower as part of the investigation process.

British Canoeing will take steps to minimise any difficulties which individuals may experience as a result of raising a concern. For instance, if the whistle blower is required to give evidence in criminal or disciplinary proceedings, British Canoeing will advise them about the procedure.

British Canoeing accepts that the whistle blower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcomes of any investigations, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

HOW THE MATTER CAN BE TAKEN FURTHER

This policy is intended to provide individuals with a way in which they can raise concerns about the safety and welfare of someone involved in any canoeing activity under the jurisdiction of British Canoeing.

British Canoeing hopes individuals will be satisfied that any safeguarding matter they raise has been considered properly. If they are not satisfied, and if they feel it is right to take the matter outside of British Canoeing they should contact:

- ◆ The Child Protection in Sport Unit (CPSU)
- ◆ Their local area Child Protection Committee
- ◆ Their local Social Services
- ◆ Their local police

If they do take the matter outside of British Canoeing, they will need to ensure that they do not disclose prohibited confidential information. They must check this before they make contact.

Complaints

Canoeing and kayaking should be safe and fun. Everyone should be treated with respect and should give respect to others.

You should feel safe to enjoy your sport. If you are worried about how you or someone else is being treated at this club by another young person or adult, there is someone you or your parents/carer can talk to:

Lead Safeguarding Officer:
Sharon Walters Tel: 07801 574573
safeguarding@liverpoolcanoecub.co.uk



Assistant Safeguarding Officer
John Fay Tel: 07795 966942
safeguarding@liverpoolcanoecub.co.uk



For immediate confidential advice (24hr Helplines) contact:

NSPCC 0808 800 5000
www.nspcc.org.uk

Childline 0800 1111
www.childline.org.uk

Good Practice Guidelines

By following these guidelines you will help to protect both the children in our sport and our coaches/helpers from wrongful allegations.

- ◆ Avoid situations where you are alone with one child. British Canoeing acknowledges that occasionally there may be no alternative, for example, where a child falls ill and has to be taken home. We would stress, however, that one to one contact must never be allowed to occur on a regular basis. Further guidance on this is contained in British Canoeing Coaching Code of Ethics
- ◆ If any form of physical support is required, ask the paddler's permission, explain what you are doing and why to both the child and their parents/carers
- ◆ Where possible ask parents/carers to be responsible for children in changing rooms.
- ◆ Where possible, there should not be a time when one adult is alone in a changing room where U18's are present and vice versa
- ◆ Where there are mixed teams/groups away from home, they should always be accompanied by an adult male and female coach/helper.
- ◆ Do not allow physically rough or sexually provocative games, or inappropriate talking or touching
- ◆ If it is necessary to do things of a personal nature for a child, make sure you have another adult accompanying you. Get the consent of the parent/carer and if possible the child. Let them know what you are doing and why
- ◆ Ensure that any claims of abuse by a child are taken seriously and that it is dealt with by people who know what to do
- ◆ Ensure that the nature and intensity of training does not exceed the capacity of a child's immature growing body and ability
- ◆ Follow the recognised guidelines for photography and video
- ◆ What if you accidentally hurt a child? - You should report such an incident immediately to another club coach/official and make a written note of it. You should also inform the child's parents/carers, preferably in person
- ◆ Is touching OK? If a coaching technique would benefit from physical contact or support then first ask the paddler's permission (e.g. would you mind if I held your shoulders to show you what I mean?) It is useful to take time to explain why and how this is used to the paddler and their parent or carer. (See British Canoeing or home nation guidelines for physical contact). Touching can be OK and appropriate as long as it is neither intrusive nor disturbing or for the wrong reason.

Appendix 1



Self-Declaration Form for Work with Children

CONFIDENTIAL

Full Name:	
Any surname previously known by:	
Address:	Postcode:
Telephone number(s):	
Date of Birth:	British Canoeing Number:
To be completed by the individual named above	
Have you ever been known to any Children or Adult Services department or Police as being a risk or potential risk to children or adults?	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>(if Yes, please provide information below)</small>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or adults?	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>(if Yes, please provide information below)</small>
Do you have any criminal convictions?	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>(if Yes, please provide information below)</small>
Please provide any relevant information:	
Confirmation of Declaration (tick box below)	
<input type="checkbox"/>	I confirm that I have read and understand the Liverpool Canoe Club Safeguarding Children and Vulnerable Adult Policy and, if relevant, the Coaches Code of Ethics. I accept my responsibility to care for those whom I come into contact. I can confirm that there is no reason why I should not have unsupervised access to children, young people or adults whilst working with the club.
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of a voluntary role may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures, if required, I agree to provide a valid Disclosure and Barring Service (DBS) certificate and consent to the club clarifying any information provided on the disclosure with the agencies providing it
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or adults.

<input type="checkbox"/>	I understand that the information contained on this form, the results of a DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children and adults.
Signature:	
Print Name:	Date:

Please email the completed form to: safeguarding@liverpoolcanoecub.co.uk