

Club Structure - Policies and Procedures

As part of our existing affiliation process, any affiliated club must have relevant and up to date policies and procedures that contain information on best practice. These must be publicly available and include, as a minimum;

- Constitution, Articles of Incorporation or similar governance document (Guidance) ✓ **Signed off by Roy (updates to AGM in Oct 25)**
- Safeguarding Children Policy (Template) ✓ **Signed off by Amy/Carol**
- Safeguarding Adults Policy (Template) ✓ **Signed off by Amy/Carol**
- H&S Policy (Template) ✓
- Risk Assessment for all Club Activity (Template)
- Code(s) of Conduct (Template) ✓
- Equality Policy (Template) ✓
- Disciplinary Policy (Template) ✓
- Privacy and GDPR Policy (Template) ✓

Action - By End of 2024

Clubs must provide on request the listed policies to Paddle England including their club membership. ✓

Action - By End of 2026

Clubs must make the listed documents publicly available. ✓

Club Volunteers

Club volunteers are essential for all clubs and play a critical role in making clubs safe and welcoming places to be. We recognise the amazing contribution these volunteers make and we want to help clubs make sure their volunteers get the support, training and insurance cover they need to enable them to work safely and effectively in their club.

Updated template role descriptors can be found in the clubhouse.

This policy sets out the standards of training and qualification required for the various roles that volunteers take within clubs.

In summary, people volunteering in Paddle England affiliated clubs must:

By the end of 2024 be required to:

- Be a Member* of Paddle UK or the club ✓
- Identified on the Paddle UK club portal by their role

There are a number of club volunteering roles with specific training requirements detailed below.

Volunteers with Specific Requirements

Club committee members

The Members of a club committee are critical in developing a positive culture and approach to safeguarding and standards within the club. They have responsibility for and **make collective decisions about how the club manages its safeguarding responsibilities**. The committee also determines the way parents, members and others can be assured and confident that they will have a safe and positive experience in all club activities. We want all committee members to have a basic understanding of safeguarding training to assist them in fulfilling their role.

Action - By End of 2024

All Club committee members must

- Be a Member* of Paddle UK or the club
- Identified on the Paddle UK club portal by their role
- Have completed, as a minimum, an "Introduction to Safeguarding Training" within the last 3 years.

Name	First	Position Member	UK Club Portal	Date of Introduction to Safeguarding Training
Aldridge	Nikki	Opens		19/05/24
Atkinson	Carol	Assistant Safeguarding Officer		09/07/24
Bell	Ian	Sea		05/08/24
Benson	Mark	Club Representative		17/07/24
Clews	Richard	Junior Coordinator		
Cook	Callum	Polo		17/07/24
Duffy	Jim	British Canoeing Lifeguards Coordinator		07/08/24
Fahey	Dominic	Compound and Equipment Coordinator		27/08/24
Ford	Craig	Honorary Treasurer & Grants		09/10/23
Harwood	Paul	Freestyle		
Leungs	Carl	Touring		08/08/27
Marsden	Chris	WW/ Paddle-Ability Coordinator		02/09/27
McHale	Roy	Chair / Volunteer Coordinator	Yes	20/07/24
Misra	Adya	Club Secretary/ SUP Coordinator		29/03/25
Murphy	Chris	Merchandising LCC Shop		
Newnham	Amy	Lead Safeguarding Officer		24/01/25
Smith	Colin	Marathon & Racing Coordinator		
Steer	Keith	Club Treasurer Membership Secretary Coaching Coordinator	Yes	18/8/24
Tattum	Karl	Surf		06/08/24

Club Safeguarding Officers Amy Newnham ✓ Carol Atkinson ✓

Club Safeguarding Officers take a lead for safeguarding within the club and as such have greater need for understanding and training around safeguarding issues and processes.

Action - By end of 2024

All Club Safeguarding Officers must:

- Be a Member* of Paddle UK or the club ✓
- To be identified on the Paddle UK club portal by their role.
- Have completed, Paddle UK Code of Conduct for Coaching Workforce elearning ✓
- Have Completed the UK Coaching's Safeguarding Children in Sport or the Local Authority Designated safeguarding lead training/Level 3 ?
- Have Completed the UK Coaching Time to Listen Training ✓

Ongoing

Safeguarding Officers must **update their training every three years** with either the Local Authority Designated Safeguarding Lead Training or the Paddle UK Online Safeguarding Refresher. ✓

Club Safety Officers Keith Steer ✓

Club Safety Officers take a lead for safety within the club and as such have a greater need for understanding and training in risk assessments and safety management.

Action - By end of 2024

All Club Safety Officers must:

- Be a Member* of Paddle UK or the club ✓
- To be identified on the Paddle UK club portal by their role.
- Have completed Paddle UK's Risk Assessment and Risk Management Elearning ✓ and Paddle UK's Event Safety Management Training.
- Have completed Paddle UK's Event Safety Management Training within the last three years.
- Have completed, as a minimum, an "Introduction to Safeguarding Training" within the last 3 years. ✓

Ongoing

Club Safety Officers must update their [Paddle UK Event Safety Management Training](#) every three years.

Trip Organisers, Team Leaders & other similar organising roles

have a responsibility to those attending club trips and members within club teams.

Action - By end of 2024

All those with an organising role in a club must:

- Be a Member* of Paddle UK or the club
- To be identified on the Paddle UK club portal by their role.
- Have completed either Paddle UK's Introduction to Safeguarding or UK Coaching's Safeguarding and Protecting Children, depending on the Volunteers individual role profile
- Have completed the Paddle UK Risk assessment and Risk Management Elearning.

Ongoing

Trip Organisers, Team Leaders & those with other similar organising roles must update their Safeguarding training every three years.

N/A – we will not Chaperone U18`s or Adults at Risk

Chaperones or anyone taking direct responsibility for under 18's or Adults at Risk have a responsibility to those in their care

Action - By end of 2024

Those with responsibility for U18's or Adults at Risk must:

- Be a Member* of Paddle UK or the club
- To be identified on the Paddle UK club portal by their role
- Have completed, BCAB Code of Conduct for Coaching Workforce elearning
- Have Completed the UK Coaching's Safeguarding Children in Sport or the Local

Authority Designated safeguarding lead training/Level 3

Ongoing

Chaperones or anyone taking direct responsibility for under 18's or Adults at Risk must update their Safeguarding training every three years, with either the Local Authority Designated Safeguarding Lead Training or the Paddle UK Online Safeguarding Refresher.

Coaching and Leading within Club

Activity

Where a Club delivers formal instruction, coaching or led activity within the definition of club activity, for example, a **taster session** or **course**, **a junior training session** or **leading trip down a white water river**, These club activities must have a **recorded risk assessment**, sanctioned by the committee and be promoted by the club.

Anyone deployed to undertake **regulated activity**** must have **an appropriate Criminal Records Check** completed through Paddle UK.

<https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-children>

Action - End of 2024 -

All Paddlers providing formal Instruction, Coaching or Leading within club activity must:

- Be deployed by the club
- Be a Member* of Paddle UK or the club
- To be identified on the Paddle UK club portal by their role
- Have **safeguarding training suitable for their role**
- **Have Completed the** [British Canoeing Awarding Body Code of Conduct for Coaching Workforce elearning](#) **which is free!**

Action - End of 2026

Anyone providing formal Instruction, Coaching or leading within club activity must:

- Be 18 years old to deliver independently,
- Be deployed by the club
- **Hold a British Canoeing Awarding Body Qualification**
- Maintaining Continual Professional Development by gaining **20 points over a 3-year period**
- Hold an **appropriate First Aid Certificate** [British Canoeing Awarding Body First Aid Policy](#)
- Completed the British Canoeing Awarding Body **Code of Conduct for Coaching Workforce elearning**

When a club deploys a young person (under 18), a qualified Instructor, level 1 coach, Stadium Raft Guide or Bell Boat Helm to lead club activity they must be deployed under supervision therefore as a minimum the following additional requirements must be met.

- Have completed site or session specific training and assessment.
- Hold a first aid certificate and appropriate safeguarding training

- Operating within a written risk assessment for the venue, environment, session and participants.

Club Events N/A – We will not run any events

Where a club organises an event outside of club activity, it must have a specific event risk assessment and an event safeguarding plan. The event must be approved by the club committee and if required, be recognised by the appropriate discipline committee or Paddle UK. Examples of Club events could include a tour down the local river that is open to non-club members, or a competitive event such as a Surf meet, or a Polo Tournament.

Event Volunteers

A record of all Event Volunteers and their role should be listed as part of the event plan. Depending on the role they may require safeguarding training.

Event Organisers

Event organisers have a greater need for understanding and training to be able to oversee club events safely and successfully.

Action - By end of 2024

All Club Event Organisers must:

- Be a member* of Paddle UK or the club
- To be identified on the Paddle UK club portal by their role
- Have completed Paddle UK's Introduction to Safeguarding training
- Have completed the Paddle UK Risk Management and Risk Assessment eLearning.
- Have completed Paddle UK's Event Safety Management Training,

Action - By end of 2025

Club Event Organisers must update their Event Safety Management & Safeguarding Training every three years.

Club Event Safeguarding Officers

Event safeguarding officers take a lead for safeguarding across specific events and as such have greater need for understanding and training across event safeguarding

Action - By end of 2024

All Club Event Safeguarding Officers must: **In LCC will be same as Club Safeguarding Officer(s) above - (Amy Newnham and Carol Atkinson) ✓**

- Be a member* of Paddle UK or the club ✓
- To be identified on the Paddle UK club portal by their role
- Have completed, BCAB Code of Conduct for Coaching Workforce elearning,
- Have completed the UK Coaching's Safeguarding Children in Sport or the Local Authority Designated safeguarding lead training/Level 3
- Have completed the UK Coaching Time to Listen Training ✓

Ongoing

This training will be updated with either a Level 3 Local Authority Designated Safeguarding Lead Training or the Paddle Uk Online Safeguarding Refresher, every three years.

Club Event Safety Officers **In LCC will be same as Club Safety Officer above - (Keith Steer) ✓**

Club Event Safety Officers take a lead for safety within the club and as such have greater need for understanding and training.

Action - By end of 2024

Club Event Safety Officers must:

- Be a member* of Paddle UK or the club
- To be identified, identified on the Paddle UK club portal by their role
- Have completed as a minimum Paddle UK's Introduction to Safeguarding elearning
- Have completed Paddle UK's Risk Assessment and Risk Management Elearning
- Have completed Paddle UK's Event Safety Management Training within the last 3 years

Ongoing

The Safeguarding Training & Event Safety Management Training must be updated every three years.

What about activities that my club delivers that are not formal coaching or leading?

○ Paddle England recognises that there are many areas of club activity that are not formally led or coached, the [clubhouse article “Understanding your club activity”](#) describes our guidance.

How do I add our members & volunteers to the Paddle England Club Portal?

○ The clubhouse looks at how to add both [Club Associates](#) and those with [Club roles](#) to the Club Portal

● **How do I know what training our members have done?**

○ This information is available through the Club Portal reports section. In there you can find reports detailing your members’ training and qualifications. Full details on how to do this are in the [Clubhouse](#).

Definitions and Other Supporting Information

* **Member** - A member of your Paddle Club is: ✓

- A current Club Associate as identified on the Paddle UK Club Portal or ✓
- A current On the Bank Member of Paddle UK or ✓
- A current On the Water Member of Paddle UK ✓

Club Activity - Club Activity is defined as 'Any activity that has been assessed as part of the club's safety framework and promoted on the club calendar, website or noticeboard.'

Club activities also include inter-club activities where the responsibility for risk assessment and management is carried out and then shared between all participating clubs.' This is described within the Paddle UK Club Activity Triangle.

British Canoeing Awarding Body (BCAB)

British Canoeing Awarding Body is a regulated body, which is recognised by The Office of Qualifications and Examinations Regulation (Ofqual), Qualification Wales, The Council for the Curriculum, Examinations & Assessment (CCEA) and The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), to set standards for qualifications and awards for paddlesport activity. BCAB has the overall responsibility for quality assurance and standardisation for paddlesport qualifications and awards.

Formal instructing, coaching and leading

Formal instruction, coaching and leading is where a session/activity is arranged that has a specific focus and responsibility of instruction, coaching or leading of others. Those deploying or being deployed to deliver formal instructing, coaching and leadership should refer to the Environmental Definitions document for appropriate qualifications and ratios.

Informal paddlesport activity (Supervised or Collaborative Club Activity)

Informal paddlesport activity within clubs may happen where there is not a focus on formal instruction, coaching or leading of others. For such sessions both safeguarding and first aid provision must be provided, with appropriate safety training and competency checks for those aiding facilitation. Note: Peer paddling is not regarded as an informal paddlesport activity. Peer paddling is not arranged through clubs or disciplines and takes place outside such settings.

Deployer

A deployer is anyone, paid or voluntary, who has the overall responsibility for safety, ensuring safety frameworks are in place, training is documented, and that those supporting or leading paddlesport activity meet the standards for deployment. A deployer, for example, could be a Club or Discipline

Committee, the Head of an Outdoor Centre, a General Manager of an outdoor centre, a Coach or Leader employing an individual(s) etc.

Safety Framework

A safety framework consists of written safety management systems which include standard operating procedures, safety policies and plans, risk assessments, emergency action plans, which are aligned with appropriate codes of practice relevant to the activity.

Competence

The combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely.

Autonomous

Coaches (including BC Paddlesport Instructors that completed before 01/01/2019) and Leaders that are over 18 years of age, and hold the appropriate qualification are able to work without supervision

Supervision of those assisting a paddlesport session

Under supervision is for those that are assisting a session with a suitably qualified coach or leader, who is able to work with autonomy.

Without direct supervision, Instructors, Stadium Raft Guides, and Bellboat Helms have completed site or session specific training and assessment with their deployer, hold a first aid certificate and appropriate safeguarding training and operate within a written risk assessment for the venue, environment, session and participants.

Definitions of an Instructor, Coach and Leader

- Instructor: provides introductory/taster sessions
- Coach: specifically concentrates on the individual's skill and knowledge development
- Leader: leads a group of paddlers in appropriate locations and environments, ensuring safety of the individuals within the group.

Links to Information for Safeguarding Training

- Paddle UK Introduction to Safeguarding This 30-minute Introduction to Safeguarding is essential training for anyone who has limited contact with children or adults at risk. It provides basic information on what behaviour is appropriate, how to identify a safeguarding concern, how to respond, and how to access support.
- UK Coaching Safeguarding and Protecting Children
- Local Authority Designated Safeguarding Lead Training level 3

- **Paddle UK Safeguarding Refresher** This refresher reviews key safeguarding knowledge, then focuses on the 6 elements of good safeguarding practice and how to embed them in your organisation. This elearning is designed for anyone who needs to maintain the currency of their safeguarding training every 3 years. **You can choose between this course and the Social Media refresher elearning**, please note refresher eLearnings do not meet the requirements of initial safeguarding training.

- **UK Coaching Time to Listen Training** - Time to Listen is an interactive workshop developed by the NSPCC's Child Protection in Sport Unit (CPSU) and UK Coaching. At the end of the workshop, participants will be able to Identify what a club welfare officer does, Describe how a club welfare officer works with others to create a child centred environment, Explain how the club welfare officer role fits into the wider safeguarding environment, Apply learning to case studies including sharing good safeguarding practice.

****Regulated Activity** - Regulated activities are activities that the Disclosure and Barring Service, can bar people from doing. It is a criminal offence for a barred person to seek to work, or work in, activities from which they are barred. It is also a criminal offence for employers or voluntary organisations to knowingly employ a barred person in regulated activity.

Regulated activity is defined as an activity which includes 'unsupervised' contact of children or young people under the age of 18 which is of a specified nature (teaching, training, care, supervision, advice, treatment or transport) OR activity which takes place in a specified place (Schools, Academies, Children's Centres) AND which occurs at any time on more than three days in any period of 30 days or at any time between 2am and 6am with the opportunity for face-to-face contact with children ("the period condition") *Unsupervised Activity is defined within paddlesport as the coach/instructor being out of sight or hearing of their supervisor.

Glossary

BCAB British Canoeing Awarding Body

BC British Canoeing

BCU British Canoe Union

NSPCC National Society for the prevention of cruelty to children

CPSU Child Protection in Sport Unit (Part of the NSPCC)