

The policies and guidelines referenced within this document are based on the advice and guidance issued by the Club's NGB – British Canoeing.

The principles of both the policy and the guidance documents are based on our moral and ethical duty to ensure children and other vulnerable adults can enjoy paddling in a safe environment. Holme Pierrepont Canoe Club is located at the National Watersports Centre in Nottingham and operates differently from many clubs.

The club has no independent access to changing facilities or toilets, and therefore all our members share the facilities with public users of the site and paddlers who attend the centre for their own personal paddling.

Junior paddlers who access the centre outside of club sessions may meet other paddlers, coaches, volunteers or adults in unsupervised settings especially in the car park or changing rooms.

Terminology:

Paddling refers to all forms of paddlesport including raft racing, slalom, recreational paddling, WW Kayaking and Freestyle.

Adults refers to all Instructors, Coaches, Leaders, or Volunteers who support at the club, whether paid or unpaid, it also includes parents of paddlers.

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DUTY OF CARE

HPPCC are committed to ensuring that all those taking part in paddling 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 and other vulnerable adults to ensure they can participate and enjoy our sport with the highest possible standards of care. All adults 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 paddling, 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. Adults 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 events 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.

Further to this document individuals may wish to consult the following additional information

- Bullying and Harassment Policy
- Anti-Bullying Policy (Children and Young people)
- Safeguarding Whistle Blowing Policy
- Safeguarding Procedures
- Disciplinary, Dispute and Appeal Regulations
- Code of Conduct for Coaching Workforce
- Safeguarding Adults Policy

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.

HPPCC 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.

We know that if procedures are to help protect children, everyone involved in Paddlesport needs to see and discuss them. Our safeguarding policy will be made available to every volunteer and paid coach within the club, and club members will be invited to view the policy which will be available on the club website.

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.

Some children can be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

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 the parent/carer or friend of a member of HPPCC you should:

- Tell the person appointed for safeguarding; this is normally the Lead Club Welfare Officer, Vicky Kelly, or one of the other Club Welfare Officers (CWO), these are listed in this document.
- 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 listed on page 6 OR
- If you need urgent advice, contact the NSPCC Child Protection 24 hours Help Line 0808 800 5000

Our club welfare officers may:

- Talk to the child's parents/carers about the concerns if they think there may be an obvious explanation such as a bereavement or pressure from their studies/exams.
- Contact the NSPCC Child Protection 24 hours Help Line if they need urgent help.
- Contact the local social services department or, in an emergency, the Police.

They will contact British Canoeing's safeguarding team for support and will report this using the standard form on British Canoeing's website.

If a child tells you that he or she is being abused

- Stay calm.
- Do not promise to keep it to yourself.
- Listen to what the child says and, please, take it seriously.
- Only ask questions if you need to identify what the child is telling you – do not ask about explicit details.
- Make a detailed note of what the child has told you but, as advised in the previous section, please do not delay passing on the information.

WHAT SHOULD YOU DO IF YOU HAVE ALLEGATIONS 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. See page 6 for contact details.

DEALING WITH DISCLOSURES OR DISCOVERY OF ABUSE

As a club we have processes in place to support good practice

Codes of Conduct

The club has the following codes of conduct:

- Code of conduct for the paddling workforce – for adults involved in delivering paddlesports
- Club Code of conduct – for all club members

Create a Safe Environment

The club has the following policies in place to support making our club a safe place:

- Health and Safety Policy
- Risk Assessments for general activities and specific activities, trips and events
- Safe recruitment processes

SAFEGUARDING OFFICER CONTACT DETAILS:

Vicki Kelly **Insert details here**

Dawn Scott 07969 331101

email: Chair@hppcc.co.uk

Ian Scott 07967 273257

email: Coaching@hppcc.co.uk

British Canoeing 0115 8968842

email: safeguarding@britishcanoeing.org.uk

APPENDICES 1. DEFINITIONS OF ABUSE

It's generally acknowledged that there are five main types of abuse in relation to children - Physical, Sexual, Emotional, Neglect and Bullying.

Physical Abuse

Physical abuse is just what the term implies - hurting or injuring a child e.g. by hitting, shaking, squeezing, burning or biting them. In sport this might result if the nature or intensity of training is inappropriate for the capacity of the performer or where drugs are tolerated or advocated. Bullying is likely to come into this category - see below.

Sexual Abuse

Where young people are used by adults to meet their own sexual needs. It could range from sexually suggestive comments to full intercourse and includes the use of pornographic material.

Emotional Abuse

Emotional abuse occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed e.g. racial or sexual remarks. It can also occur if a child is over protected. Abuse can occur where a parent or coach has unrealistic expectations over what a child can achieve.

Neglect

Failing to meet children's basic needs such as food, warmth, adequate clothing, and medical attention or constantly leaving them alone. It could also mean failing to ensure they are safe or exposing them to harm or injury.

Bullying

The bully in Paddlesport can be an adult - the parent/carer who pushes too hard, the coach who adopts a win-at-all-costs philosophy or adult paddlers who attempt to assert unacceptable behaviour on younger paddlers to make them unwelcome or prevent them using club equipment. Bullying can also occur between young people. For further guidance on bullying refer to the relevant Anti Bullying Policy.

2. GOOD PRACTICE GUIDELINES

By following these guidelines we 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. HPPCC acknowledges that occasionally there may be no alternative, for example, where a parent fails to collect a child on time from a session. 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 the HPPCC Code of Conduct for Coaches.
- 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 when U18's are present and vice versa. However, the club accepts that this is virtually impossible to manage in a public environment at HPPCC, but coaches should take care to get changed discretely and appropriately.
- Where coaching is being delivered away from HPPCC, young people should be accompanied by their parents. Where this is not possible, such as WW trips, then one or two named adults must be responsible for any under 18s and they must be clear in their responsibility to them.
- 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 asks 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.
- Communicating with Children – when we communicate with young people, we will do so with their parent's/carer's knowledge. Where we email them, we will email the parents, or the young person and their parent/carer. We will not telephone or text young people individually.

3. RECRUITING AND MANAGING VOLUNTEERS AND HELPERS

As a club we employ the following steps to support the safety and welfare of our paddlers and volunteers

- screening of helpers – any helpers who have regular contact with young people will be asked to undertake a DBS check through British Canoeing. When someone has not yet undertaken a DBS check they will be accompanied on all sessions by someone who has been DBS checked. Regular will be defined as having coached on four or more occasions within a 6-month period.
- induction procedures for all helpers, to support them to understand our policies
- we establish clear roles within our club to ensure that adults know what their responsibilities are
- we undertake regular checks on volunteers and offer supervision of helpers when they are new to a role
- we provide information about the club's rules and operating procedures
- a system for feedback and support is in place via the sectional trustees
- we support training of helpers and coaches in safeguarding and child protection issues and pay for them to undertake relevant safeguarding training
- we have nominated a person to take responsibility for safeguarding within the club this is our Lead Club Welfare Officer, and we have other Club Welfare Officers available to support them
- when we run an event we nominate a person responsible for safeguarding, they will have undertaken safeguarding training.

No system is fool-proof – it is important that we do not rely on just one system to help create a safe environment for children. It is also important that we recognise the particular risks that might be in place when young people start paddling independently at the centre, outside of club sessions, and make parents and carers aware of the need to be vigilant about paddling in public spaces.

4. Trips away with Junior Paddlers

Trips away with Junior paddlers may be organised as solely a junior trip, where only juniors are attending, along with nominated adults, or as mixed trips with both juniors and adults presents.

General principles:

- A full risk assessment for each trip must be undertaken, which is separate from the paddling risk assessment. This will consider as a minimum; travel, accommodation, money, supervision of juniors and behaviour of adults on the trip.
- Juniors should not share a room with an adult
- Young people must not travel alone in a vehicle with an adult
- Named adults must be responsible for any unaccompanied junior paddlers at all times. This may not always be the same adult, but it must be clear who is responsible for the junior paddlers at any point in time.
- Adults who are responsible for juniors will not consume alcohol during the period for which they have responsibility
- Full medical and consent forms are to be completed for all junior paddlers, with parents / carers giving authority to the named adults to authorise emergency medical treatment.
- The adult in charge of junior paddlers must have access to a credit card with sufficient credit to be able to make emergency payments for travel, emergency medical treatment or accommodation if this is needed. There should be an agreement in place for this to be refunded by the parents / carers if it is required.
- Young people must not be placed into situations that are age inappropriate, including exposure to alcohol or smoking.

Trips abroad

- Any trips abroad must be planned carefully in advance and a full risk assessment undertaken
- A meeting between trip leaders and parents / carers must be held before the trip to fully understand all responsibilities and so parents / carers can ask any questions.
- Knowledge should be gathered about any local laws which may differ from UK laws, such as those regarding alcohol, prescription/non-prescription medication etc.
- Copies of juniors passports should be held by the nominated adults along with copies of their travel insurance policies.
- If for any reason the junior is unable to return to the UK as planned then the nominated adult will need to remain overseas with the junior until they are able to return to the UK or their parents arrive in country to accompany them.

5. Communicating with Junior Paddlers

On taking out full club membership junior paddlers are invited to input a parent's/carer's email address into the communications field so that club emails go to parents/carers.

This is the email address that will be sent out for general club emails and for communications from the club.

When coaches need to communicate with a group of junior paddlers or an individual paddler then their parent's /carer's should be copied into the email.

Coaches must not friend/follow junior paddlers on facebook or other social media platforms, nor should they communicate individually with them through this medium without copying in parent's or carer's.

Coaches should not create Whats-app groups with young people in, unless their parent's / carer's are included.

Young people's data will only be kept for as long as is needed for the purposes of managing their membership. Data will be retained for 1 year after membership lapses in case the member wishes to re-join the club. After that period the data will be deleted.

Photos and videos

Video may be used as a coaching aid to support paddlers to view their performance and to understand technical aspects of the sport.

Videos should be deleted from the device once they have been viewed by the paddler. If the paddler wishes to have a copy of the video then it should be sent to them, and in the case of a Junior Paddler to their parent/carer.

Photos will only be used in club publications or website with the permission of all in the photo. If filming is to take place in a general manner of all club activities then all those attending that session will be informed and allowed to withdraw from the session.

In general, only first names will be used in publicity photos, rather than full names.