

Baldock & District Canoe Club



Safeguarding Policy

Baldock & District Canoe Club (BDCC) is fully committed to safeguarding the well being of its members and recognises that it has a 'duty of care' to ensure that all those taking part in canoeing are able to do so protected and safe from harm. This is particularly true in respect of children and vulnerable adults.

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. BDCC believes that taking part in canoeing should be a positive and enjoyable part of everyone's lives and to achieve this have the following aims:

- All Club members are made aware of and must follow the BDCC Code of Conduct;
- All Club coaches, volunteers and officials working with young people and vulnerable adults should read and adhere to this Policy in conjunction with the British Canoeing Child Protection and Harassment Policy;
- The Club will follow the British Canoeing guidance as set out in the above named Policy in the event of any concerns or allegations;
- The Club will ensure that all coaches, as well as the Club Welfare Officer, hold a current Enhanced DBS check. The Club Welfare Officer will also attend training deemed necessary under British Canoeing Guidelines. In addition to this, principal officers of the Club with access to members' personal details (Chair, Treasurer and Secretary) will complete Online Safeguarding Training, in line with current British Canoeing guidelines;
- All young people under the age of 18, remain the responsibility for and must be supervised by their parents/guardians at all times during club trips, competitions and pool sessions;
- The Club will obtain written medical details of young paddlers which will be made known to coaches, volunteers and officials where deemed appropriate and/or necessary;
- The Club will ensure that all personal details are held securely in line with current Data Protection law and guidance;
- The Club will ensure that coaches have current British Canoeing membership and will assist them in keeping their knowledge up-to-date. The Club will encourage and support volunteers to gain coaching qualifications and encourage them to complete other necessary coaching requirements such as Safeguarding and First Aid Training.
- The Club will identify a designated Club Welfare Officer whose role is to deal with and maintain records of any issues concerning Child (and Vulnerable Adults) Protection and Harassment. All records will be kept secure; The Club Welfare Officer and their contact details will be made known to all club members.
- Anyone with concerns with respect to Child (and Vulnerable Adult) Abuse or Harassment should contact the designated Child Welfare Officer. If that person is unavailable they should contact the Club Chairman or the British Canoeing Child Protection Officer.
- The Club will adopt and regularly review a Health and Safety Policy;
- The Club will review this Policy annually.



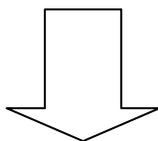
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Additional Guidance

Appendix A – What do I do if I have a concern?

If you are concerned about the behaviour of an individual in Paddlesport towards a child or vulnerable adult, or you have concerns about the welfare of a child or vulnerable adult, your guiding principle when deciding whether to report it must be ***'Don't think what may happen if you do, think what may happen if you don't.'***

If the child requires immediate medical attention: call an ambulance (999 or 112), and inform the doctor that there is a child protection concern.



Report your concerns to the Club Welfare Officer:

- Share concerns as soon as possible with the Club Welfare Officer, either in person or by phone (see numbers below)
- Complete a BDCC Log of Concern Form (see appendix B) and e-mail or hand it to the Club Welfare Officer

Club Welfare Officer: **Fiona McCusker**

T: **01767 313992**

M: **07586 343435**

E: welfare@thecanooclub.co.uk

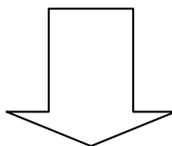
If you are unable to contact the Club Welfare Officer, call one of the following:

Club Chairman: Alistair Riches **07967 595194**

British Canoeing Safeguarding Officer: **07734 453430**

Childline 24 hour helpline: **0800 1111**

NSPCC Child Protection 24 hour Helpline: **0808 800 5000**



If further action is required, the Club Welfare Officer will:

- Complete the British Canoeing Recording Concerns Report Form;
- Report to the British Canoeing Safeguarding Officer - Tel: **0773 4453430**

Where concerns are urgent and the British Canoeing Safeguarding Officer is unavailable they will refer it immediately to Children's Social Care Services and Police and copy the Report Form to both them and the British Canoeing Safeguarding Officer within 24 hours.

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Appendix B – BDCC Log of Concern Form

Name of child/vulnerable adult:	D.O.B:
Gender:	Ethnicity:
Parent/carer name:	
Details of incident or concerns: (Continue on separate sheet if necessary) <ul style="list-style-type: none">- Include date, time and location- Describe any visible bruising/injuries.- If a child has disclosed information to you, please detail exactly what was said by the child.	
Were there any witnesses to the incident? If so, please give names, role in club and contact details:	
Has an allegation been made against a member of the club? If so, please give name of person against whom the allegation has been made and, if known, their role in the club:	
Name of person completing form:	
Address and contact no:	
Signed:	
Date:	Time:



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Appendix C – Guidelines for the use of photographic and filming equipment

BDCC recognises that publicity and pictures/recordings of young people enjoying canoeing are essential to celebrate the achievements of the child and to promote the sport, club and a healthy lifestyle. However it is important to observe the following guidelines.

The key concerns regarding the use of images of children and young people relate to:

- The possible identification of children when a photograph is accompanied by personal information;
- The inappropriate use, adaptation or copying of images for use on child pornography or illegal websites;
- The taking of inappropriate photographs or recorded images of children.

Guidelines for taking Photographic / Recorded Images

- Ensure parents/guardians and the young person have granted their consent for the taking and publication of photographic images;
- All children featured in recordings must be appropriately dressed with outer clothing garments covering torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/shirt and shorts);
- The photograph or recording should focus on the activity rather than a particular young person and personal details, which might make the young person vulnerable, such as their exact address, should not be revealed;
- BDCC coaches, volunteers and officials should be allowed to use video equipment as a legitimate coaching aid and means of recording events, trips and special occasions however care should be taken in the dissemination and storage of the material;
- You should not use any images of a child or young person who is the subject of any court order or who has denied you their consent;
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming;
- Any instances of the use of inappropriate images should be reported to the Club, British Canoeing or the Police.

Guidelines for publishing Photographic / Recorded Images

If a photograph is used, it is appropriate to name the child. However, personal details of children such as an email address, home address and telephone numbers should never be revealed on a website or in print.

Think about the level of consideration that you give to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure for the Club or event.

Apply an increased level of consideration to the images of children used on websites.

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Appendix D – 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.

Date of policy:	March 2011	D. Jones
Reviewed:	May 2016	F. McCusker
Reviewed:	Nov 2016	F. McCusker
Reviewed:	Oct 2017	F. McCusker
Reviewed:	Feb 2018	F. McCusker