



**1.0 Requirements of the Club**

- 1.1 The Club will adopt a Safeguarding Policy which shall be signed by the Club Chairman and be made available to all members.
- 1.2 The Club will appoint a Welfare officer to take responsibility for safeguarding.
- 1.3 The Club will ensure that any Coach, Volunteer or Helper appointed to work with children on a one to one basis is DBS checked and approved by the Club Committee.
- 1.4 The Club will ensure that this Safeguarding Procedure supports the Safeguarding Policy, is reviewed annually and made available to all members.
- 1.5 The Club will obtain medical details of young paddlers which will be made known to coaches, where deemed appropriate or necessary.
- 1.6 If the Club is running an event, a person shall be nominated as responsible for Safeguarding.
- 1.7 The Club will adopt and maintain a Health and Safety Procedure.

**2.0 Requirements for Members working with Children and Vulnerable Adults**

- 2.1 With respect to the safeguarding of children and vulnerable people, all Club coaches and helpers should read and be familiar with guidelines and policies of 'British Canoeing' which can be found on their website.
- 2.2 All Club coaches, helpers and officials working with young people should be aware of the local Safeguarding arrangements for reporting safeguarding concerns which can be found on the Gloucestershire Safeguarding Children website at [www.gscb.org.uk](http://www.gscb.org.uk).
- 2.3 Any Club member working on their own with young people will be required to undertake a screening procedure and DBS check. A club member shall not be deployed to work with young children until a satisfactory check has been returned and seen by the committee.
- 2.4 All Club coaches, helpers and officials working with young people or vulnerable adults will ensure that there two adults present with the young person or

vulnerable adult in changing rooms, in accommodation or when travelling, or at any other place or location where there is risk of abuse.

- 2.5 When paddling with young people of vulnerable adults, the coach will ensure that there is at least one other appropriate adult present.
- 2.6 If close contact is required as part of the coaching or training process, ask the paddlers consent first and explain what you are doing.
- 2.7 If you accidentally hurt a child you should report the incident immediately to another club official and inform the parent or carer. Make a record of the incident in the accident book.

### **3.0 Safeguarding Contacts**

Club Welfare officer:	07733 156666
British Canoeing Safeguarding Lead:	0115 896 8842
NSPCC 24hr Child Protection Helpline:	0800 800 5000

### **4.0 Young Person and Vulnerable Adults**

- 4.1 A young person is considered to be any person under the age of 18
- 4.2 A vulnerable adult is considered to be an adult who:
  - 4.3 Has a need for care and support,
  - 4.4 Is experiencing, or is at risk of, abuse and neglect,
  - 4.5 As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse and neglect.

### **5.0 What is Abuse?**

The undernoted is provided to give members an outline understanding of what is generally construed to be abuse. For full definitions, guidelines and advice refer to the British Canoeing website.

- 5.1 Physical abuse; where a person is hurt or injured by hitting, shaking, squeezing, burning or biting.
- 5.2 Verbal abuse; where loud or offensive language is used to admonish a person or to cajole or bully a person into doing something they do not wish to do.
- 5.3 Emotional abuse; where a child not given love, help and encouragement and is constantly derided or ridiculed. Or where a coach or parent has unrealistic expectations of what the person can achieve.
- 5.4 Neglect; where a person's basic needs such as adequate clothing, food, warmth and medical needs fail to be met.

## **6.0 Indications of Abuse**

Where a young person or vulnerable adult:-

- 6.1 Claims they are being abused, or where another person believes or knows that abuse is occurring.
- 6.2 Has an injury for which the explanation is inconsistent.
- 6.3 Becomes increasingly neglected looking in appearance, or losses or puts on weight for no apparent reason.
- 6.4 Shows inappropriate sexual awareness for their age and behaves in a sexually explicit way.
- 6.5 Behavioural changes
- 6.6 Appears not to trust adults where trust should exist or is expected to exist with coaches or parents.

## **7.0 Action to be Taken by Members, Parents and Carers**

- 7.1 If you have a concern regarding the welfare of a child it is your responsibility to pass your concerns to the appropriate person.
  - 7.1.1 Make a note of your concerns and any evidence supporting those concerns.
  - 7.1.2 Inform the Club Welfare Officer as soon as possible.
  - 7.1.3 If the Club Welfare Officer is not available, contact a club Coach or Volunteer who has been DBS checked. A list of DSB checked Coaches and Volunteers is available on the website and on the Club notice board.
- 7.2 If you are a Coach or Volunteer that has been advised of a concern you should
  - 7.2.1 Inform the Club Welfare Officer as soon as possible.
  - 7.2.2 If the Club Welfare Officer is not available and you consider the concern to be urgent in nature you should contact the Safeguarding Lead Officer or the NSPCC. Refer to the contacts numbers in the **Contacts** paragraph 3.0.