



## SAFEGUARDING AND PROTECTING CHILDREN AND ADULTS



British Canoeing is committed to ensuring that everyone can enjoy Paddlesports in a safe environment in which they are protected from any form of poor practice, abuse or neglect. Working with the NSPCC Child Protection in Sport Unit (CPSU) and the Ann Craft Trust (ACT), we are committed to constantly evaluating and developing our Safeguarding policies and processes so that we are exceeding the CPSU and ACT best practice guidance as well as ensuring legislative compliance.

Everyone in Paddlesport has a responsibility to help safeguard and protect those involved in the sport. Sometimes this can be a daunting prospect and to support those involved in our sport, British Canoeing and the home nations have developed a range of policies, procedures and guidance.

These can be found on [www.britishcanoeing.org.uk](http://www.britishcanoeing.org.uk) and each home nation website. We ask that club Secretaries/Welfare Officers know where to find the information and make sure it is shared and discussed at club executive and general meetings.

The policies and procedures in this area stem from the following core principles:

- The child's welfare is paramount.
- Anyone under the age of 18 is classed as a child.
- Safeguarding principles also relate to Adults at Risk (for more information see Safeguarding Adults Policy on the British Canoeing website [here](#)).
- All children and adults, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse and harm.
- Coaches, clubs and centres need to be provided with advice to raise awareness of safeguarding best practice, guidance and support should they become involved in an abuse situation.

**Safeguarding Support Officer** - While the welfare of the person at the centre of any safeguarding concern is paramount, British Canoeing recognises that coaches, volunteers and helpers may also require support if an allegation is made against them. In these cases individuals should contact the British Canoeing Safeguarding Support Officer whose role is to listen, support, help and provide advice (contact details below). They will not be involved in the case and will be completely independent of the investigation.

**Event Management** - Event organisers should take note that there is a requirement to provide a Welfare Officer at all events where children are participating. For further details refer to the guidance sheets on the website – [Paddlesafe Events](#).

### **Good Practice Guidelines**

By following these guidelines you will help to safeguard both children and adults at risk in our sport as well as protecting our coaches/volunteers from wrongful allegations.

- Avoid situations where you are alone with one child.
- If any form of physical support is required ask the paddler's permission, explain what you are doing and why to both the child/adult at risk and their parents/carers.
- Where possible ask parents/carers to be responsible for children/adults at risk in changing rooms. Always ensure that whoever supervises young people work in pairs.
- Where there are mixed teams/groups away from home, they should always be accompanied by an adult male and female coach/helper.
- Physically rough or sexually provocative behaviour, or inappropriate talking or touching are completely unacceptable and under no circumstances to be permitted or tolerated.
- It should not be necessary to do things of a personal care nature for children/adult at risk. In exceptional or unforeseen circumstances, such as an emergency/injury, make sure you have another adult accompanying you. Get the consent of the parent/carer and if possible the child/adult at risk. Let them know what you are doing and why. Record what you did after the event and report it to your CWO/safeguarding lead.
- Ensure that any claims of abuse by a child/adult are taken seriously and are reported to the Club Welfare Officer/Safeguarding Lead as soon as possible.
- Ensure that the nature and intensity of training does not exceed the capacity of a child's/ adults ability and stage of development.
- Follow the British Canoeing guidelines for photography and video use (see Guidelines for use of [Photographic and Filming Equipment](#))
- 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.

- 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 during a coaching demonstration can be OK and appropriate as long as you have gained consent and the touching is neither intrusive, disturbing or for the wrong reason.

Ensure your club adheres to British Canoeing best practice guidelines and requirements with particular reference to:

- British Canoeing Safeguarding Children Policy and Safeguarding Adult Policy.
- British Canoeing Codes of Conduct.
- Safe recruitment and vetting practices including appropriate Disclosure checks, where eligible, in accordance with home nation and government guidelines.
- Safeguarding training.
- Club Welfare Officers attend specific training to support their role- Safeguarding and Protecting Children and Time to Listen workshops.
- Publicise your Club/Event Welfare Officer contact details.
- Publicise the NSPCC Child Protection Helpline.
- Publicise Adult Safeguarding Support Services

## **IMPORTANT CONTACT**

### **British Canoeing Safeguarding Team**

(For anyone wishing to report a Safeguarding incident or concern, or any other safeguarding query)

**0115 8655354\*** Email: [safeguarding@britishcanoeing.org.uk](mailto:safeguarding@britishcanoeing.org.uk)

*\*(If calling out of office hours, leave a message and your call will be responded to as soon as possible the next working day.)*

### **British Canoeing Safeguarding Support Officer**

(For British Canoeing coaches, volunteers and staff who have received an allegation against them with respect to Safeguarding and require support.)

Email: [safeguarding@britishcanoeing.org.uk](mailto:safeguarding@britishcanoeing.org.uk)

## **HOME NATIONS**

### **Scottish Canoe Association Safeguarding Officer**

Andy Murray Tel: 01887 292040 Email: [andy.murray@canoescotland.org](mailto:andy.murray@canoescotland.org)

### **Canoe Wales Lead Safeguarding Officer**

Cath Sykes Phone: 07908 683984 Email: [childprotection@canoewales.com](mailto:childprotection@canoewales.com)

### **CANI Safeguarding Officer**

Stephen Craig or Louise Wallace. Email: [safeguarding@cani.org.uk](mailto:safeguarding@cani.org.uk)

### **24hour helplines:**

**CHILDLINE** 0800 1111

**NSPCC CHILD PROTECTION** 0808 800 5000

(please keep trying if you can't get through straight away)

**If you or someone else needs immediate medical attention or you or someone else is at risk of immediate harm or danger, call emergency services for the police or ambulance (999 or 112) immediately.**