



<b>Policy name</b>	Safeguarding children and adults
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### **Policy statement**

Falcon Boat Club is fully committed to safeguarding the wellbeing of its members. 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.

The club believes that taking part in paddle sport should be a positive and enjoyable experience, and to achieve this has the following aims:

- Club coaches and helpers should follow the British Canoeing/British Rowing code of ethics
- All club coaches, helpers and officials working with children, young people and vulnerable adults should read and adhere to the British Canoeing/British Rowing safeguarding policies for children and adults (referenced below); the club will follow the guidance of the policy in the event of any concerns or allegations
- The club will ensure that anyone who requires and qualifies for a disclosure check will not be deployed until a satisfactory check has been returned
- All club members are made aware of the club code of conduct by reference to appropriate sources
- The club will obtain in writing any relevant medical details of children, young people and adults which a) has any effect on their water safety, b) may have an impact on their ability to paddle/row/scull, or c) may impact upon their ability to learn and interact with coaches and other club members; these will be made known to coaches where deemed appropriate and/or necessary; medical details will be stored taking due account of GDPR required practices:
  - In soft copy with membership details

- In hard copy at the boathouse to facilitate access to information during club activity; this paperwork will be stored in a locked cabinet with access granted only to coaches; records and access will be reviewed regularly
- Anyone who coaches for the club should be a member of British Canoeing/British Rowing; the club will encourage and support helpers to gain qualifications and assist coaches to stay updated
- Safeguarding training is provided as laid out in the section below
- The club will identify a person whose role it is to deal with any issues concerning safeguarding (the Club Welfare Officer) and notify this person to all members; anyone with concerns about the welfare of a club member or participant should contact that person; if that person is unavailable they can contact the governing body safeguarding officer:
  - British Canoeing - 07540 739391
  - British Rowing [iso@britishrowing.org](mailto:iso@britishrowing.org) or [governance@britishrowing.org](mailto:governance@britishrowing.org)

The club president and welfare officer assume organisational safeguarding responsibility and leadership; it is the responsibility of the president, committee, welfare officer and all coaches to promote the welfare and safety of all members, and to act on any disclosure, suspicion or evidence of abuse or neglect, passing on their concerns to a responsible person/agency as appropriate:

<https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/report-a-concern>  
<https://www.britishrowing.org/about-us/safeguarding/>

### **Policies, procedures and documentation**

Falcon Boat Club adopts the following, as laid down by:

- British Canoeing

<i>Policies</i>	
P1 Safeguarding children	<a href="https://www.britishcanoeing.org.uk/uploads/documents/P1-British-Canoeing-Safeguarding-Children-Policy-290518.pdf">https://www.britishcanoeing.org.uk/uploads/documents/P1-British-Canoeing-Safeguarding-Children-Policy-290518.pdf</a>
P6 Safeguarding adults	<a href="https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P6-British-Canoeing-Safeguarding-Adults-Policy-2905188.docx.pdf">https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P6-British-Canoeing-Safeguarding-Adults-Policy-2905188.docx.pdf</a>
P4 Disclosure (DBS)	<a href="https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P4-British-Canoeing-Disclosure-Policy-170117.pdf">https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P4-British-Canoeing-Disclosure-Policy-170117.pdf</a>
P3 Anti-bullying	<a href="https://www.britishcanoeing.org.uk/uploads/documents/P3-British-Canoeing-Anti-Bullying-Policy-160316.pdf">https://www.britishcanoeing.org.uk/uploads/documents/P3-British-Canoeing-Anti-Bullying-Policy-160316.pdf</a>

P2 Safeguarding whistleblowing	<a href="https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P2-British-Canoeing-Whistle-Blowing-Policy-2905188.docx.pdf">https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P2-British-Canoeing-Whistle-Blowing-Policy-2905188.docx.pdf</a>
<i>Procedures</i>	
PR1 Safeguarding procedure	<a href="https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Safeguarding-Procedure-updated-08.04.2019.pdf">https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Safeguarding-Procedure-updated-08.04.2019.pdf</a>
G2 Reporting guide for concerns <u>outside</u> paddle sport	<a href="https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G2-Reporting-Guide-for-Concerns-Outside-Paddlesport-250117.pdf">https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G2-Reporting-Guide-for-Concerns-Outside-Paddlesport-250117.pdf</a>
G3 Reporting guide for concerns within paddle sport	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G3-Reporting-Guide-for-Concerns-Within-Paddlesport-280217_191220_164605.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G3-Reporting-Guide-for-Concerns-Within-Paddlesport-280217_191220_164605.pdf</a>
<i>Forms</i>	
G4 Reporting concerns report	<a href="https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates">https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates</a>
G7 Self-declaration	<a href="https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates">https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates</a>
<i>Guidance documents</i>	
G1 Useful contacts	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G1-Useful-Contacts-19.11.2018.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G1-Useful-Contacts-19.11.2018.pdf</a>
G5 Code of conduct for coaching workforce	<a href="https://www.britishcanoeing.org.uk/uploads/documents/Code_of_Conduct_Coaches_March_2019-final_190517_154738.pdf">https://www.britishcanoeing.org.uk/uploads/documents/Code_of_Conduct_Coaches_March_2019-final_190517_154738.pdf</a>
G11 Physical contact and young people	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G11-Physical-Contact-and-Young-People-Guidelines-260716.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G11-Physical-Contact-and-Young-People-Guidelines-260716.pdf</a>
G28 Changing rooms	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G28-Changing-Room-Guidance-270716.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G28-Changing-Room-Guidance-270716.pdf</a>

G20 Text and email messaging	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G20-Text-and-Email-Messaging-Guidance-270716.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G20-Text-and-Email-Messaging-Guidance-270716.pdf</a>
G25 Social media	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G25-Social-Media-Guidelines-for-Clubs-Centres-Volunteers-270716.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G25-Social-Media-Guidelines-for-Clubs-Centres-Volunteers-270716.pdf</a>
G6 Guidelines for the use of photographic and filming equipment	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G6-Guidelines-for-use-of-Photographic-Filming-Equipment-260716.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G6-Guidelines-for-use-of-Photographic-Filming-Equipment-260716.pdf</a>
G12 Protecting children and young people with disabilities	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G12-Protecting-Children-and-Young-People-with-Disabilities-270616.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G12-Protecting-Children-and-Young-People-with-Disabilities-270616.pdf</a>
G13 Managing challenging behaviour	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G13-Managing-Challenging-Behaviour-270716.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G13-Managing-Challenging-Behaviour-270716.pdf</a>
G8 Guidelines for the interim suspension of individuals pending investigation	<a href="https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G8—Guidance-for-Clubs-and-Centres—Interim-Suspension-of-Individuals-Pending-an-Investigation-280217.pdf">https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G8—Guidance-for-Clubs-and-Centres—Interim-Suspension-of-Individuals-Pending-an-Investigation-280217.pdf</a>
G9 Paddlesafe away trips	<a href="https://www.britishcanoeing.org.uk/uploads/documents/G9-Paddlesafe-Away-Trips-260716.pdf">https://www.britishcanoeing.org.uk/uploads/documents/G9-Paddlesafe-Away-Trips-260716.pdf</a>
G10 Paddlesafe events	<a href="https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G10-Paddlesafe-Events-280217.pdf">https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G10-Paddlesafe-Events-280217.pdf</a>

- British Rowing

<i>Policies</i>	
Safeguarding and Protecting Children Policy	<a href="https://www.britishrowing.org/wp-content/uploads/2020/03/Safeguarding-Protecting-Children-Policy-March-2020.pdf">https://www.britishrowing.org/wp-content/uploads/2020/03/Safeguarding-Protecting-Children-Policy-March-2020.pdf</a>

Safeguarding and Protecting Adults at Risk Policy	<a href="https://www.britishrowing.org/wp-content/uploads/2020/03/Safeguarding-Adults-at-Risk-March-2020.pdf">https://www.britishrowing.org/wp-content/uploads/2020/03/Safeguarding-Adults-at-Risk-March-2020.pdf</a>
1.1 Anti-Bullying Policy (found within Section 1 of the Welfare Guidance Document)	<a href="https://www.britishrowing.org/about-us/safeguarding/guidance-documents/">https://www.britishrowing.org/about-us/safeguarding/guidance-documents/</a>
1.3 Whistleblowing Policy	<a href="https://www.britishrowing.org/wp-content/uploads/2018/08/Whistleblowing-Policy-1-September-2018.pdf">https://www.britishrowing.org/wp-content/uploads/2018/08/Whistleblowing-Policy-1-September-2018.pdf</a>
<i>Procedures</i>	
DBS/CRC Checks	<a href="https://www.britishrowing.org/wp-content/uploads/2019/12/1911-DBSPProcess.pdf">https://www.britishrowing.org/wp-content/uploads/2019/12/1911-DBSPProcess.pdf</a>
1.11 Flowcharts for Referral Procedure within Rowing	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.11.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.11.pdf</a>
1.12 Flowcharts for Referral Procedure outside Rowing	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.12.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.12.pdf</a>
1.7 Complaints and Disciplinary Procedure	<a href="https://www.britishrowing.org/sites/default/files/pages/22758/BritishRowingWG1.7v1.1.pdf">https://www.britishrowing.org/sites/default/files/pages/22758/BritishRowingWG1.7v1.1.pdf</a>
<i>Forms</i>	
1.2 Report forms for recording Concerns and Referrals	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.2.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.2.pdf</a>
1.5 Q & A Advisory sheet for Codes of Conduct and Disciplinary Matters	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.5.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.5.pdf</a>
<i>Guidance documents</i>	
1.4 BR Codes of Conduct	<a href="https://www.britishrowing.org/wp-content/uploads/2020/03/201103-Codes-of-Conduct-2020.pdf">https://www.britishrowing.org/wp-content/uploads/2020/03/201103-Codes-of-Conduct-2020.pdf</a>

1.6 Adoption and Application of Codes of Conduct for Rowing Clubs	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.6.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.6.pdf</a>
1.8 Advice and Support for individuals receiving Concern or Allegation	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.8.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.8.pdf</a>
1.9 Advice and Support for those who have reported Concerns	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.9.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.9.pdf</a>
1.10 Information for those against whom a complaint of poor practice or allegation of abuse has been made	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.10.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.10.pdf</a>
1.13 Advice and support for junior rowers	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.13.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.13.pdf</a>
1.14 Vulnerable adults: how to record concerns of abuse	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.14.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.14.pdf</a>
1.15 Dealing with allegations of bullying of vulnerable adults	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.15.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.15.pdf</a>
3.7 Physical contact in rowing guidance	<a href="https://www.britishrowing.org/wp-content/uploads/2020/03/WG-3.7-Physical-Contact-in-Rowing-Guidance.pdf">https://www.britishrowing.org/wp-content/uploads/2020/03/WG-3.7-Physical-Contact-in-Rowing-Guidance.pdf</a>
3.8 Managing challenging behaviour in rowing	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG3.8.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG3.8.pdf</a>
3.9 Protecting young children and young people with disabilities	<a href="https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG3.9.pdf">https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG3.9.pdf</a>
5.1 Photography and use of imagery	<a href="https://www.britishrowing.org/wp-content/uploads/2020/04/WG-5.1-Photography-and-Use-of-Imagery-v2.pdf">https://www.britishrowing.org/wp-content/uploads/2020/04/WG-5.1-Photography-and-Use-of-Imagery-v2.pdf</a>
5.4 Online safety and social media policy	<a href="https://www.britishrowing.org/wp-content/uploads/2020/04/WG.-5.4-Online-Safety-2020.pdf">https://www.britishrowing.org/wp-content/uploads/2020/04/WG.-5.4-Online-Safety-2020.pdf</a>

## Training

	<i>NSPCC CPiS<sup>1</sup></i>	<i>Living Sport Time to Listen<sup>2</sup></i>	<i>UK Coaching Adults<sup>3</sup></i>	<i>NSPCC Trustee<sup>4</sup></i>	<i>Intro training<sup>5</sup></i>
<i>Level 1 &amp; 2 coach children</i>	X				
<i>Level 1 &amp; 2 coach adults</i>			X		
<i>Club welfare officer/s</i>	X	X			
<i>Boat club president</i>				X	
<i>Boat club committee</i>					X

1. NSPCC: Child protection in sport training  
<https://learning.nspcc.org.uk/training/child-protection-safeguarding-sport>
2. Living Sport: Time to listen  
<https://www.livingsport.co.uk/events-courses-2/time-listen/>
3. UK Coaching: safeguarding adults training  
<https://www.ukcoaching.org/courses/learn-at-home/safeguarding-adults>
4. NSPCC: Trustee safeguarding training, children and adults  
<https://learning.nspcc.org.uk/training/safeguarding-charity-trustees>
5. Either:
  - a. British Canoeing safeguarding introductory training  
<https://british-canoeing.online-safeguarding.org.uk>
  - b. Child Protection in Sport Unit: Introductory Safeguarding Training  
<https://learning.nspcc.org.uk/training/child-protection-safeguarding-sport>

### **Working with other agencies**

Where appropriate we engage with other agencies with regard to safeguarding:

- Oxfordshire Safeguarding Children Board (OSCB)
  - 01865 815843
  - <https://www.oscb.org.uk>
- Oxfordshire Safeguarding Adults Board (OSAB)

- OSAB@Oxfordshire.gov.uk
- <https://www.osab.co.uk>
- Oxfordshire County Council Multi-Agency Safeguarding Hub (MASH):
  - 0345 050 7666
  - <https://www.oxfordshire.gov.uk/business/information-providers/multi-agency-safeguarding-hub>

### **Additional information**

The following three categories of safeguarding are also considered as part of club safeguarding activities:

- 1) Female Genital Mutilation (FGM)
  - a. FGM is illegal in the UK, has no health benefits and harms girls and women in many ways; it is a practice which takes place worldwide in at least 30 countries in Africa, Asia and the Middle East; it also takes place within parts of Western Europe and other developed countries, primarily among immigrant and refugee communities
  - b. The NSPCC operates a free national FGM helpline, which offers guidance to clubs: 0800 028 3550
  - c. Coaches should take note of signs and altered behaviours which might indicate FGM: emotional, verbal, physical
  - d. Further information here: <https://www.gov.uk/government/publications/female-genital-mutilation-resource-pack/female-genital-mutilation-resource-pack#contents>
- 2) Modern slavery
  - a. The illegal trade of children, women and men for the purposes of exploitation
  - b. Modern slavery is usually indicated by specific behaviours, an inconsistent story and/or physical symptoms
  - c. People being exploited may not see themselves as such and may be prevented from revealing their experience due to fear, shame, language barriers and the opportunity to do so
  - d. Further information: <https://www.gov.uk/government/collections/modern-slavery>
- 3) Preventing radicalisation
  - a. As part of the UK's counter terrorism strategy, to safeguard children and adults from being radicalised
  - b. Coaches are to take note of signs and altered behaviours which might indicate extremist radicalisation: emotional, verbal, physical
  - c. The club does not have a surveillance role but should follow the three principles: notice, check, share
  - d. Further information here: <https://www.gov.uk/government/publications/prevent-duty-guidance/revise-prevent-duty-guidance-for-england-and-wales>



