

# Safeguarding Procedures and advice



## NEW FOREST KAYAK AND CANOE CLUB

Signed:	<i>Justin Davis (chair) and</i>
Last committee review date:	Oct 2nd 2023 (Justin Davis, Annie Hallam, Vicky Burden, Rob Salmon, Robert Wright, Ya Huang, Mark Shakespeare)
Last committee review date	24 <sup>th</sup> September 2024 (Justin Davis, Annie Hallam, Mark Shakespeare, Robert Wright, Craig McCullough, Richard Shelly, Richard Payne, Jane Chapman, Rachel Hughes, Duncan Gray, Ya Huang)
Next Review due:	Oct 2025

The policies below are based on the Paddle UK policies that can be found here:

[Safeguarding Policies | Paddle UK](#)

### Useful contacts

**Paddle UK Designated safeguarding lead CONTACT:**

Susan Hicks (England)      0115 865 5354

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

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## Safeguarding children



## NEW FOREST KAYAK AND CANOE CLUB

### Useful contacts

#### **Paddle UK Designated safeguarding lead CONTACT:**

Susan Hicks (England)      0115 865 5354

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

#### **Sport Welfare officer**

Sue Forber      07561 111 027

Email: [Sue.Forber@energiseme.org](mailto:Sue.Forber@energiseme.org)

**NSPCC Helpline Tel: 0808 800 5000** [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Childline Tel: 0800 1111** [www.childline.org.uk](http://www.childline.org.uk)

### Key points

If a child makes a **disclosure of abuse** to you, closely follow the directions below and share the information with the **club welfare officer** or **club chair**. This will include keeping a written record using the [record form](#) on the website.

There is a **key difference** between our responsibilities as a club for **safeguarding adults** and **safeguarding children**: if a child makes a disclosure it is **your responsibility** to pass the information on to the appropriate person

There are very few children who attend NFKCC events or pool sessions. When they do a parent or guardian should be in attendance at all times.

## DEALING WITH DISCLOSURES OR DISCOVERY OF ABUSE

- 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 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 the canoe club you should:

- Tell the person appointed for safeguarding; this is normally the Club Welfare Officer. 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 Designated Lead Officer listed at the top or ..
- If you need urgent advice contact the NSPCC Child Protection 24 hours Help Line 0808 800 5000 If you are the person responsible for safeguarding children at your organisation you can:

- Talk to the child's parents/carers about the concerns if you think there may be an obvious explanation such as a bereavement or pressure from their studies/exams.
  - If you need urgent advice contact the NSPCC Child Protection 24 hours Help Line. Contact your local social services department or, in an emergency, the Police. You are also required to contact your **home nation Safeguarding Officer (contact details at the top)** if a child tells you that he or she is being abused.
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## Safeguarding adults

# Advice and Procedures



## NEW FOREST KAYAK AND CANOE CLUB

### Useful contacts

#### **Paddle UK Designated safeguarding lead CONTACT:**

Susan Hicks (England)      0115 865 5354

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

#### **Sport Welfare officer**

Sue Forber      07561 111 027

Email: [Sue.Forber@energiseme.org](mailto:Sue.Forber@energiseme.org)

## Key points

If an adult makes a **disclosure of abuse** to you, follow the directions below and share the information with the **club welfare officer** or **club chair**. This will include keeping a written record.

There is a **key difference** between our responsibilities as a club for **safeguarding adults** and **safeguarding children**:

● Consent from the adult must be granted before reporting any concerns (except for the **exceptions listed below**).

- Must respect the decision of the adult.
- Must assume an adult has capacity unless proven otherwise\* (see detail below)

## RESPONDING TO DISCLOSURE OF ABUSE

If an adult indicates that they are being abused, or information is received which gives rise to concern, the person receiving the information should:

- Stay Calm
- Listen carefully to what is said, allowing the adult to continue at their own pace, and take it seriously.
- Explain that it is likely the information will have to be shared with others- do not promise to keep secrets.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next and ask if they are happy for you to share the information in order for you to help them.
- Record in writing what was said using the adult's own words as soon as possible

### Do not:

- Dismiss the concern.

- Panic or allow shock or distaste to show.
- Probe for more information than is offered.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Make negative comments about the alleged perpetrator.

## **DIFFERENCES IN REPORTING CONCERNS RELATING TO ADULTS**

Where there is a concern that a child has been abused, there is a duty of care to report that concern and for it to be followed up without the need to gain consent from the child or guardian. When reporting a concern about an adult the following key points must be taken into account:

- Consent from the adult must be granted before reporting any concerns (except for the exceptions listed below).
- Must respect the decision of the adult.
- Must assume an adult has capacity unless proven otherwise\*

The adult must be involved in any discussion and decision-making process about their welfare (if they have capacity) and be given the opportunity to make their own choices, whether or not you consider these to be wise- ultimately an adult may choose not to act at all to protect themselves, and only in certain circumstances should their wish be overridden. The exceptions that override the decision of the person are when:

1) An adult is assessed not to have the 'capacity' to make their own decision (See [Microsoft Word - P6 Paddle UK - SAFEGUARDING ADULTS POLICY - June 2024 - PD Review.docx](#) for more details on capacity).

2) When there is an overriding public duty to intervene due to others who may be at risk.

3) Where not acting would put the person at further risk of harm. If an adult is reluctant for you to report the concern and the above do not apply, explain the reasons why it may be in their best interests (and others) if the

matter is referred. Ensure that they understand all the options available and empower them to make an informed decision.

## **REPORTING A CONCERN**

● If the adult is in immediate risk of significant harm, call the police or Local Safeguarding Adults Board without delay.

### [Southampton Safeguarding Adults Board](#)

- **Telephone:** 023 8083 3003
- **Telephone outside of normal office hours:** 023 8023 3344
- **Address:** Adult Social Care, Southampton City Council Civic Centre, Southampton, SO14 7LY

● If consent is granted for you to refer the information received, contact your Home Nation Safeguarding Officer and/ or Local Safeguarding Adults Board\* with the details of the concern.

● If consent is not granted but you still have concerns, contact your Home Nation Safeguarding Officer who will be able to offer advice on what action should be taken. Wherever possible you should always explain and involve the adult concerned with what you plan to do and why.

\*If you report a concern to your Local Authority Safeguarding Adults Board or Police you are also required to contact your Home Nation Safeguarding Officer to advise them of your concern and whom you have reported it to. A standard reporting form for this purpose is available from your Home Nation website.

## **RECORD KEEPING**

If you have been made aware of/ or have a concern, keep a record of what you have been told/ what your concerns are, in as much detail as possible in case it is needed in the future. It can also be a way of tracking a sequence of events which could suggest a pattern of abuse over time. A

Reporting Concern Form is available to download from your Home Nation website

- You should make notes/ report as soon as possible after you have been told about/ become aware of a concern;
- If you are being told about the concern by someone else, explain that you are taking notes so that you can be accurate in your recording;
- Try to remember what the person said, using their own words and phrases where possible.
- In your written report factual information should be clearly separated from expression of opinion;
- Sign, date and time your report; (along with who you passed the information to and when/ details of your concern).
- Ensure you keep a copy for yourself.
- Be aware that your report may be required later as part of legal action; disciplinary procedure or litigation claim;
- In all recording, proper consideration must be given to the requirements of current data protection legislation;

## Safeguarding Policy



# NEW FOREST KAYAK AND CANOE CLUB

*Based on the NFKCC constitution and Paddle UK templates*

**New Forest kayak and Canoe club** is fully committed to safeguarding the well-being 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. We believe that taking part in Paddlesport should be a positive and enjoyable part of adults' (and childrens' lives) and to achieve this have the following aims:

- At pool sessions or on club trips, any child (person under 18) should be **accompanied by a parent or legal guardian** who will closely supervise their activity either in the pool or at the poolside at close quarters (within earshot).
- Any email or other contact with children regarding club trips should be made via their parent/carer.
- Any coach, volunteer or member offering coaching advice to children in an unsupervised setting **MUST** have undergone an appropriate **DBS enhanced disclosure check** if their role qualifies as **regulated activity**. See flow diagram in the link below.

[Microsoft Word - G29- DBS Guidance Flowchart.docx \(paddleuk.org.uk\)](#)

- Any coach, volunteer or member offering coaching advice to children in an unsupervised setting **MUST** have a current certificate for the Paddle UK approved safeguarding 'Basic training' course.

[Safeguarding Training | Paddle UK](#)

- All Club coaches, helpers and officials working with young people should read and adhere to the club's safeguarding policies.

The Club will follow the guidance of the policy in the event of any concerns or allegations.

- The Club will ensure that anyone who meets the eligibly criteria 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(s) of Conduct which will be posted on the club webpage and the club forum.

- The Club will obtain written medical details of young paddlers which will be made known to coaches, **where deemed appropriate** and/or necessary.
- Any paddler who coaches for the Club should be a member of Paddle UK. The club will encourage and support helpers to gain qualifications and assist coaches to stay updated.
- The Club will identify a person whose role it is to deal with any issues concerning Safeguarding (Club Welfare Officer or their deputy) and notify this person to all members. Anyone with concerns with respect to the welfare of a club member or participant should contact that person. If that person is unavailable they can contact the PaddleUK Safeguarding Officer

### **Useful contacts**

#### **Paddle UK Designated safeguarding lead CONTACT:**

Susan Hicks (England)      0115 865 5354

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

- Any contact with under 18s (eg emails, phone calls) will be made through their parent or legal guardian.
- The Club will adopt and regularly review a Health and Safety Policy.
- The Club will review this Policy annually.

Signed: Justin Davis (chair) and committee      Date: 24<sup>th</sup> Sept 2024

# Anti-bullying policy



## NEW FOREST KAYAK AND CANOE CLUB

Based on the PaddleUK policy here:

[Microsoft Word - P3 - Paddle UK -Anti-Bullying-Policy-September-2023.docx](#)

### Statement of Intent

Paddle UK is committed to providing a caring, friendly and safe environment for all of our members so they can participate in our sport in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all paddlers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING organisation. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

Please note: The following policy refers to Bullying of children and young people.

### What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can include:

- Physical pushing, kicking, hitting, punching or any use of violence and theft

- Verbal name calling, constant teasing, sarcasm, racial or homophobic taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Emotional tormenting, ridiculing, humiliating and ignoring
- Cyber All areas of internet, such as email, social media and internet chat room misuse. Mobile phone threats by text message, calls, photos and video.

### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Paddlers who are bullying need to learn different ways of behaving. We have a responsibility to respond promptly and effectively to issues of bullying.

### **Objectives of this Policy**

- All committee members, coaches, volunteers and parents should have an understanding of what bullying is.
- All committee members, coaches, volunteers should know what the club policy is on bullying, and follow it when bullying is reported.
- All junior paddlers and parents should know what the club/ centre policy is on bullying, and what they should do if bullying arises.
- As an organisation we take bullying seriously. Junior paddlers and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### **Signs and Symptoms**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence

- feels ill before training sessions
- comes home with clothes torn or possessions damaged or missing
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is bullying other children or siblings
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone

In more extreme cases

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- stops eating
- runs away or attempts or threatens suicide

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

### **Procedures**

1. Report bullying incidents to your Club Welfare Officer or a member of the committee.
2. In cases of serious bullying, the incidents should be referred to Paddle UK for advice or contact one of the organisations listed below.
3. Parents should be informed and will be asked to come to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

## **Recommended Action**

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails or is not appropriate, a panel should meet with the parents/ carers and child alleging bullying to obtain exact details of the allegation. The panel should comprise of the Club Chair, the Club Welfare Officer (CWO) and one other committee member. Minutes should be taken for clarity; these must be agreed and signed as a true account.
3. The same panel should meet with the alleged bully and their parents/ carers to put the allegation to them. They will be asked to answer and give their account of the allegation. Minutes should be taken for clarity; these must be agreed and signed as a true account.
4. If bullying has, in the panel's view, taken place the person should be warned and put on notice of further action i.e. temporary or permanent suspension should the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent/ carer of the bully or victim of bullying can be asked to be present at the Club with the young person each time they attend, if appropriate.
6. The Club committee should monitor the situation for a given period to ensure the bullying is not continuing.
7. All coaches/ instructors and volunteers involved with both parties should be made aware of the concerns and sanctions.

In the case of adults alleged to be bullying:

- The Club Welfare Officer (CWO) or home nation equivalent will follow Paddle UK Safeguarding Children Policies and Procedures.
- Paddle UK should always be informed and will provide advice on action to be taken.
- Paddle UK will treat the allegation as a Child Protection concern.

## **Prevention**

- The Club will adopt **Paddle UK Safeguarding Children Policy and Procedures**. This includes codes of conduct for all members and an anti-bullying policy.
- All members will sign to accept the Club/ Centre Child Protection Policy upon joining the club.
- The Club Welfare Officer will raise awareness of bullying within the Club. If issues of bullying arise then they will consider meeting with the paddlers to discuss the issue openly and constructively.

# Use of text, email and social media with under 18s



## NEW FOREST KAYAK AND CANOE CLUB

NFKCC has very few active members who are under 18. The club policy insists that they should be accompanied by a parent/guardian so the situation that an adult member needs to contact an under 18 is highly unlikely to arise under normal circumstances. If it did ever happen, the adult should follow the guidelines below and make sure that all communications were also directed to the young person via to the responsible parent/guardian.

### **PaddleUK guidelines**

The policies and guidelines referenced within this document are those of Paddle UK and its Home Nation associations.

Many coaches and volunteers are keen to utilise text and email messaging systems to help their communication with young paddlers. The significant benefits are that they are not only cheap, but it is one of the most direct forms of communication for most young people.

For children and young people the safeguarding risks associated with texts and emails are:

- inappropriate access to/ use/ sharing of personal details
- unwanted contact with children/ young people by adults with poor intent
- Text or on-line bullying by peers
- being sent offensive or otherwise inappropriate materials
- grooming for sexual abuse

- direct contact and actual abuse

For adults involved risks include:

- misinterpretation of their communication with young people
- potential investigation (internal or by statutory agencies)
- potential disciplinary action

To help to ensure that effective safeguarding measures are put in place and to minimise risk the following guidelines have been produced to help coaches and volunteers when using text and/ or messages to communicate with young people.

### **Bulk (bundled) messages V individual messages**

Bulk texting and emailing (i.e. the same message being sent to several young people) presents fewer opportunities for misuse and abuse than individual arrangements between coaches/ volunteers and children. Clubs and organisations are encouraged to use a bulk messaging system wherever possible. There are commercial organisations that offer bulk text or email services, so practical arrangements will vary.

There may be exceptional circumstances in which it is justified to send an individual text or email, subject to appropriate safeguarding considerations. For example the coach of an elite athlete who is not part of a group of participants may need to pass on information about practical training arrangements or feedback on competition results.

### **General Guidelines**

1. The numbers of individuals with access to data relating to young people should be kept to a practical minimum, and their details recorded by the organisation's lead child protection/welfare officer. Contact details that will be used to send messages should be recorded – ideally a single number/ address that is used consistently.
2. If texting an individual child, the decision to use text messaging should not be made by a coach in isolation, and should be discussed and agreed with the organisation's designated safeguarding/ welfare officer. This will ensure that the organisation's safeguarding expectations and

requirements can be clarified, and an undertaking given by the coach to comply with them.

3. The young people's mobile phone numbers/ email address should be stored in either a locked secure cabinet, or on an electronic system which is password protected, with access

only available to the individual identified in point 1 above. The contact details should not be shared with anyone else.

4. Consent must be obtained prior to sending young people text/email messages. For young people aged 15 or under, specific consent must be obtained from their parents. Parents of

younger children should be offered the option to be copied into any messages their child will be sent. Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves and it is still recommended that their parents are also informed of the intention to send their children text/ email messages.

5. When sending group messages they must be sent via a bundle to a group of young people i.e. the same standard message being sent to every member of the group. The text/ email messaging system should never be used to send messages on an individual basis (i.e. to just one person), or to less than 5 people.

6. All messages sent must make it clear to the young people receiving it which organisation has sent the message.

7. Bulk messages should only be used as a one-way communication channel. Young people should not be given the opportunity to text or email back to the system. Where individual messages have been sent then replies should also be discouraged. Young people should be made aware that if they need to text the coach (for example to confirm attendance or advise on a travel delay), they should ensure that the content of messages relates only to matters relevant to the sports activity, and that they are (like the coach) required to copy in either a parent or the identified moderator (e.g. club welfare officer) to all communications.

8. The messages which are sent must never contain any offensive, abusive or inappropriate language. When sending individual texts or emails care

must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued.

9. The content should relate solely to sports activity. Messages should reflect the professional relationship between coach and athlete, and the coach's position of trust. Text messages, mobile phones and emails must never be used for any other reason or in any other way.

10. All bulk messages that are sent should include a sentence at the bottom which provides the young people and parents with the opportunity to unsubscribe from receiving any further messages.

11. All bulk or bundled text/ email messages sent to young people should also be sent to an external moderator – preferably someone with designated safeguarding responsibility in the organisation e.g. a Club Welfare Officer. The moderator's role will be to ensure that the system is being used appropriately, and to respond to any concerns arising.

12. When sending bulk email use blind copy (Bcc) facility so addresses are kept private, include a circulation list in the email.

13. Information to young athletes and parents should include details of how any concerns arising from the use of text/ email messaging can be reported in line with the organisation's safeguarding policies and procedures

## Club Whistle-blowing policy



# NEW FOREST KAYAK AND CANOE CLUB

The policies and guidelines referenced within this document are those of Paddle UK and its home nation associations.

## PURPOSE

- To encourage individuals to feel confident in raising concerns about the safety and welfare of children, young people and adults involved in canoeing.
- To provide a method of raising concerns and to receive feedback on any action taken.
- To ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- To reassure individuals that they will be protected from reprisals or victimisation for whistle blowing in good faith.

## SCOPE

ALL those involved in activity carried out under the jurisdiction of British Canoeing and its home nation associations are covered by this policy.

## KEY PRINCIPLES

The following important principles are contained within this policy:

- The code is complementary to the Paddle UK Safeguarding Children and Safeguarding Adult Policies, procedures and Code of Ethics.
- If a matter raised results in any disciplinary action, Paddle UK disciplinary procedures will apply (or those of home nation associations if applicable).

## GENERAL PRINCIPLES

Players, coaches, officials, parents or team followers are often the first to realise that the safety and welfare of a child or adult are under threat. However, they may not express their concerns because they feel that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation. In these circumstances it may be easier for them to ignore the concern rather than report what may just be a suspicion of poor practice.

Paddle UK is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, individuals are encouraged, if they have serious concerns about any aspect of someone else's safety and welfare, to come forward and voice those concerns.

This policy makes it clear that individuals can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns within Paddle UK rather than overlooking a problem or blowing the whistle outside of the sport.

It is in the interest of all concerned that disclosure of potential abuse or concerns are dealt with properly, quickly and discreetly. This includes the interests of Paddle UK, its employees, all persons registered as members of Paddle UK, and any persons who are the subject of any complaint, as well as the person making the complaint.

## SAFEGUARDS

Paddle UK is committed to good practice and high standards and wants to be supportive of everyone within the canoeing community.

Paddle UK recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear because in reporting their concern they will be doing their duty to the child, young person or adult concerned.

Paddle UK will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith. Any investigation into allegations

of alleged poor practice will not influence or be influenced by any disciplinary procedures that already affect individuals.

## CONFIDENTIALITY

Paddle UK will do its best to protect the identity of the whistle blower when they raise a concern and do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the whistle blower may be required as part of the evidence. They will be given prior notice of this and a chance to discuss the consequences.

Support is available from the Chair of the relevant Safeguarding Case Management Group.

## ANONYMOUS ALLEGATIONS

This policy encourages the whistle blower to put their name to their allegation. Concerns expressed anonymously are much less powerful, but they will be considered (at the discretion of the relevant Safeguarding Case Management Group).

In exercising the discretion, the factors to be taken into account would include:

- The seriousness of the issues raised.
- The credibility of the concern.
- The likelihood of confirming the allegation from attributable sources or factual records.

## UNTRUE ALLEGATIONS

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may

be taken against them. In such cases, Paddle UK or home nation disciplinary procedure will apply.

## THE WHISTLE BLOWING POLICY

The whistle blowing policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in Paddle UK **Safeguarding Children and Safeguarding Adult policies and procedures**.

#### HOW TO RAISE A CONCERN

Concerns may be made verbally or in writing. The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the individual expresses concern, the easier it is for someone to take action.

Although the whistle blower is not expected to prove the truth of an allegation, they will need to demonstrate that there are sufficient grounds for their concern.

Individuals should raise their concerns in the first instance to the contacts at the top of this document:

If you believe that you have not received a satisfactory response to your concern, you should approach the Paddle UK Chief Executive.

Although the whistle blower is not expected to prove the truth of an allegation, they will need to demonstrate that there are sufficient grounds for their concern.

#### HOW WILL PADDLE UK RESPOND?

The action taken by Paddle UK will depend on the nature of the concern. All cases will be referred to the British Canoeing or relevant home nation Safeguarding Case Management Group.

In order to protect individuals it is likely that the Safeguarding Lead will conduct initial enquiries so that the Safeguarding Case Management Group members can decide whether an investigation is appropriate and, if so, what form it should take.

Receipt of the individuals concern will be acknowledged immediately and, within five working days of the concern being received, the Safeguarding Lead will write to them:

- Indicating how the matter will be dealt with.
- Giving an estimate of how long it will take to provide a final response.
- Tell them whether any initial enquiries have been made.
- Tell them whether further investigations will take place, and if not, why not.

The amount of contact between the people considering the issues and the whistle blower will depend on the nature of the matters raised, the potential difficulties involved and the

clarity of the information provided. If necessary, further information will be sought from the whistle blower as part of the investigation process.

When any meeting is arranged, the whistle blower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates.

Paddle UK will take steps to minimise any difficulties which individuals may experience as a result of raising a concern. For instance, if the whistle blower is required to give evidence in criminal or disciplinary proceedings, Paddle UK will advise them about the procedure.

Paddle UK accepts that the whistle blower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcomes of any investigations, and the action that is to be taken against those whose

actions caused them concern. Also, if appropriate, what policy changes are to

minimise the possibility of a similar concern being raised in the future.

#### HOW THE MATTER CAN BE TAKEN FURTHER

This policy is intended to provide individuals with a way in which they can raise concerns about the safety and welfare of someone involved in any canoeing activity under the jurisdiction of Paddle UK.

Paddle UK hopes individuals will be satisfied that any safeguarding matter they raise has been considered properly. If they are not satisfied, and if they feel it is right to take the matter outside of Paddle UK they should contact:

- The Child Protection in Sport Unit (CPSU).
- Their local area Child Protection Committee.
- Their local Social Services.
- Their local police.

If they do take the matter outside of Paddle UK, they will need to ensure that they do not disclose prohibited confidential information. They must check this before they make contact

## Club policy - Photographic images and under 18s



# NEW FOREST KAYAK AND CANOE CLUB

### **Equipment**

Paddle UK recognises that publicity and pictures/ recordings of young people enjoying Paddlesport are essential to celebrate the achievements of the child and to promote the sport 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 Photographic/ Recorded Images**

- Ensure parents/ carers/ the young person have granted their consent for the taking and publication of photographic images.
- All children featured in photographs/ 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.
- Clubs, coaches and volunteers should be allowed to use video equipment as a legitimate coaching aid and means of recording 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 persons who is the subject of any court order or where consent has not been granted.
- 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 if inappropriate images should be reported to the Club, Paddle UK (if in England), your Nation Association or the Police.
- Guidelines for Publishing Photographic/ Recorded Images
  - Where a photograph/ recording 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. 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. Apply an increased level of consideration to the images of children used on websites and social media.