



TYNE VALLEY CANOE CLUB

CHILD PROTECTION AND HARASSMENT POLICY

POLICY STATEMENT

The Child Protection Policy has been formulated and agreed by the General Committee to support Section 24 of the Club Constitution. This policy follows closely the British Canoe Union recommendations and guidelines for coaching young persons and has been adopted by the Club to ensure the safety and well being of children participating in all Club activities and events.

A coach or volunteer may have regular contact with children and may be a very important link in identifying cases where a child needs protection. The Club, therefore, recognises its responsibility for the well being of all children participating in Club paddlesport activities and provides them with the highest possible standard of care.

Tyne Valley Canoe Club recognises its responsibility to:

- Safeguard and promote the interests and well being of children with whom it is working.
- Take all reasonable practical steps to protect them from harm, discrimination, or degrading treatment.
- Respect their rights, wishes and feelings.

The Child Protection procedures of this policy are designed to:

- Offer safeguards to the children with whom we have contact and to the Club coaches, officials and volunteers.
- Help to maintain the standards of good practice associated with Club coaches, officials and volunteers.

This policy may be subject to review and change as recommended by the British Canoe Union. It will be reviewed annually and may only be changed by agreement of the General Committee.

PRINCIPLES

The following principles apply:

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief, and /or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously; and responded to swiftly and appropriately.

- Anyone under the age of 18 years should be considered as a child for the purpose of this document.

GUIDELINES FOR COACHES, OFFICIALS AND VOLUNTEERS

Tyne Valley Canoe Club is fully committed to safeguarding the well being of all of its members and visitors. 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 experience, which will enhance the physical, moral, spiritual and social development of a young person. To enable this, the club has implemented the following guidelines for coaches, officials and volunteers:

- All Club coaches will follow the BCU Code of Ethics and Club Code of Conduct.
- All Club coaches, officials and volunteers working with young people will read and adhere to the Club Child Protection and Harassment Policy. The club will follow the guidance of the policy in the event of any concerns or allegations.
- The Club will ensure that anyone working with young people will be subject to a screening procedure through BCU Enhanced CRB checks.
- All Club members will be aware of the Club Code/s of Conduct.
- The Club will obtain written Medical details of all junior members, which will be made known to coaches where deemed appropriate and/or necessary.
- The Club will obtain parental consent before taking those under the age of 18 on off-site kayaking or canoeing trips or events.
- The Club will have available contact details of parents/carers/emergency contacts in the event of an emergency.
- Club canoeing and kayaking activities will take place under the supervision and guidance of qualified BCU Coaches.
- Unqualified prospective coaches will work alongside and under the direct supervision of qualified BCU coaches.
- The club will encourage and support helpers/volunteers to gain qualifications and assist current coaches to stay up-dated.
- The Club has two appointed persons whose role is to deal with any issues concerning Child Protection and Harassment and both have attended child protection training.
- Any claims of abuse by a child must be taken seriously and reported to the Club Child Protection/Welfare Officer/s or Chairperson immediately.
- All paddle-sport, trips and events will be subject to the Club Health and Safety Policy and appropriate risk assessments will be carried out and implemented.
- Coaches and helpers have access to a Club first aid kit, which is located in the canoe club store.
- Photography and filming will be subject to the Club/BCU guidelines.

RECOGNITION OF ABUSE

It is generally agreed that there are five forms of abuse. They include:

- Physical Abuse – where children have been physically hurt or injured by adults. Examples include hitting, burning, biting; giving children alcohol, inappropriate

- drugs or poison; attempted suffocation or drowning; excessive or inappropriate training regimes; use of drugs to enhance performance or delay puberty.
- Sexual Abuse – where adults use children to meet their own sexual needs.
 - Emotional Abuse – where children have been denied love and affection and are constantly verbally abused by being threatened, taunted and bullied by their parents or coaches.
 - Neglect – where adults fail to meet a child’s basic needs (eg food, warm clothing); leaving the children alone or unsupervised; failure to give love and affection.
 - Bullying – where children are subjected verbally abused by being threatened and taunted. The abuser may not always be an adult but could be a child. Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

A more comprehensive outline of the forms of abuse is documented in the BCU Coaching Directory under Child Protection Procedures and in the UK Sports Coach publication ‘Protecting Children’.

RESPONDING TO SUSPICIONS OR ALLEGATIONS OF ABUSE

Any suspicion of abuse must be treated seriously whether it arises from incidents or actions from within the club or from outside of the club. If there is concern for the welfare of a child the following procedures must be followed:

- Inform the Club Child Protection/Welfare Officer/s or the Club Chairperson.
- Discuss with the parents/carers to clarify any initial concerns.
- Inform the BCU Child Protection Officers.
- Inform the Social Services Department or Police if there is serious concern or suspicions of abuse.

Advice is available on the NCPCC Child Protection 24 hour help line: 0800 800 500

Listening to the Child

If a child says or indicates that he or she is being abused, or information is obtained which gives concern that a child is being abused, the club member receiving the information should:

- React calmly so as not to frighten the child and listen.
- Tell the child they are not to blame and that it was right to tell.
- Take what the child is saying seriously.
- Keep any questions to the absolute minimum to ensure a clear and accurate understanding.
- Reassure the child but do not make promises of confidentiality.
- Make a full record of what has been said, heard and/or seen as soon as possible.

The Club will ensure that written details of the conversation with the child are passed on to the appropriate person or authority, which may include the Social Services or the Police.

Recording Information

Information passed to the Social Services department or the Police must be as helpful as possible, therefore, it is important to make a detailed record of the events and concerns, which have transpired. Recorded information should include:

- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's account, if he or she is able to give it detailing what has happened and how any bruising or other injuries occurred.
- Any time, dates, or other relevant information.
- A clear distinction between fact, opinion and hearsay.

The Club Official who reports any concerns to the Police or Social Services department will follow the procedures set out below:

1. Reporting the matter to the Police or Social Services Department should not be delayed by attempts to obtain further information.
2. Wherever possible, referrals telephoned to the Social Services department should be confirmed in writing within 24 hours.
3. A record will be made of the Social Services member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case of any follow up is needed.

ALLEGATIONS OF ABUSE AGAINST CLUB MEMBERS, COACHES AND VOLUNTEERS

This includes Club coaches, officials, volunteers, members and guest coaches and tutors.

Any suspicion that a member of the Club has abused a child must be reported immediately to the Club Child Protection/Welfare Officer/s or the Chairperson who should take such steps as to ensure the safety of the child in question and any other child who may be at risk. Any matters of this nature must be dealt with in a professional and confidential manner to protect all parties involved. The following procedures apply:

- Report any suspicions to the Club Child Protection/Welfare Officer/s or Club Chairperson.
- The Club Child Protection/Welfare Officer/s or the Chairperson will refer the matter to the Social Services department who may involve the police.
- A club official will notify a senior officer within the Canoe England of the matter. Tel: 0845 370 9514

GOOD PRACTICE IN THE CARE OF CHILDREN

In order to reduce situations where there is the opportunity for abuse or for possible false allegations to be made against Club coaches, officials, members and volunteers the following points of good practice apply:

- Do not spend excessive amounts of time alone with children away from others.

- Do not take children alone in a car on journeys, however short.
- Do not take children to your home where they will be alone with you.
- Ensure that male and female coaches or volunteers, particularly on trips or residential outings, always accompany mixed groups.
- Ask parents/carers and /or nominated club officials to be responsible for children and vulnerable adults in changing rooms or areas.
- At events and competitions be vigilant for people who do not appear to be relatives or friends of children who are participating but nevertheless seem to spend a lot of time videoing or photographing them. Report these incidents to the club officials or organisers.

Where cases arise where it is unavoidable that these things do happen, they should only occur with the full knowledge and consent of a Club Official, or of the child's parents.

Club members, coaches, officials and volunteers should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room or tent with a child.
- Allow or engage in inappropriate touching in any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child even in fun.
- Let allegations a child makes go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature that children can do for themselves.
- Have children stay at your home with you unsupervised.

Supporting Policies

The following Club policies have been formulated to support this policy and should be referenced in the context of the Child Protection procedures outlined in this document. They include:

- Risk Assessment Policy.
- Supervision of Away Trips.
- Guidelines for the use of Photographic and Filming Equipment.
- Harassment Policy.
- Club Code of Conduct
- Junior Code of Conduct.
- Club Duty of Care.
- TVCC Coaches Code of Practice.

All Club Coaches, officials, volunteers and members should be familiar with this and the supporting policies.

This policy will be reviewed and revised on an annual basis and any amendments made will be by the agreement of the General Committee. Members of the Club will be informed of the revisions at the Club Annual General Meeting.

The nominated Child Protection and Welfare Officer for Tyne Valley Canoe Club is:

John Dean. Club nominated person to complete British Canoe Union enhanced CRB forms for club coaches and volunteers.

Contact Details:

TVCC Child Protection and Welfare Officer,
John Dean,
26 Paddock Wood,
Prudhoe,
Northumberland,
NE42 5BJ
Telephone: 01661 832575

Canoe England Contacts:

24 Hour Child Protection Contact Number:
Mobile: 0777 570 7364 (for use outside of office hours)
e-mail: childprotection@bcu.org.uk

BCU Child Protection, Vulnerable Adults and Harassment Lead Officer:
Mike Devlin.
Tel: 0845 370 9514

BCU Child Protection Support Officer:
Nigel Timmins:
Mobile: 07740 820 113

NSPCC Child Protection helpline:
Tel: 0800 800 5000 (24 hour)

Contact details are displayed on the club operations display board in the club canoe store and are also detailed on all appropriate documentation held in the club operations file.

Nominated persons have attended a Sport UK Child Protection Course for Sports Coaches and the BCU Time to Listen Workshop.

All club coaches, volunteers and committee members have a copy of this policy document as well as all other club policies and pertinent documents. The club membership secretary will ensure all new members to the club are made aware of the 'Child Protection and Harassment Policy' on joining the club.

Date of revision: 13:01:2011

Date of next review: On an annual basis when revisions may be made only if they are determined to be appropriate.

D. Gray. (Chairperson)

[Tyne Valley Canoe Club is affiliated to the British Canoe Union](#)