



This Policy shall be applied consistently in relation to all Chiswick Pier Canoe Club volunteers and participants,

# CHISWICK PIER CANOE CLUB SAFEGUARDING CHILDREN AND ADULTS POLICY STATEMENT

Safeguarding children and adults are the actions that are taken to promote the welfare of children and adults and protect them from harm

Chiswick Pier Canoe Club (CPCC) recognises the need to promote the **welfare and interests of children and adults** in all circumstances. This policy aims to ensure that **ALL** children and adults are able to take part in paddlesports safely and are protected from **ANY form of bullying, harassment, discrimination and abuse**.

Safeguarding is a collective responsibility. **Everybody involved in paddlesports has a duty of care to safeguard and protect children and adults**, both inside and outside our sport. **Safeguarding training** is mandatory for anyone working with children and adults and Chiswick Pier Canoe Club will ensure that all those working or volunteering in regulated activity have access to appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and adults. Further information of the training options in this regard can be sought from Paddle UK.

Chiswick Pier Canoe Club has a Club Welfare Officer (CWO – G Cowsill), policies, and procedures in place to underpin this.

Policies and procedures relating to safeguarding will be promoted and **are mandatory for everyone involved in paddlesports**. Failure to comply with these policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from CPCC.

We will respond effectively to any safeguarding concerns transparently, consistently and fairly. We are committed to ensuring compliance with dynamic statutory frameworks, government guidance, codes of conduct and best practice and will manage any breach of these in line with our CPCC **Safeguarding Procedure, HR policies and Paddle UK Safeguarding policies and procedures** where applicable. We acknowledge that some children can be particularly vulnerable to abuse and we will take reasonable and appropriate steps to protect their welfare, ensuring that **everyone has a positive, enjoyable experience in our sport in a safe and inclusive environment**. Paddle UK has a safeguarding team, policies and procedures and safer recruitment procedures in place to underpin this and will support the Club wherever possible in managing Safeguarding concerns.

## HOW TO REPORT CONCERNS

**IF YOU OR ANYONE ELSE IS AT IMMEDIATE RISK OF HARM OR IN NEED OF MEDICAL ATTENTION CALL 999**

### **When to report abuse against children**

If you have a safeguarding concern or worry about a **CHILD**, whether it relates directly you, is something you have witnessed, or is something that someone has reported or disclosed to you, even if it does not relate to paddlesports – **don't keep it to yourself**.

Even if you think that it is a lower-level concern or are not sure - REPORT IT. Small pieces of information can help to create a big picture. IF IN DOUBT – PASS IT ON.

### **When to report abuse against an adult**

Before Reporting any suspected/known abuse against an adult, remember ADULTS HAVE THE RIGHT TO SELF DETERMINATION and this means:

- CONSENT from the adult MUST be granted before reporting any concerns (except for the exceptions listed below).
- We must RESPECT THE DECISION of the adult, regardless of our own assessment of a situation.
- The starting position is always to ASSUME MENTAL CAPACITY unless proven otherwise.

This may ONLY be overridden:

1. To protect others.
2. Where not intervening would cause further harm to the individual.
3. If the adult lacks the capacity to make the decision for themselves.
4. Where a crime may have been committed.

Chiswick Pier Canoe Club members or volunteers do **NOT** have to determine whether an adult has capacity (**this is to be assumed**).

If abuse is experienced, reported, witnessed or disclosed, the responsibility is to:

**RECOGNISE** possible signs of abuse, **RESPOND** to disclosures or concerns, **REPORT** them to the appropriate person (see reporting concerns), **RECORD** the concerns quickly and confidentially.

## REPORTING A CONCERN

Tell the appointed **Club Welfare Officer Glen Cowsill** and follow up with a **concerns form** within 24 hours where possible. If you are **unable** to speak to a Club Welfare Officer or **there may be a conflict of interest**, please contact the Paddle UK (or relevant National Association) Safeguarding Team.

## FOR CLUB WELFARE OFFICERS

If you have a concern that requires escalating to the Paddle UK Safeguarding Team or a **referral to statutory agencies** is needed (or if you are unsure) please contact the Paddle UK Safeguarding Team **as soon as possible**. If you have made a statutory referral, please also let Paddle UK know this **within 24 hrs**.

## EXTERNAL HELP

If you are unable to make contact with the appropriate person(s) and need **urgent advice** regarding reporting safeguarding of children you can contact your Local Authority Children's Social Care, or Local Authority Designated Officer (you can find details via internet search) **OR** contact The NSPCC [0808 800 5000](tel:08088005000) (Tues-Fri 9-4pm). In these instances, document the advice given and any action taken and complete a **concerns form** to the Paddle UK within 24 hours.

## CONCERNS ABOUT PADDLE UK STAFF, COACHES OR VOLUNTEERS

**All concerns** about the behaviour of **volunteers, coaches or other staff involved** with paddlesports, **must** be reported to Paddle UK Safeguarding Team (or **relevant National Association**) either directly, or via the Club Welfare Officer within 24 hours.

**To contact the CPCC Welfare Officer please call 07738 091078 or contact via email to [glen.cowsill@gmail.com](mailto:glen.cowsill@gmail.com)**

**Where a concern needs to be reported to the Paddle UK Safeguarding Team you can use the [concerns form](#), call 0115 8655354 or email [safeguarding@paddleuk.org.uk](mailto:safeguarding@paddleuk.org.uk). Visit the Paddle UK Website [here](#) for further contact**

## **SELF-CARE**

Dealing with difficult situations and listening to disclosures can be difficult. It is important to make sure you look after your own emotional well-being and mental health. If you are struggling with something you have seen or heard, please talk to someone without disclosing any sensitive information or you can contact The Samaritans: 116 123

## **ALLEGATIONS**

If you have allegations made against you as a member of staff or volunteer and you wish to discuss the matter with an impartial person, please contact Paddle UK Safeguarding Team. They will arrange contact with a Safeguarding Support Officer who can inform you of the investigation process and what you can expect as well as signposting for support and advice.

## **CONFIDENTIALITY**

**Chiswick Pier Canoe Club** and Paddle UK will take seriously and respond to all safeguarding concerns reported in good faith. All information reported to the Club Welfare Officers or Paddle UK will be treated confidentially and will only be shared with others where there is a need to do so, such as for the safety of others or prevention or detection of a crime.

## **COMPLAINTS**

If you are unhappy with how a child safeguarding concern has been responded to, in the first instance please contact the Paddle UK Safeguarding Team. (See also Safeguarding Whistleblowing Policy) or you can contact the NSPCC whistleblowing advice line on 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

If you are unhappy with how an adult safeguarding concern has been responded to, in the first instance please contact the Club Secretary/Chair or the Paddle UK Safeguarding Team. In addition, you can contact the Ann Craft Trust advice line on:

0115 951 5400 or Email [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

## **POLICY SCOPE**

***This policy and any policies and guidelines referenced within this document are those of Chiswick Pier Canoe Club and/or Paddle UK.***

## **OTHER RELEVANT POLICIES AND REVIEW**

**This policy operates in conjunction with all CPCC policies,**

Further details can be found on the CPCC website <https://chiswickcanoecub.co.uk>

## **APPENDIX A - RECORDING CONCERNS**

### **RECORD AND REPORT CONCERNS AS SOON AS POSSIBLE.**

Report all concerns to the Club Welfare Officer or Paddle UK Safeguarding Team within 24 hours. **You should include:**

**The Concern** – Did you witness it or is this a report from the individual or someone else? Times, dates, people, circumstances. How did the adult or child present? Scared? Under the influence of substances? What makes you think this? Try to use exact words/phrases when recording.

**Any evidence of harm or abuse?** Bruises - what size, location, colour? (Don't take photos of the person or child or ask to see bruises in places usually covered by clothes) Has the child got evidence on their devices or at home? Advise them to keep it and not destroy/delete it.

**How was it responded to?** What did you say/do? Did you ring anyone such as NOK, a parent or CWO or NSPCC? What advice were you given? How did you make sure the person or child was safe when they left you? What advice or support did you give them?

**Who was it reported to?** Did you report to the CWO and have you informed the Paddle UK Safeguarding Team? Did you refer to statutory agencies or signpost for support?

**Remember** - your report may be required as part of legal/disciplinary procedures. In all recording, proper consideration must be given to the requirements of current data protection legislation.

**REMEMBER** – it is not your responsibility to investigate allegations or to decide whether abuse has taken place. It is your responsibility to pass the information on to the appropriate person. **Even if you feel the concern is LOW LEVEL please REPORT IT.**

## APPENDIX B – POSSIBLE SIGNS OF ABUSE OF A CHILD

Below are signs that the NSPCC have highlighted that **may** indicate something concerning happening in a child's life:

- ❖ being afraid of particular places or making excuses to avoid particular people
- ❖ knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- ❖ having angry outbursts or behaving aggressively towards others
- ❖ becoming withdrawn or appearing anxious, clingy or depressed
- ❖ self-harming or having thoughts about suicide
- ❖ showing changes in eating habits or developing eating disorders
- ❖ regularly experiencing nightmares or sleep problems
- ❖ regularly wetting the bed or soiling their clothes
- ❖ running away or regularly going missing from home or care
- ❖ not receiving adequate medical attention after injuries

These are only indications, there may be other explanations and children may have learned to hide their signs of abuse and harm.

## **APPENDIX C – TYPES OF ABUSE OF A CHILD**

The NSPCC (2022) identifies a number of types of abuse that may affect children, including: bullying and cyberbullying, child sexual exploitation (CSE), child trafficking, criminal exploitation and gangs, domestic abuse, emotional abuse, female genital mutilation (FGM), grooming, neglect, non-recent abuse, online abuse, physical abuse, sexual abuse. Some of these are expanded below:

**EMOTIONAL ABUSE** - threats of harm or abandonment, humiliation, controlling, intimidation. **This could include a parent or coach ridiculing or punishing a child for not achieving or performing well or using threats, aggressive/inappropriate language as an attempt to motivate them.**

**EXPLOITATION (CSE and CRIMINAL)** – by individuals or by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation, county lines, and the influences of extremism leading to radicalisation. A young person may start missing coaching sessions or competitions, they may have money/possessions they didn't previously. **They may gain new ideologies/beliefs or may start to get into trouble with parent or at school or with the Police.**

**GROOMING** - Children and young people can be groomed online or in the real world, by a stranger or by someone they know. Attempts to befriend and isolate young people in order to exploit them. Gaining their trust and building a relationship for ulterior motives, sexual or criminal.

**NEGLECT** - the persistent failure to meet a child's basic physical and/or emotional/psychological needs. It may involve a parent/carer failing to provide adequate food, clothing and shelter, failing to protect a child from physical/emotional harm/danger (forcing a child to train when injured or in adverse/unsafe conditions).

**SEXUAL ABUSE** - can be contact offences such as rape and sexual assault. Or non-contact offences such as grooming, forcing or encouraging children to watch sexual content, or filming children in sexual content. Sexual abuse can be perpetrated by males and females and by adults and other children.

**SEXTING** - when someone sends or receives a sexually explicit text, image or video. This includes a child (under 18) taking the images of themselves or forwarding images to others. Sending explicit material can be a sign of serious crimes such as grooming and sexual exploitation. **Sending, receiving, or possession of ANY indecent images of children under the age of 18 is an offence.**

**DOMESTIC ABUSE** - Can include all the different types of abuse, emotional, sexual, financial and physical and is prevalent across the 16-19 age group.

**PHYSICAL ABUSE** - for example hitting, pushing, punching, shaking or strangling. There may be signs of harm, such as bruises or marks that can't easily be explained or there is no consistent explanation. **A child may also show fear/dislike of a coach or parent, where a positive relationship could be assumed.**

## **APPENDIX D – RESPONDING TO CONCERNS**

**LISTEN** – carefully to what is said, allowing the person to continue at their own pace.

Present as believing what is being said and show that you are taking concerns seriously.

Be open and encouraging, use body language to show that you are listening.

**EXPLAIN** – (If this is a child or young person) that you can't keep the information secret and you have a duty to report this but that you will not tell anyone other than people you need to tell, this may be a parents or social care or the police.

If there is any evidence of abuse either physical or virtual, ask the young person to keep it and not delete or destroy.

**CLARIFY** – Check the person's account and that you have correctly understood what they have told you.

**REASSURE** – the person that they have done the right thing by talking to you and it's a step towards making things better. Before they leave you, try to make sure they are calm and to the best of your understanding, are not at a risk of harm from others or themselves.

**AVOID** showing any negative feelings.

**DON'T** interrupt, ask lots of questions, or leading questions.

**DON'T** dismiss the concern, minimize it or attempt to explain it on behalf of someone else.

**AVOID** doubting the person, looking bored or disinterested, you may prevent them from fully disclosing something very painful.

**DON'T** allow any previous negative experiences with statutory agencies to influence reporting or sharing concerns.

**DON'T** panic or allow shock or distaste to show.

**AVOID** probing for more information than is offered, or conducting an investigation of the case.

**AVOID** allowing any personal feelings/experiences towards the person reporting or person of concern.