

# **Halifax Canoe Club**

## **Safeguarding Children and Adults Procedures**

This document supplements the Club's Safeguarding Policy, and Paddle UK Safeguarding Children and Safeguarding Adults Policy Statements that are part of the Club's policy and recognised best practice.

The content of this document provides specific information in respect of safeguarding children and adults at the club in order that everyone can appreciate their 'duty of care' and good practice with regard to these issues, risk assess their positions and support and advise those at risk

### **1. At Halifax Canoe Club we are confident that we have an established Code of Ethics**

- Provide a member's Welcome Pack to ensure all new members up to date safeguarding and other useful information they need.
- At the start of every course each coach will outline the safeguarding procedures including the Changing Room Guidance, this will be emphasised on the beginners' course.
- All members will have access to information regarding safeguarding. Updates and policy information will be available for all members on the club website and noticeboard.
- Contact details for the Club's Welfare Officer will be clearly displayed in the club.
- All parents/carers will have the responsibility to make sure children are picked up on time.
- Publicise the NSPCC Child Protection Helpline (0808 800 5000) and Childline (0800 1111) on the club noticeboard.

### **2. At Halifax Canoe club we access the Paddle UK guidance sheets to support safeguarding**

It is important that all members adhere to the HXCC Changing Room procedures, based on [Paddle UK guidance](#).

- Adults must avoid putting themselves in a one-to-one situation with junior members, particularly in the changing rooms.
- Parents / guardians should make sure their children avoid being in a one-to-one situation with an adult.
- Parents should help out by supervise changing. Juniors should make sure they don't change alone with an adult, and make sure they change quickly so others can use the changing rooms.
- Mobile phones, cameras or any other recording devices **must not** be used in changing rooms at any time.

The Changing Room procedures are applicable both on and off site.

The welfare officer, coaches and committee members will disseminate the guidance through the Members Welcome Pack, noticeboards and website.

### **3. The requirements for coaches and other volunteers to have appropriate Safeguarding Training**

In adhering to Paddle UK's Standards for Deployment and the Club's Safeguarding Policy, the club will ensure that volunteers will have safeguarding training appropriate to their role:

- **Welfare Officer** – attended a UK Coaching 'Safeguarding & Protecting Children' Course and update their training every three years AND attend a CPSU 'Time to Listen' course.
- **Committee Members** – complete Paddle UK Introduction to Safeguarding elearning, and update their training every three years
- **Coaches, Leaders and helpers** - attended a UK Coaching 'Safeguarding & Protecting Children' Course and update their training every three years
- **Event / Competition Organiser** - complete Paddle UK Introduction to Safeguarding elearning, and update their training every three years
- **Event /Competition Welfare Officer** – attended a UK Coaching 'Safeguarding & Protecting Children' Course and update their training every three years AND attend a CPSU 'Time to Listen' course.

Full details of the training requirements are set out in Paddle UK's [Standards for Deployment](#).

### **4. The requirements for coaches and helpers to have undergone disclosure (DBS Checks)**

In Accordance with the BC Disclosure Policy, all Club coaches and volunteers with significant contact with young people or vulnerable adults are to undertake a DBS check to comply with Paddle UK guidance. (A junior is defined as someone under 18 years of age). DBS should be updated as required by BC Disclosure Policy, which currently requires a new check to be done every 3 years. A record of dates for renewal will be kept on the coaches' register.

Reviewed: November 2024

Next review due: November 2025