

## **Halifax Canoe Club Child / Vulnerable Adults Protection Procedures**

This document supplements the BCU's outline Child Protection Policy that the Club complies with.

### **CRB Checks**

In Accordance with the BCU Disclosure Policy, all Club all coaches and volunteers with significant contact with young people or vulnerable adults are to undertake an enhanced CRB or equivalent disclosure through the BCU. (A junior is defined as under 18 years of age).

Those individuals without a disclosure certificate will be required to undertake a BCU enhanced CRB Disclosure as per the guidelines above by December 2010. Disclosure checks should be updated every 3 years.

Reference numbers and date on the returned CRB disclose should be submitted to the Club's Coaching Officer for inclusion on the Coaches Skills Register.

Copies of the CRB disclosures should be submitted to the Club's Welfare Officer, with agreement for these to be shared with appropriate third parties that require them (eg Schools with a School-Club link)

### **Child Protection Training Courses**

The Club Welfare Officer is to attend a Sports Coach UK 'Safeguarding Children' Course and the BCU 'Time to Listen' course when one becomes available.

Every year at least two coaches / committee members will attend a Sports Coach UK 'Safeguarding Children' Course to ensure that the Club maintains up to date on best practice in this area.

## **Procedures at the Club**

### **Information exchange**

At the start of every course, especially beginner courses, each coach will outlines the procedure for changing room use as set out below, and the Child Protection Policy enforced by the Club.

The photograph and contact information for the Club's Welfare Officer is clearly displayed in the Club and brought to the attention of paddlers and non paddling members.

The Club's Child Protection information, especially the changing room procedure, is outlined in Club Yearbook which is given to each new member whatever age.

Updates and policy information is available for all members at update meetings and on the Club website.

Coaches are encouraged to report any concerns relating to child protection to the Club's Welfare Officer.

The Club tries to cultivate a trusting environment between paddlers, coaches and parents / guardians.

### **Changing Room Procedures**

The changing room procedure is adhered to throughout the year, with the Welfare Officer, coaches and committee members ensuring it is adhered to.

Adults (including coaches) should avoid putting themselves in a one to one situation with junior members especially in the changing room (and during transportation to and from river trips / Club events / club sessions).

Parents and other coaches are encouraged to help out with supervision of changing when a one to one situation occurs.

Juniors are encouraged not to change on their own with an adult (unless a parent / guardian) and make sure they changed quickly. This applies to Club sessions and competition events, where juniors are encouraged to change as a group when in the presence of strange adults / older children.

If a coach / adult paddler goes into the changing room where there is a single child already changing either: leave the changing room until the child has finished or ask another adult to go into the changing room with you.

If a coach or adult paddler is changing with others who are about to leave them in the area with a single child, ask some-one to stay until you or the child has finished.

This situation applies to all Club sessions, pool sessions and any event where changing facilities are used.

The use of cameras, phone cameras etc are not allowed in the Changing Rooms.

### **Collection of Young People**

Parents and Guardians are responsible for collection of Children. In cases of late collection coaches **should**:

- attempt to contact the child's parent or carer on their contact number
- use the alternative contact name/number if necessary
- wait with the child / young person at the sport facility, with another coach or parents present if at all possible
- remind parents / carers of the policy relating to late collection.

In cases of late collection coaches **should not**:

- take the child home or to any other location
- send the child home with another person without permission from a parent or carer
- ask the child to wait at the club or a vehicle with you alone

### **Committee Approval**

**Signed:** \_\_\_\_\_

**Position at Club:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date next review due:** \_\_\_\_\_