

Halifax Canoe Club Child / Vulnerable Adults Protection Procedures

This document supplements the British Canoeing Child Protection Policy recognising best practice guidelines.

The content of this document provides specific information in respect of child protection and the protection of vulnerable groups in order that everyone can appreciate their 'duty of care' 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

- At enrolment night, committee members will ensure all new parents have a Handbook and an Introduction booklet. There will be Child Protection booklets on display.
- 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.
- 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.

2. At Halifax Canoe club we access the BC guidance sheets to support safeguarding

It is important that all members adhere to the HXCC Changing room procedure, and other BC safeguarding guidance. (BC website)

The Changing Room Procedure is applicable both on and off site. The welfare officer, coaches and committee members will disseminate the guidance through the year book, on sign up night and in meetings throughout the year.

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.

3. The requirements for coaches and helpers to have undergone disclosure and relevant training **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 or equivalent to comply with BC regulations. (A junior is defined as someone under 18 years of age). It is the Club's responsibility to organise the DBS checks. 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.

Safeguarding and Child Protection Training Courses

The Club's Welfare Officer should be confident in safeguarding children and vulnerable adults. All relevant training certificates should be given as evidence for Top Club. If possible the Club's Welfare Officer should attend a Sports Coach UK 'Safeguarding Children' Course and the BC 'Time to Listen' course.

As a minimum, all coaches will complete safeguarding training in line with current BC guidance for coaches based on their role. All coaches are familiar with best practice and safeguarding issues. The welfare officer and the coaching officer will be responsible to keep the coaches safeguarding training up to date in line with BC guidance.

4. Publicise the NSPCC Child Protection Helpline- 0808 800 5000
A poster to be displayed on information board

Committee Approval

Signed: _____

Position at Club: Welfare Officer_____

Date _____

Reviewed February 2018

Next review due February 2019