

## **OUTDOOR CENTRE & CLUB SAFEGUARDING POLICY CHILDREN & ADULTS**

**Phoenix Canoe Club Limited** is fully committed to safeguarding the well-being of its Club members and Centre users. All members and users 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 & Centre.

We believe that taking part in adventurous activities should be a positive and enjoyable part of children's or vulnerable adults' lives and to achieve this have the following aims:

- ❑ Coaches and Instructors should follow the Paddle UK Code of Ethics and RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners
- ❑ All coaches, instructors, helpers and officials working with young people and vulnerable adults should read and adhere to the Paddle UK P1 Safeguarding Children Policy Statement & P6 Safeguarding Adults' Policy Statement or RYA Safeguarding Children, Young people and Adults at Risk. The Club & Centre will follow the guidance of these policies in the event of any concerns or allegations. The documents can be found at:  
<https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates>  
<https://www.rya.org.uk/about-us/policies/policy>
- ❑ The Club & Centre will ensure that anyone who meets the eligibility criteria for a Disclosure check will not be deployed until a satisfactory check has been returned
- ❑ All Club members are made aware of the Club & Centre Code of Conduct
- ❑ The Club & Centre will obtain written medical, dietary and neuro-divergent details of all participants which will be made known to coaches where deemed appropriate and/or necessary.
- ❑ Anyone who coaches for the Club should be a member of Paddle UK or RYA. The club will encourage and support helpers to gain qualifications and assist coaches to stay up-dated.
- ❑ The Club & Centre will identify a person whose role it is to deal with any issues concerning Safeguarding (Club Welfare Officer) and notify this person to all members. Anyone with concerns with respect to the welfare of a Club Member or participant should contact that person. If that person is unavailable they can contact the Club Lead or the Paddle UK or RYA Child Protection /Harassment Officer.
- ❑ The Club & Centre will adopt and regularly review a Health and Safety Policy and Equality Policy
- ❑ The Club & Centre will review this Policy annually.

## **SAFEGUARDING PROCEDURE**

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

### **CHILDREN & YOUNG PEOPLE**

If you have a safeguarding concern or worry about a child, whether it relates directly to you, is something you have witnessed, or is something that someone has reported or disclosed to you, even if it does not relate to Club or Centre activities, **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.**

### **ADULTS**

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.**

### **REPORTING A CONCERN**

Tell the appointed safeguarding person, **Club Welfare Officer (CWO)** / Event Welfare Officer (EWO) or trip organizer 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 RYA Safeguarding Team.

### **CLUB WELFARE OFFICER**

If you have a concern that requires escalating to the Paddle UK or RYA Safeguarding Team or a **referral to statutory agencies** is needed (or if you are unsure), please contact the Paddle UK or RYA Safeguarding Team **as soon as possible.**

If you have made a statutory referral, please also let the Paddle UK or RYA Safeguarding Team know this **within 24 hrs.**

### **EXTERNAL HELP**

If you are unable to make contact with the appropriate person(s) and need **urgent advice**, you can contact your Local Authority Safeguarding Partnerships or Local Authority Designated Officer (LADO)

In these instances, document the advice given and any action taken and complete and share a **concerns form** with the Paddle UK or RYA Safeguarding Team within 24 hours.

## CONCERNS ABOUT PADDLE UK STAFF, COACHES OR VOLUNTEERS

**All concerns** about the behaviour of **volunteers, coaches or other staff** involved with Club or Centre activities, **must** be reported to Paddle UK or RYA Safeguarding Team either directly, or via the Club Welfare Officer within 24 hours.

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## 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** - 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.

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## RECORDING CONCERNS

Report all concerns to the Club Welfare Officer (CWO) or Paddle UK or RYA 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 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 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 a parent or CWO or NSPCC? What advice were you given? How did you make sure the 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 BC 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.**

**Small pieces of information can help to create a big picture. IF IN DOUBT - PASS IT**

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## WHO TO REPORT TO:

Contact details for relevant officers are below.

**Club Centre Welfare Officer – Christine Hayes** 07535 897868 [fitzgeraldhayes@mac.com](mailto:fitzgeraldhayes@mac.com)  
**Centre Development Director – Phil Atkinson** 07837 585798 [phil@phoenixcanoeclub.co.uk](mailto:phil@phoenixcanoeclub.co.uk)

In the event of not being able to contact these persons or for concerns involving these persons:

**Paddle UK Designated Safeguarding Lead** - 0115 865 5354 [safeguarding@paddleuk.org.uk](mailto:safeguarding@paddleuk.org.uk)

**RYA Safeguarding & Equality** - 02380 604104 / 07384 546489 [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

**Barnet's Local Authority Designated Officer (LADO)** via MASH on 020 8359 4066

**Brent Local Authority Designated Officer (LADO)** via - 020 8937 4300 / 020 8863 5250

**NSPCC Child Protection Helpline** - 0808 800 5000

**Childline** – 0800 1111

Concerns Form can be found at:

<https://paddleuk.org.uk/report-a-safeguarding-concern/>

<https://rya.vissro.com/rya/forms.nsf/concern>

or by internet search for RYA or Paddle UK "Concerns Form"

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This policy operates in conjunction with all Phoenix Canoe Club and Outdoor Centre policies. For definitions of Indicators or Signs of Abuse, Types of Abuse, Mental Capacity, etc. refer to:

- Paddle UK P1 Safeguarding Children Policy Statement
- Paddle UK P6 Safeguarding Adults' Policy Statement
- RYA Safeguarding Children, Young people and Adults at Risk