Safeguarding Policy

Exmoor Canoe Club - Summer 2025

Exmoor Canoe Club is fully committed to safeguarding the well-being of its members. All members 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.

We believe that taking part in Paddlesport should be a positive and enjoyable part of children's and vulnerable adult's lives and to achieve this Exmoor Canoe Club will:

- Identify a person whose role it is to deal with any issues concerning Safeguarding (Club Safeguarding Officer) and notify this person to all members. This can be found on the website.

- Anyone with concerns with respect to the welfare of a club member or participant should contact the Club Chairperson. If that person is unavailable they should contact a member of the committee or if the allegation is about a member of the committee then contact the Paddle UK Safeguarding Officer (Tel: 0115 8968842) or use the Paddle UK website.

    - For all coached or led sessions where under 18s or vulnerable adults are participating, there will be a minimum of one DBS checked member of ECC present

All Club coaches, helpers and officials working with young people should read and adhere to the Exmoor Canoeing Safeguarding Policy and the 'reporting concerns' flowchart. The Club will follow the guidance of the policy in the event of any concerns or allegations.

- A confidential record will be kept of any concerns or allegations which is accessible to the Safeguarding Officer and to the committee.

The Club 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 coaches over the age of 16 will need to be DBS checked or with a suitable adult coach

- The Club will ensure that anyone who meets the eligibility criteria for a Disclosure check is also provided with adequate training in line with British Canoeing guidance

- The Club will obtain written medical details of young paddlers which will be made known to coaches, where deemed appropriate and/or necessary.

- Any paddler who coaches for the Club should be a member of British Canoeing. The club will encourage and support helpers to gain qualifications and assist coaches to stay updated.

- The Club will review this Policy annually.

To Contact Paddle UK Safeguarding Team: 01158655354 or **safeguarding@paddleuk.org.uk**. Paddle UK's Designated Safeguarding Lead is Joy Johnson. If calling out of office hours, leave a message and we will respond as soon as possible the next working day.

HOW TO REPORT CONCERNS

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

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.**

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 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 (BCST) **as soon as possible.**

If you have made a statutory referral, please also let the BCST 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 Children's Social Care, or Local Authority Designated Officer (you can find details via internet search) **OR** contact The NSPCC **0808 800 5000** (Tues-Fri 9-4pm)

In these instances, document the advice given and any action taken and complete **concerns form** to the BCST 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 Paddle UK Safeguarding Team you can use the concerns form, call **0115 8655354** or email **safeguarding@paddleuk.org.uk. Visit the Paddle UK Website here for further contact details**, including the National Associations Lead Safeguarding Officers' details.