

The following applies to British Canoeing, the Scottish Canoe Association, Canoe Wales and the Canoe Association of Northern Ireland.

Identified Group	Minimum Required Training				ONLINE RENEWAL
	ONLINE	FACE TO FACE ⁶			
(Children are defined as Under 18)	British Canoeing's Introduction to Safeguarding Course or equivalent ¹	UK Coaching Safeguarding and Protecting Children or equivalent ¹	NSPCC Time to Listen Workshop/ In Safe Hands (Scotland)	Other (CPSU/ Children 1 st)	British Canoeing Safeguarding Refresher or UK Coaching Renewal: Safeguarding and Protecting Children ^{4, 5}
Coaches/ Leaders/ Instructors					
Coach/ Leader/ Instructor working with children.		✓			✓
Coach/ Leader/ Instructor <u>no contact</u> with children.	✓				See Note 7
British Canoeing Coach Tutors		✓			✓
Regional & Area Coaching Reps		✓			✓
Award & Qualification Providers working with children.		✓			✓
Award & Qualification Providers <u>no contact</u> with children.	✓				See Note 7
Clubs and Volunteers					
Volunteers working regularly with children		✓			✓
Designated Welfare Officer/ Safeguarding Children Officer (E.g. Club, Centre, Event, Trip)		✓	✓		✓
Event Officials	✓				
Individuals who hold contact details of children e.g. membership database, website, social media	✓				
Squad/ Team/ Trip Manager or Lead		✓			✓
British Canoeing and Home Nation Committees					
British Canoeing and Home Nation Board Members	✓			Board Training	
Committee – Identified Safeguarding representative		✓			✓
Committee Members	✓				

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British Canoeing and Home Nation Case Management Group		✓	✓	Risk Assessment and Case Management Training ²	✓
British Canoeing and Home Nation Staff³					
Office Staff	✓				
Coaching Staff		✓			✓
Development Officers		✓			✓
Safeguarding Lead		✓	✓	Lead Officer Training	✓
HR Staff		✓		Safe Recruitment Training	✓
Safeguarding/ Compliance Staff		✓	✓		✓
Safeguarding Tutors		✓		Tutor Training and Re-Orientatio n	✓

¹ Equivalent Training can be accepted- please refer to [SPC-G14](#) Equivalent Child Protection Training. For Northern Ireland- accepted course includes NSPCC Safeguarding Children and Young People.

² Equivalent Training for Case Management Group (CMG) will be accepted at the discretion of the CMG Chair.

³ All staff roles are reviewed to consider appropriate level of training, therefore the training requirements for some roles may differ from those listed.

⁴ 3 yearly refresher/renewal training is required on the third anniversary of the completion of either the face to face training (or online virtual training) or the last refresher/ renewal training undertaken, whichever is the latest.

⁵ Those requiring 3 yearly refresher training can do so by undertaking British Canoeing's Safeguarding Refresher course (due Autumn 2020) or UK Coaching's Online Renewal course (or equivalent). A refresher/ renewal course can only be accepted if a face to face basic workshop has previously been completed. It cannot be used as a substitute for the initial face to face training

⁶ Face to Face training also includes training via the virtual classroom where applicable.

⁷ Refresher training satisfied by undertaking either British Canoeing's Introduction to Safeguarding course or British Canoeing's Safeguarding Refresher course (or equivalent).

Disclosure and Barring Service Checks- England and Wales

Use the DBS Guidance Flowchart [SPC- G29](#) and or [GOV.UK DBS Tool](#) to determine who requires a DBS check for their role.

AccessNI Disclosure Checks- Northern Ireland

If you require an AccessNI check download the [AccessNI Application Form and Guidance](#) document that will fully explain how to make an application. Further information can be found [here](#).

PVG Scheme- Scotland

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If you have been asked to complete a PVG form by your club, please refer to the guidance and information on the Scottish Canoe Association website [here](#).