

The policies and guidelines referenced within this document are those of British Canoeing and its Home Nation associations.

Safeguarding

It is the responsibility of everyone working with children or providing a service for them to commit to safeguard and promote the welfare of those children. Should a concern arise at an event, or an individual witnesses an act of abuse during the course of the event *which is not appropriately acted upon*, the organising committee could be in breach of this duty.

Event Coordinator/ Organiser

The Event Coordinator's/ Organiser's core responsibilities with respect to safeguarding are to;

- Promote the Event Welfare Plan.
- Recruit an Event Welfare Officer.
- Aim for best practice, but at least ensure that minimum standards are met, i.e. in terms of recruitment, selection and training of staff.

Event Welfare Officer

Each event should have a nominated person to undertake the role of Event Welfare Officer. In many cases this will be the organising club's Welfare Officer. There should be one Welfare Officer per 100 youth participants (under 18). They are responsible for;

- Child welfare
- Providing the Event Welfare Plan
- Child protection, safeguarding and safety at the event
- Duty of care to participants and to all involved in the organisation

Event Child Protection Statement

The Event Organising Committee should adopt the British Canoeing Safeguarding Children Policy and Safeguarding Adults Policy and publish a statement or policy confirming their adoption of, or commitment to safeguarding. This must be easily available to participants, volunteer helpers and clubs and may be sent out with entry forms or available on the event website. The statement might read:

The Organising Committee of [event] believe that the welfare and wellbeing of all children is paramount. All children, regardless of age, disability, gender, race, religion or belief, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

A welfare officer for the event will be appointed and will act as the point of contact for any concerns or allegations. Their contact number will be displayed throughout the duration of the event.

The Event Welfare Plan

When developing the Event Welfare Plan consideration should be given to the size and potential risk with that particular event. This might be done as part of the overall risk assessment for the event. Then all reasonable steps should be taken to address the risk including the following.

1. **Contact details** - There should be a clear, brief notice at a point where participants are most likely to see it, giving a contact number or location for the following with a brief explanation of the event reporting procedures for such concerns. If the Event Welfare Officer is not well known then it is good practice to have a picture of them with their contact details. For example:

For incidents contact the Event Welfare Officer

Name, picture, mobile number and/or where they can be located.

Other Contact details:

Event Organiser: mobile and location
British Canoeing Safeguarding Lead – 0115 8968842
24 Help Lines - NSPCC 0808 800 5000
The local police – telephone number
CANI Safeguarding Officer (for events in NI) – 028 95438094
SCA Safeguarding Officer (for events in Scotland) – 07900 887007
CW Safeguarding Officer (for events in Wales) – 07496 018281

2. Ensure there is a clear **reporting structure** for any child protection or safeguarding concerns raised. The first point of contact should be the Event Welfare Officer. They should ensure that the correct reporting procedure is followed based on British Canoeing guidelines.
3. All participants and individuals attending the event abide by the rules of the event and by good sportsmanship. Clear codes of conduct should be published - this might be the British Canoeing **Code of Conduct** or one adapted for the event. Suitable codes could include participants, coaches, volunteers and parents/ carers.
4. **Appropriate medical provision** should be available whilst the event is being run. Outside of this time, those at the venue should have available contact numbers for the local hospital or doctor's clinic. In an emergency, you can always contact **999**. This could be made available on the same poster as the welfare officer details or in the event programme.
5. It is important for everyone to be aware of the **security** of young people on site. This in particular should be the role of the Team Leaders and parent/ carer to ensure people are not given free access to young people. In addition the Event Organiser may brief appropriate volunteers to be vigilant and report anything suspicious such as someone taking photos in the changing area or someone unknown or suspicious hanging around.
6. Appropriate procedures for **missing participants** should be thought through and communicated to volunteers.

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7. Where staff and volunteers have unsupervised contact with children at the competition, the Committee must consider who needs to be vetted including **Disclosure checks**. These decisions including reasons for not vetting an individual should be documented.
8. You should ensure that all staff and volunteers who provide services to the event are aware of the British Canoeing Safeguarding Children Policy & British Canoeing Safeguarding Adults Policy.
9. **Photography** is a difficult issue for events as they often take place in areas with open public access and may cover considerable distances. The Organising Committee should consider the advice given in the British Canoeing Guidelines for Photography and brief volunteers on how to respond to any inappropriate photography they may witness. Remember that to publish any photos of children you must have parental/ carer consent. For professional photographers you should consider registration and issue an identification badge or tag.
10. A **complaints policy and disciplinary procedures document** should be in place and implemented as required for participants and staff working at the event.

Further information can be found in the NSPCC publication "[Safe Sports Events](#)."

Safeguarding Check List

Issue	Action	Note
Who is responsible for welfare issues?	Appoint Event Welfare Officer – ideally utilise the Club Welfare Officer	Make sure volunteers and those working the event know who the Event Welfare Officer is and how to contact them
Awareness	Publicise the Event Welfare Plan on the website, in the year book or with the entry form/confirmation. Circulate the plan to volunteers	Make sure contact details for the Event Welfare Officer are published and available at the event.
Medical provision	Ensure medical team are briefed on welfare issues	Issue them a copy of the welfare plan
Appropriate level of security	Brief volunteers/staff etc.	Organising committee responsibility
Missing persons	Have an appropriate procedure e.g. report to event registration desk.	Brief all volunteers on missing persons procedures
Photography	Brief volunteers and local press. Include statement in event information. Consider how to register those wishing to video/ use cameras.	Make available a copy of British Canoeing's recommendations on photography to volunteers and participants.

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Training Requirements for Event Staff

(Event Staff relates to all individuals involved in that event- whether paid or volunteers)

Staff	Roles & Responsibilities	Child Protection Awareness training
Welfare Officer (1 per 100 participants under 18)	Responsible for the implementation of the event welfare plan	Safeguarding and Protecting Children (or equivalent) Time to Listen/In Safe Hands workshop
Event staff in direct contact with participants under 18		Basic awareness training** or briefing by Welfare Officer
All event and support staff not in direct contact	Responsible for servicing the event	British Canoeing's Introduction to Safeguarding course or briefing by Welfare Officer
Drivers		Suitable, valid driving licence; relevant insurance

**Those with unsupervised contact should attend the UK Coaching Safeguarding and Protecting Children workshop or equivalent. Those with supervised contact should complete British Canoeing's Introduction to Safeguarding course.

(With acknowledgements to the NSPCC Safe Sport Events (2003) and the ARA guidelines.)

The following documents are templates to support this Guidance sheet:

- Event Organiser Responsibilities
- Event Welfare Officer – Role Description