

G21 – Safeguarding Training Requirements

The following guidance is adapted from the NSPCC/CPSU training guidance and applies to Paddle UK, Canoe Wales and Paddle NI.

For Paddle Scotland’s training requirements, please visit the Paddle Scotland website.

Identified Group	Minimum Required Training				ONLINE RENEWAL
	ONLINE	FACE TO FACE ⁶			
(Children are defined as Under 18)	Paddle UK’s Introduction to Safeguarding Course	UK Coaching Safeguarding and Protecting Children	NSPCC Time to Listen Workshop/ In Safe Hands (Scotland)	Other (CPSU/ Children 1 st)	Paddle UK 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
Paddle UK 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)		or equivalent ¹			
Competition/Event/Trip Organiser or other Organising Role					
Event Officials					
Safety Officers					
Chaperones of under 18’s and adults at risk					
Individuals who hold contact details of children e.g. membership database, website, social media					
Squad/ Team/ Trip Manager or Lead					

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Paddle UK and Home Nation Committees					
Paddle UK and Home Nation Board Members	✓			Board Training	
Committee – Identified Safeguarding representative		✓			✓
Committee Members	✓				
Paddle UK and Home Nation Case Management Group		✓	✓	Risk Assessment and Case Management Training ²	✓
Paddle UK and Home Nation Staff ³					
Office Staff	✓				
Coaching Staff		✓			✓
Development Officers		✓			✓
Safeguarding Lead		✓ or equivalent ¹	✓	Lead Officer Training	✓
HR Staff		✓		Safe Recruitment Training	✓
Safeguarding/ Compliance Staff		✓	✓		✓
Safeguarding Tutors (<i>completion of training course dependent on what is being delivered by the Tutor e.g.SPC/TTL</i>)		✓	✓	Tutor Training and Re-Orientation	✓

¹ Equivalent Training for Club Welfare Officers can be accepted in place of the UK Coaching Safeguarding and Protecting Children course. Equivalent training must be a Designated Safeguarding Lead or Level 3 Safeguarding Course. For further guidance on equivalency training for CWO's, please email safeguarding@britishcanoeing.org.uk

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 the last refresher/ renewal training undertaken, whichever is the latest

⁵ Those requiring 3 yearly refresher training can do so by undertaking Paddle UK's Safeguarding Refresher course or UK Coaching's Online Renewal course (or equivalent for CWO's). 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 virtual classroom where applicable

⁷ Refresher training satisfied by undertaking either of Paddle UK's Safeguarding Refresher courses

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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, visit [Paddle NI's AccessNI webpage](#) which will fully explain how to make an application. Further information can be found [here](#)

PVG Scheme- Scotland

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