

PADDLE UK SAFER RECRUITMENT OF THOSE WORKING WITH CHILDREN OR ADULTS AT RISK

We are committed to safeguarding and promoting the welfare of everyone taking part in our sport, regardless of age, ability or disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation and we expect the same commitment from all our staff and volunteers. **All Paddle UK¹ affiliated clubs should provide a safe environment for all staff, participants, volunteers and/or parents/carers involved.**

We recognise that volunteers are the lifeblood of clubs and many clubs would not exist without them. However, not every volunteer may be suited to every role and a small minority may not have the skills or appropriate motivations to work with young people, women and girls, adults at risk or any other group within our sport. This policy requires a level of formality and checks that are necessary to promote the safety of children and adults at risk, and to demonstrate our commitment to a safer culture where safeguarding processes are visibly embedded.

This policy has been developed in line with current NSPCC guidance on safer recruitment (January 2022). It aims to **protect** children and adults at risk from harm by **deterring** unsuitable applicants from applying for roles working with children and adults at risk and **identifying** and **rejecting** them if they do.

When recruiting for paid or voluntary roles working with children and adults at risk we will:

- 1.** Follow a **safer recruitment process** to promote a fair and consistent approach to ensuring that all people working with the children or adults at risk in our care are safe and qualified to do so.
- 2.** Carry out **appropriate criminal records/background checks**.
- 3.** Provide a **welcoming and supportive induction process** that ensures all new staff and volunteers are aware of Paddle UK and their clubs/delivery partner's commitment to safeguarding, equality, diversity and inclusion and how the expectations on all staff and volunteers align with this.
- 4.** Have a **robust data management processes** in line with UK GDPR to manage the handling of sensitive information such as DBS checks.

¹ Paddle UK is a trading name of British Canoeing which is a Company registered at Companies House with the registered number 01525484.

1. The Safer Recruitment Process

- 1. Define the role - Role description & Person Specification**, describes the tasks and duties involved, skills, experience required and any safeguarding responsibilities.
- 2. Advertising** - Aim to advertise roles to a wide audience (E.g. noticeboards, club website, social media platforms.) Remember to include description of role, duties, responsibilities, skills as well as if any experience is needed and if applicable, the level of DBS check required.
- 3. Short listing** - The purpose of shortlisting is to identify those candidates who best meet the selection criteria for the post as defined in the person specification.
- 4. Informal meeting** - Should be completed face to face (via technology if physical proximity isn't possible). All applicants should be asked the same questions and rated. It is recommended that two representatives of the club attend the meeting. Ask questions that gain insight into candidate's knowledge of safeguarding and experience working with children and/or adults at risk.
- 5. Self-declaration** - of relevant convictions or current investigations. This provides the opportunity to give consent for criminal record check to be completed and allows relevant safeguarding information to be declared where DBS criteria is not met.
- 6. References** - Two written references are required, ideally from previous sport/club or volunteer opportunities who are able to comment on the applicant's suitability for the role, particularly referencing their suitability to work with children/adults at risk.
- 7. DBS Checks** - Where a role meets the eligibility requirements (see section 2.1 below) the appropriate level of DBS check must be completed prior to starting the role. Applicants that do not meet the criteria for a DBS check, should complete the Self-Declaration form prior to working with children and adults at risk. If the preferred candidate is an internal candidate or club member, they may require new references/DBS check if their role scope has changed. **Responsibility for all these checks lies with the club.**
- 8. Induction** – Should take place as soon as the role is appointed and should be designed to welcome new volunteers/staff into a club or role and highlight key personnel, training, policies and procedures. (see below for example induction content).

2. DISCLOSURE BARRING SERVICE (DBS) CHECK

What is a DBS check?

A deployer can check the criminal record of someone applying for a role. This DBS check is carried out via the Disclosure and Barring Service (DBS) and will disclose any spent convictions, cautions or reprimands that are not protected or subject to filtering by the DBS. It may also disclose other relevant information, depending on the position applied for and the level of check carried out.

Who needs a DBS check?

Eligibility to apply for a DBS check is not based on an individual's job title but is established by looking at the activities and responsibilities carried out in their individual role. Anyone over the age of 16 who undertakes **Regulated Activity** (see definition on the side) with children or young people under the age of 18, on more than three days in any period of 30 days or at any time between 2am and 6am with the opportunity for face-to-face contact with children ("the period condition") must complete an Enhanced DBS with children's Barred List check before deployment. If an individual who is aged over the age of 16 is volunteering or working with children or young people under the age of 18 **more than once** but not enough to meet the **period condition** or is volunteering **regularly** but is **supervised** at all times, they are eligible for an Enhanced check without any barred list check. **DBS checks must be updated every 3 years** and if the role or scope of a role changes to require a different level of DBS check, a new check must be completed.

If you are unsure whether you qualify for a DBS check, or which level is required, please see the [Paddle UK Disclosure and Barring Service \(DBS\) Guidance Flowchart](#) or email dbs@paddleuk.org.uk

Not eligible for DBS check?

Only those who meet the criteria are eligible for a DBS check. A **Self-Declaration Form** should be completed by applicants working with children and adults at risk but who **do not meet the criteria for a DBS check**. This includes **UNDER 16s** as they are ineligible for DBS checks. Paddle UK recognises the contribution that ex-offenders can make as employees and volunteers. Adverse content on a DBS does not **automatically** prevent an applicant from being successful but **a risk assessment and references may be required before deployment**. The Paddle UK safeguarding team will be notified if there is any adverse content on a DBS and will ensure that, where required, these additional steps are carried out. Refusal to comply with this process may result in withdrawal of the role.

Regulated Activity is:

Activity which includes 'unsupervised'* contact of children or young people under the age of 18 which is of a specified nature (teaching, training, care, supervision, advice, treatment or transport) **OR** activity which takes place in a specified place (Schools, Academies, Children's Centres)

AND which occurs at any time on more than three days in any period of 30 days or at any time between 2am and 6am with the opportunity for face-to-face contact with children ("the period condition")

Unsupervised Activity

is defined within paddlesport as: *'The coach/instructor being out of sight or hearing of their supervisor'*.

3. VOLUNTEER INDUCTION

Once a volunteer has been safely recruited it is vital to give them a sense of belonging, make them feel welcome, valued and to orientate them into the club. **A volunteer induction is a crucial part of this.** It should include a variety of information designed to bring the volunteer up to date with policies and procedures at the workplace and provide information about the organisation's structure, membership, its activities and where the volunteer fits in.

The induction should cover essential aspects of the role and specific attention should be drawn to the club/centre Safeguarding Policies and how to report any safeguarding concerns. **Volunteers should be introduced to the Club Welfare Officer as soon as possible** and given their contact details immediately, they should also be informed how to contact the **Paddle UK Safeguarding Team.**

REMEMBER! Don't assume that because people have been involved in the club, or its activities, for some time that they know how everything works. It is safer to give people more information than they need rather than making assumptions about their level of knowledge.

HELPING VOLUNTEERS TO SETTLE IN

- New volunteers should have a named person who they can ask if they are in doubt about anything - this could be someone who has done the job before.
- Introduce new volunteers to the people they will come into contact with whilst undertaking their role, including the person overseeing their work.
- Check new volunteers have a clear and accurate understanding of their role and any responsibilities they will be taking on.
- Make sure they know where to find/how to use resources they need to fulfil their role - It is often a good idea to walk new volunteers around the club/facilities/resources, including highlighting toilets they should use and where they can eat/make drinks.
- It is helpful for new volunteers to 'shadow' someone more experienced who can 'show them the ropes'.
- Give details of any meetings they are expected to attend (dates, times, locations etc.).
- Explain club communication processes – for both staff/adults and young people.

Don't forget to give new volunteers feedback on how they are doing. People like to know how they are getting on and to be given the opportunity to improve.

VOLUNTEER INDUCTION PACK

A Volunteer Information Pack for new volunteers may be helpful, an example of this may contain:

- safeguarding policies and procedures
- codes of conduct
- constitution, rules and guidelines
- club membership registration
- roles and responsibilities of the post
- points of contact (this could include their predecessor/people who they are most likely to work with and Club Volunteer Coordinator if applicable)
- Contact details of key club personnel
- Key HR processes such as expense claims/probation period/reviews etc.

4. MANAGING AND STORING SENSITIVE INFORMATION

We are committed to ensuring the security and protection of personal information in line with the relevant data protection legislation including UK GDPR and the Data Protection Act 2018. Disclosure information is sensitive and will be treated confidentially. It should only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given. This information should not be kept for any longer than is necessary to make a decision regarding deployment, although a record may be taken of the date of issue of a DBS, the name of the subject, the type of DBS requested, the role, the unique reference number and details of the recruitment decision taken.

This policy will be reviewed every three years, or in the following circumstances: changes in legislation and/or government guidance as required by the local safeguarding partnership, UK Sport and/or home country sports councils as a result of any other significant change or event.

This Policy shall be applied consistently in relation to all staff, volunteers and participants, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

POLICY SCOPE.

This policy and any policies and guidelines referenced within this document are those of Paddle UK. They do not apply in Scotland, Wales or Northern Ireland. Visit the websites of Paddle Scotland, Canoe Wales (CW) or The Canoe Association of Northern Ireland (CANI) for details of the equivalent policies and guidelines in these countries.

Other relevant policies can be found on the Paddle UK website including:

Paddle UK Safeguarding Children Policy
Paddle UK Safeguarding Adults Policy DBS
Guidance for Clubs

SAFEGUARDING CONTACTS

Contact Paddle UK **SAFEGUARDING HELPLINE NUMBER 0115 865 5354** Or
Email: Safeguarding@paddleuk.org.uk