

**UNITED KINGDOM SAFEGUARDING STEERING GROUP
TERMS OF REFERENCE**

1. Title

The Group shall be called the United Kingdom Safeguarding Steering Group (Hereafter referred to as 'UKSSG').

2. Purpose

The UKSSG is a partnership of paddlesport national governing bodies throughout the United Kingdom. The mission of the UKSSG is to contribute to the safeguarding of children and young people, as well as adults at risk within paddlesports by managing processes and ensuring collaboration between the respective national governing bodies within the UK.

The purpose of the UKSSG can only be achieved by developing a coordinated and consistent approach towards ensuring that all people have a fun, safe and positive experience when participating in paddlesport, regardless of where they live and regardless of where the experience takes place. This will require collaborative working, sharing good practice and developing a strategy which helps to implement good practice in safeguarding within paddlesport. Implementation of good practice protects everyone working in the sport including members, volunteers, athletes, coaching workforce and employees.

For the avoidance of doubt, each individual national governing body is fully responsible for safeguarding in their respective jurisdictions.

3. Composition

The UKSSG consists of the following representatives:

British Canoeing Case Management Group Chair
British Canoeing Designated Safeguarding Lead
Safeguarding Lead Officers – England, Wales, Northern Ireland, and Scotland
British Canoeing Board representative
Coaching Representative
British Canoeing Child Protection Tutor
Performance Programme representative
Competition representative
Club representative
Centre representative
Young People’s representative (with appropriate support)

4. Key Responsibilities

- Support paddlesport national governing bodies to develop, monitor and review Development Plans in line with the Standards and Framework for Safeguarding and Protecting Children in Sport.
- Share best practice to ensure that each organisation has a safeguarding policy and procedures in place which are regularly reviewed and revised as necessary.
- Share best practice to ensure that each organisation has case management procedures in place which are regularly reviewed and revised as necessary.

- Ensure that all necessary related policies and procedures are in place and implemented throughout the organisations.
- Develop, monitor and review training for safeguarding throughout the organisations.
- Develop, monitor and review resources for embedding safeguarding throughout the organisations.
- Advise/act on the safeguarding implications of any new legislation, organisational projects and/or development.

5. Procedures

In order to facilitate consistency across the paddlesport governing bodies, changes to Safeguarding policies or procedures implemented by one national governing body will be submitted to the group for discussion. The Lead Officers of each national governing body can then consider whether their own policies and procedures need to be updated to reflect any amendments or improvements.

Members of the UKSSG are responsible for reporting back to the committees and stakeholders whom they are representing to update and inform members with respect to Safeguarding policies and procedures.

6. Meetings

The UKSSG will meet a minimum of twice a year, with the option to meet more frequently if required. Further correspondence will be undertaken by email, phone or letter as agreed by the group.

The meetings will be held in person or by teleconference or video conference and individual members may join a physical meeting remotely via teleconference or videoconference and be regarded as present at the meeting.

Any applicable papers including the agenda for the meeting shall be circulated prior to the meetings.

Minutes of the UKSSG meetings will be taken and will be circulated to the members of the UKSSG as soon as is practicable after the meeting.