



Jersey Canoe Club

Child Protection Policy

Policy Statement

The Jersey Canoe Club will take all reasonable steps to protect children and vulnerable adults from physical, sexual and emotional harm whilst taking part in official canoe club activities.

Revision Date: 29 May 2008

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Introduction

The Jersey Canoe Club wishes to ensure that all those taking part in club activities are able to do so, protected and safe from harm while they are with club members. This is particularly true in respect of children and vulnerable adults.

All of our members must have a clear understanding of how we must operate within an appropriate code of conduct, aware of what their 'duty of care' is and how this relates to their position in providing activities (coaches) and being responsible for others.

There is always the risk of someone being harmed. In a small percentage of cases action may be taken against you if the person decides to make a claim. This action may result in financial losses but can also harm your reputation, your career or the reputation of the club.

In an activity such as canoeing, safety and keeping people safe is all about risk assessment and minimising the risks involved at all levels of participation. While all taking part in an activity have a duty to their fellow participants, in organised activity we all have a heightened duty of care and as such we should be aware that the principal risks extend to the quality of control exercised by those in charge. Coaches and club officials should all take reasonable steps to safeguard those directly taking part in activities and at any time that they may be deemed responsible for those in their charge – in vehicles, during journeys, to and from activities and residential visits.

A **coach** is defined as a person who has a recognised and up to date coaching qualification awarded by a recognised canoeing body such as the British Canoe Union.

A **volunteer** is defined as person who may in the course of their club activities have regular contact with children assisting a coach.

A **committee member** is defined as a person elected to an official position in the Jersey Canoe Club committee at the Annual General Meeting, or a person subsequently co-opted to the committee.

Be Safe

At the Jersey Canoe Club we believe that the welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse i.e. – members, coaches, parents, friends and children themselves.

Nowadays we appreciate that abuse can happen wherever there are children – at home, at school, in the park, at the club. Sadly there are some people who will seek to be where children are, simply in order to abuse them. We believe that everyone in the club has a moral responsibility and therefore a part to play in looking after children and vulnerable adults with whom they are working.

By following our good practice guidelines, all members will help to protect both the children in our sport and our coaches / supervisors / lifeguards from wrongful allegations. Our Guidelines are based on the following principles:

- The child's welfare is paramount.
- Anyone under 18 is classed as a child.

- All children regardless of age, any disability, gender, racial origin, religious beliefs and sexual identity have a right to be protected from abuse.
- All suspicions of, and allegations of abuse will be taken seriously, and responded to swiftly and appropriately.

Following these principles the club will issue guidelines and arrange training as part of its coach development scheme. This will cover:

- The main forms of abuse and their indicators.
- Listening to children and record keeping.
- Appropriate response to suspicions or allegations of child abuse.
- Good practice in working with young people with special reference to situations likely to arise in canoeing.

We believe that our Child Protection Policy and procedures can:

- Offer safeguards to the children with whom we work and our adult members.
- Help to maintain the standards of practice expected from members of the British Canoe Union and the local community.

In order to protect the rights and welfare of all:

- All club members will be required to sign a declaration that they agree to abide by the Club's Code of Conduct.
- All club coaches will be required to sign a declaration that they have read and agree to abide by the Child Protection Policy document.
- All members under the age of 18 years will be required to complete a registration form detailing personal details regarding address, contact numbers, name of doctor, allergies, medication, etc, to be signed by a parent or guardian. The Club Chairman will hold this on file.
- All existing coaches and any prospective coaches and official volunteer will be asked to give their consent to a Criminal Records Bureau (CRB) check. The Jersey Canoe Club will not accept CRB checks from other organisations that may have been carried out.
- All club visits away from the island should follow the procedures laid down in the club document 'Supervision of Nights Away'

Jersey Canoe Club Child Protection Guidelines

The Jersey Canoe Club has a duty of care to safeguard all children and vulnerable adults involved all children and vulnerable adults involved in the club from harm. The following guidelines have been devised not just to protect children and vulnerable adults, but also to provide appropriate guidance and therefore protection for coaches and members of the club. All coaches and members of the Jersey Canoe Club are encouraged to demonstrate appropriate behaviour in order to protect themselves from false allegations.

The following bullet points constitute 'good' practice:

General

- Coaches and members must treat all young people equally – with respect and dignity. Respect an individual's right to personal privacy.
- Provide an example that you wish others to follow
- Plan activities that involve more than one other adult being present or at least are in within sight or hearing of another adult. At times there may be no alternative, e.g. when a child is hurt, but no regular one to one contact should happen.
- Any claims of abuse will be taken seriously and should be dealt with in accordance with the club's reporting procedure. All coaches and members should be aware of what to do should they be told of an allegation of abuse
- All coaches and members should be provided with advice to raise awareness of best practice, guidance and support should they become involved in a situation in which there is concern that abuse may be occurring.
- The club should foster an environment in which children and adults feel comfortable and caring enough to point out attitudes and behaviour that they do not like.
- Where there are mixed groups away from home, they should always be accompanied by and adult male and female helper. Have separate accommodation for nights away
- Follow B.C.U. guidelines for photography and video use (see Appendix 9)
- Never hit a child whatever the provocation.
- Never make suggestive, sexual remarks or gestures, even in fun.
- Never promise to keep a secret.
- Coaches and members should not invite or allow children to stay with them at their home unsupervised.
- Do not have any inappropriate physical or verbal contact with others. There may be times when either for coaching or safety when physical contact is required, wherever possible this should be preceded by an explanation of why it would be necessary and permission given, (e.g. would you mind if I held your shoulders to show you what I mean?) Where possible work alongside another colleague and if appropriate involve the parent's / carers, or ask their permission.
- Avoid situations that compromise your relationship with young people and are unacceptable within a relationship of trust (e.g. a sexual relationship between an adult and a youth member over the age of consent).

Remember that someone else might misinterpret your actions, no matter how well intentioned.

Changing

- Wherever possible parents / carers should be encouraged to take responsibility for their children whilst changing before and after a canoe activity has taken place.
- For activities where a child is taken to an activity by a parent or carer they should understand that a coach will not assume responsibility for a child until he / she is changed and ready for the activity. The coach will then relinquish responsibility back to the parent / carer as soon as the activity is finished and any equipment used is put away.
- Club members will not take responsibility for children changing before or after a session.
- Coaches and members must respect the child's privacy when changing before and after a session.

Pool Sessions

- If a parent is not present then adult members should be in pairs, e.g. during pool sessions there should be a minimum two adults of the appropriate gender in the changing rooms until the last child has left the changing rooms.
- An adult should not go into changing rooms alone when there are children present.
- If an adult requires the use of the toilet and is aware that a child is already in the changing rooms then he / she should wait until the child has left before entering.

Paddling

- Where possible, ask the child and / or their parent's permission before physical support is given and explain its purpose.
- The nature and intensity of any training must not exceed the capacity of a child's immature and growing body.
- Coaches and members should not engage in physically rough or sexually provocative 'games'. Inappropriate talking or touching must be avoided and sexually suggestive comments must not be made, even in a light hearted manner.

Transport

- Coaches and members should avoid taking and dropping off a child to an event, except in emergencies. In case of injury an ambulance should be called. If the need should arise, the lift should only be undertaken with the full knowledge and consent of the child's parents / carers. A note of the departure time and arrival time at the destination is recommended.

Rescues

- The first priority in a rescue (a paddler in the water) is to get the paddler back into their canoe as quickly as possible, therefore the closest paddler to the person who is able to effect a rescue (male or female) must carry it out.
- If the rescuer deems it necessary to physically aid the rescuee, they should aim to do so by grasping the buoyancy aid. If this is not possible, or in the case that the rescuee is physically incapable (through exhaustion / loss of consciousness), then it should be recognised that other physical contact will be necessary. However, this should be kept to a practical minimum and in this case it is likely that another adult would be assisting the rescue.

Recruitment of Coaches

All prospective coaches are responsible for ensuring that their annual Membership Form includes the up to date information regarding about their current qualifications. Copies of a coach's current certificates and CRB result (only to be recorded as approved or unapproved – no details should be kept on file). They will also be asked to give their consent to UK Criminal Records Bureau (CRB) checks (refer to CRB Clearance Procedure p..). The club will seek to obtain at least two references, one regarding previous work with children (if possible).

In the situation where an unknown qualified coach arrives on the island, the club (in addition to the above) will ask for references / confirmation of their suitability to work with young people with the national canoe organisation in their home country through which they obtained their coaching qualifications (e.g. the BCU).

All coaches will be given introductory training about the club's policy towards child protection and the correct procedures to follow.

New coaches / helpers should be monitored working within the club by senior coaches when they begin in order to observe safe working practices and good relationships with trainees. Any serious concerns resulting from this observation any serious concerns should be documented via the Jersey Canoe Club Concern Form **JCCCPdoc04**

The club's Child Protection Coordinator will inform coaches of any updates in policy and any new information disseminated from the local Children Services.

CRB Check Procedure

What is a CRB Disclosure?

A CRB Disclosure is a document that contains information held by police and government department that can be used by employers and voluntary organisations to make recruitment decisions.

A CRB Disclosure offers the BCU and all those involved in paddlesport the means to check the background of applicants to ensure that they do not have a history that would make them unsuitable for posts.

A CRB Disclosure will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. It will also contain details from lists held by the Department of Health and Department for Education and Skills.

What sort of Disclosure do we conduct

The BCU only conducts Enhanced Disclosures. An Enhanced Disclosure includes an additional check with local Police Forces.

Local police records may contain additional information that might be relevant to the position sought.

What information will I be required to show and include on my Disclosure form?

In completing the form you are required to include:

- Your full name, and any other name that you may have been known by
- Details of addresses you have lived at
- Your date and place of birth
- Your national insurance number
- In addition you will be required to provide personal identification documents including items such as your passport and/or driving licence

The identification will be seen by your club representative and returned to you. The Jersey Canoe Club Chairperson or Child Protection Coordinator will then acknowledge on your Disclosure form that they have seen your identification and send the form back to the BCU CRB Unit for processing.

Who will receive my Disclosure?

You (the applicant) will receive your Disclosure form in the post once the check has been completed.

The turn around time for CRB Disclosures to be returned is around is 6-8 weeks although some can be shorter as well as considerably longer. (The BCU has no control over this) A copy of your CRB Disclosures will also be returned to the BCU Child Protection Officer or appointed person. The Jersey Canoe Club will **NOT** receive a copy of your Disclosure although they are advised to ask to see your completed Disclosure.

Can I challenge the information on my Disclosure?

Yes, if you think that any information on your Disclosure is incorrect please contact the CRB

Dispute Line on 0870 90 90 778

You should also contact the BCU Child Protection Officer (see contacts) to inform them which aspect of your Disclosure you are disputing.

How long will my Disclosure be valid?

A Disclosure is only valid on the day that it is issued, if however you remain with the Jersey Canoe Club then you will not need another CRB check for another 3 years. If however you move you will be required to complete another CRB.

CRB Processing Procedure

All coaches, volunteers helping with coaching and committee members must undergo a Criminal Records Bureau (CRB) check through the British Canoe Union every 3 years. The procedure for this is as follows.

- Following the decision to undergo a CRB check the Chairperson contacts the BCU of the name and address of the person in question (henceforth known as the applicant), with their BCU membership number if the applicant is a member.
- The BCU will send a CRB application form to the applicant who will then complete the details.
- The CRB application should then be taken to the JCC Chairperson or the club Child Protection Coordinator who will check the applicant's identifying documentation and countersign the form in accordance with the CRB procedure. Once countersigned the form can be sent to the BCU headquarters.
- Once the check is complete the results of the check will be returned simultaneously to the applicant and the BCU headquarters who will register the result on their

records. It is then the responsibility of the applicant to show their copy to the JCC Chairperson or the club Child Protection Coordinator in order to record the result.

- In the event of a disclosure the JCC Chairperson and the club Child Protection Coordinator will review the suitability of the applicant to have unsupervised contact with junior members of the club, e.g. a previous conviction for a motoring offence should not necessarily prevent a coach / volunteer from coaching juniors. JCC Chairperson or the club Child Protection Coordinator may consult with the BCU Coach Advisor in order to reach a decision.
- A decision not to allow a person to coach following a CRB disclosure should not necessarily preclude an adult from taking part in Jersey Canoe Club adult sessions, for example a Thursday evening, a Sunday morning or a Tuesday evening training session in an adult only group.

Confidentiality

Child abuse situations are highly sensitive and the aspect of confidentiality in these matters must be considered at all times. The concerns that have been identified or actions intended should not be the subject of any conversations outside the group of people who have appropriate and proper interest in the particular situation. In the Jersey Canoe Club this would normally be the person reporting the situation, the Child Protection Coordinator and the Chairperson. The implications of casual comment expressed within the club or within the local neighbourhood are profound.

Written information will be maintained in a locked cabinet with restricted access. Details of concerns or involvement, or letters and reports in connection with such, will not be maintained on a computer database.

Dealing with Allegations

If as a coach you have had allegations made against you and you wish to discuss the matter with an impartial advisor you could contact the BCU's Coach Advisor. That person will have had no involvement with the reported concerns or incident and will be able to support and advise you as to how to represent yourself.

The BCU Coach Advisor
BCU Coaching Service
18 Market Place
Bingham
Nottingham
NG13 8AP
Tel: 0845 370 9500

It must be stressed that the BCU Coach Advisor may not be aware of the legal position in Jersey.

- If you are working with a school – inform the Head Teacher

If a disclosure has been made:

- As soon as possible record the child's account. Try to include the words the young person used, particularly if descriptions of parts of the body or sexual or violent acts have been given. If possible record the details on the Jersey Canoe Club Allegations or Suspicions of Abuse Form
- Try to include any details of any questions asked for clarification. Try to avoid asking closed questions i.e. which have a yes / no answer. Starting questions with Who? What? How? When and where is advisable.
- It is important that you do not lead or prompt the child into saying things about the nature of abuse as this may affect the nature of any further investigation.
- It is important that you do not lead or prompt the child into saying things about the nature of abuse as this may affect the nature of any further investigation.
- Try to get a second witness.

Remember it is not your position to conduct an investigation, merely to listen to the young person and pass the information on as quickly as possible.

Do not promise to keep it to yourself

Information to be passed on should include:

- The nature of the allegation.
- A description of any indicators that support suspicions of abuse.
- The date, time, place and recipient of the disclosure.
- An opinion of the extent to which the young person would be seriously at risk of further abuse if they left the club's care.
- The child's name, address, d.o.b.
- Details of other members of the family if known
- The name and address of the family member
- Any other relevant information

The Chairman or Child Protection Coordinator should then:

- Contact the Children Service child protection team for advice, who may well then take over.
- In an emergency contact the Police Station on 612612, ask to speak to the Duty Childcare Officer and / or leave a number where you can be contacted. There is no need to tell the police why you are calling – the Duty Childcare Officer will call you back.

Allegations of abuse against another club member

Remember that the child's welfare is of paramount importance. Follow the following guidelines:

- Stay calm
- Do not promise to keep it a secret
- Listen to what the child says and take it seriously.
- Only ask questions if you need to identify what the child is telling you – don't ask the child explicit details.
- It is important that you do not lead or prompt the child into saying things about the nature of abuse as this may affect the nature of any further investigation.
- Make a detailed note of what the child has told you using the Jersey Canoe Club Allegations or Suspicions of Abuse Form if possible. Pass the information on to the JCC Chairperson or JCC Child Protection Coordinator as quickly as possible.

Even if reporting concerns to the club appointed persons or officials, you are also required to write a report to the BCU to advise them of your concern and to whom you have reported it. A standard reporting form is available from the club, the BCU coaching Office or the BCU website. Letters should be addressed to:

BCU Coaching Service
18 Market Place
Bingham
Nottingham
NG13 8AP
Tel: 0845 370 9500



Jersey Canoe Club Code of Conduct

The Jersey Canoe Club will take all reasonable steps to protect all paddlers, volunteers, coaches and parents whilst taking part in official canoe club activities.

Paddlers

- Do** treat everyone with respect at all times on and off the water.
- Do** provide an example that you wish other to follow.
- Do** respect other paddler's rights to personal privacy.
- Do** encourage a caring and safe environment where people feel comfortable to point out attitudes or behaviour that they do not like.

- Do NOT** permit abusive peer activities.
- Do NOT** play physical contact games with young people.
- Do NOT** have any inappropriate physical or verbal contact with others.
- Do NOT** jump to conclusions without checking facts.
- Do NOT** make suggestive remarks to any individual.

Parents / Guardians

- Support you child's involvement and help them to enjoy the sport.
- Be responsible for your child whilst changing before and after a session.
- Use correct and proper language at all times.
- Publicly accept official's judgements

Club Officials, Coaches and Volunteers

- Consider the well-being and safety of paddlers before the development of performance.
- Plan activities which involve more than one other adult being present or at least within sight or hearing of others.
- Make sure that all activities are appropriate to the ages, ability and experience of those taking part.
- Display consistently high standards of behaviour.
- Ask permission prior to any physical contact that you deem necessary for coaching purposes.
- Avoid situations that compromise your relationship with young people and are unacceptable within a relationship of trust (e.g. a sexual relationship between a coach and a youth member over the age of consent).
- Follow BCU and Club guidelines and policies.
- Hold the appropriate, up to date qualifications and insurance.

What happens if ... ?

If you suspect a child is being abused:

1. Immediately tell the Club Chairperson or Child Protection Coordinator
2. Record the facts as you know them and give a copy to the Club Chairperson
3. Ensure that no JCC situation could occur that could further harm them

If a child tells you about abuse by someone else:

1. Allow the child to speak without interruption, accepting what is said
2. alleviate feelings of guilt and isolation, while passing no judgement
3. advise that you will try to offer support, but that you must pass the information on.
4. Same steps as 1 –3 as in suspecting a child is being abused.

If you receive an allegation about any adult or about yourself:

1. Immediately tell the club Chairperson
2. Record the facts as you know them and give a copy to the club Chairperson
3. Try to ensure that no-one is placed in a position which could cause further compromise

Appendix 2

Useful telephone numbers

| | | |
|------------------------------|------------------------------|----------------------------|
| Chantal Quaeck | Chairman | 07797 797730793 |
| Mo Illien | Vice Chairman | 01534 864127 |
| Derek John | Child Protection Coordinator | 01534 840775 / 07700857783 |
| British Canoe Union | | 0845 370 9500 |
| Jersey Youth Service | | 509394 |
| Duty Child Care Officer | | 612612 (Police) |
| BCU Child Protection Officer | | 0777 570 7364 |
| NSPCC Child Protection | | 0800 800 500 |

Local Helplines for Young People

| | |
|---|---------------|
| Childline | 0800 1111 |
| Children's Service | 623500 |
| Minden Base (Advice, information and counselling) | 634144 |
| Samaritans | 0800 735 1200 |
| Citizens Advice | 0800 735 0249 |
| Victim Support | 69700 |
| Rape / Indecent Assault Crisis Counselling | 0800 735 0567 |

Local Helplines for Adults

| | |
|---|---------------|
| Abusers who want to stop and change behaviour | 0800 735 0789 |
| Women's refuge | 0800 735 6836 |

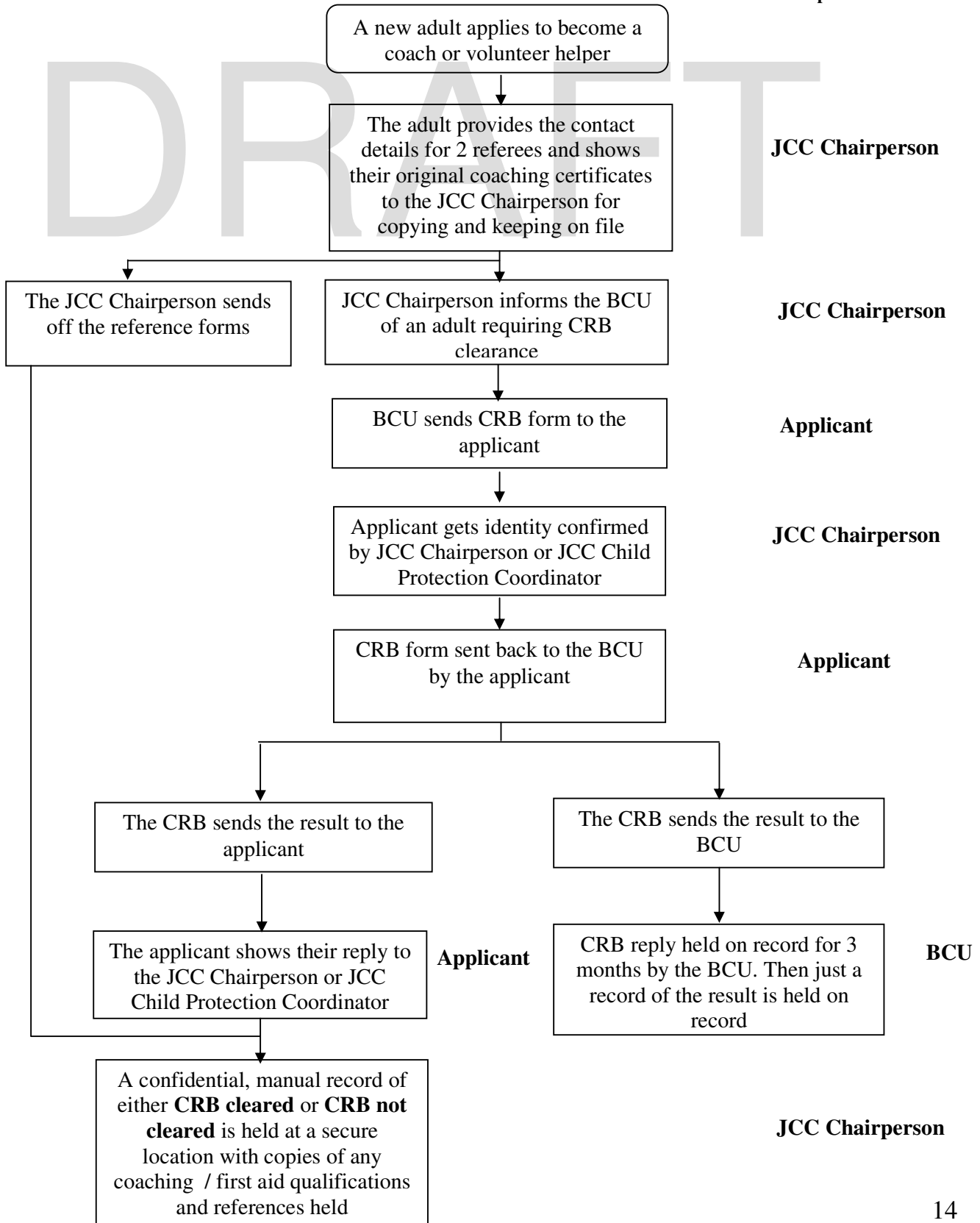
Useful Publications

BCU Coaching Directory
BCU Code of Ethics
BCU Child Protection and Vulnerable Adults Policy
BCU Duty of Care Policy
BCU Harassment Policy
BCU Supervision of Away Trips
BCU Canoe and Kayak Handbook
BCU Articles of Association and Disciplinary procedure
Sports Coach UK Code of Conduct
Jersey Youth Service Guidelines and Good Practice in Child Protection

Appendix 3

Coach Recruitment & CRB Clearance Procedure Flow Chart

Person Responsible for action





Appendix 4

Jersey Canoe Club Volunteer Reference Form

_____ has expressed an interest in becoming a volunteer and has given your name as a referee. This post involves

The information you give will be treated with the utmost confidence and will only be shared with the applicant's immediate supervisor if they are offered a volunteer position. We would appreciate your honesty in the evaluation of this person.

- How long have you known this person? _____
- In what capacity? _____
- What attributes does this person have that would make them a suitable volunteer?

- How would describe their personality?

- Please rate this person on the following:

| | Poor | Average | Good | Very Good | Excellant |
|---------------------|------|---------|------|-----------|-----------|
| Responsibility | | | | | |
| Maturity | | | | | |
| Self motivation | | | | | |
| Can motivate others | | | | | |
| Commitment | | | | | |
| Energy / Health | | | | | |
| Trustworthiness | | | | | |
| Reliability | | | | | |

This post involves substantial access to children. We are anxious to know if you have reason at all to be concerned about this applicant being in contact with children and vulnerable adults YES / NO

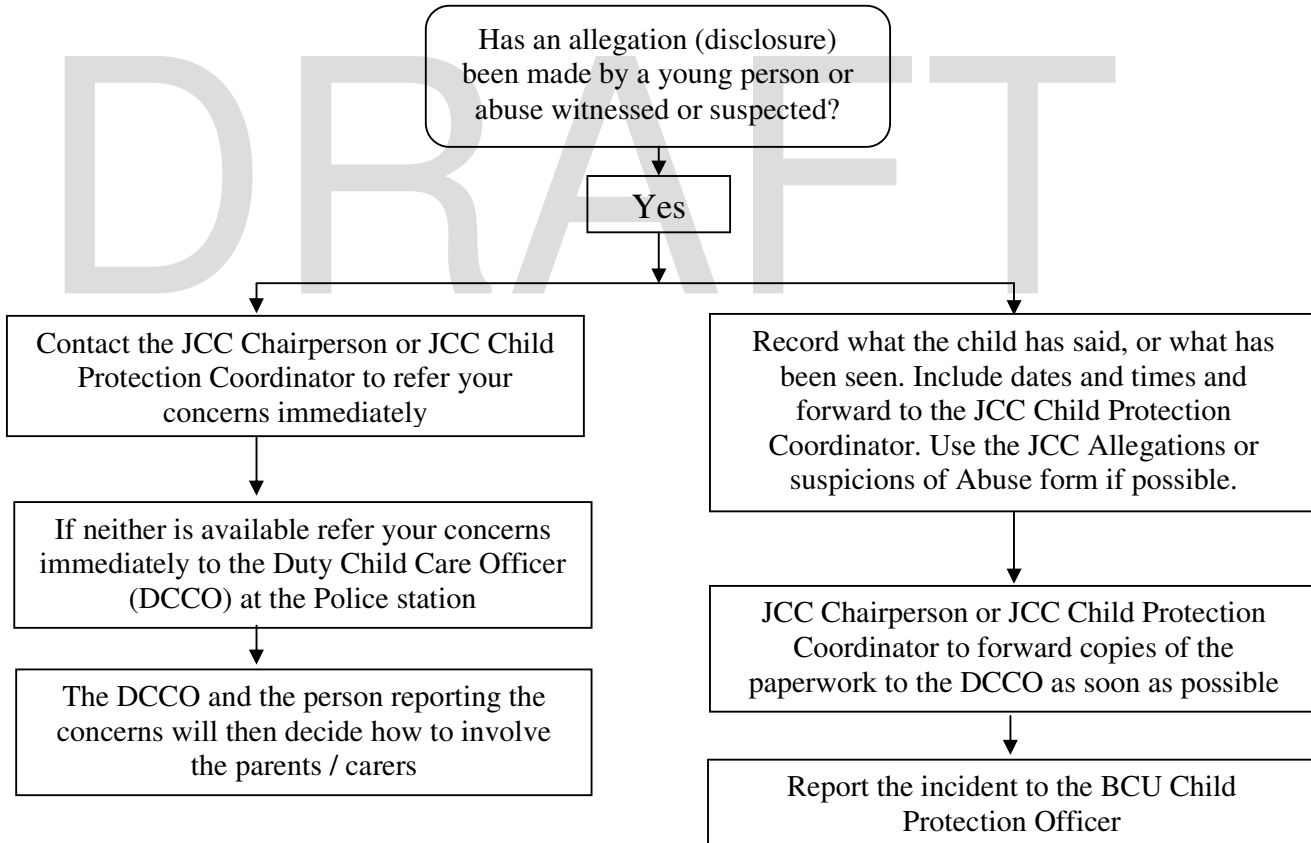
If you have answered 'yes' we will contact you in confidence.

Signed _____

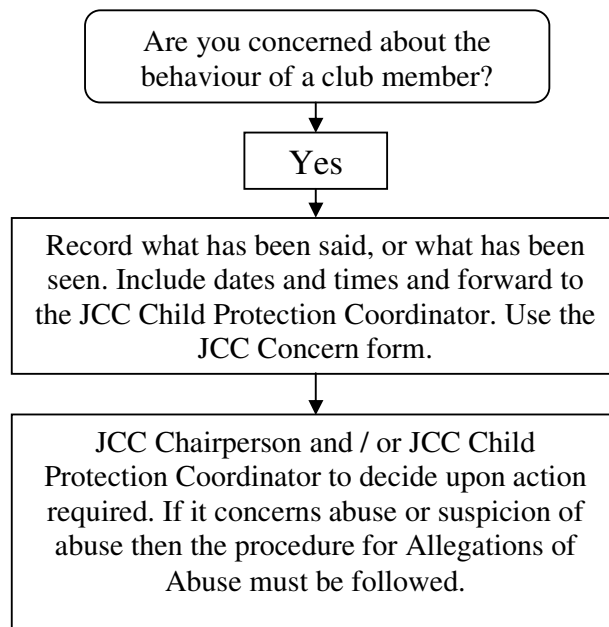
Date: _____

Appendix 5

Handling Allegations of Abuse Flow Chart



Concerns about Members Flow Chart





Appendix 6

REPORT FORM FOR RECORDING CONCERNS AND REFERRALS

Complete as much information as possible. If the information relates to one child, fill in as below. If it refers to more than one child, give as much information as you can about each child.

| PERSON/S AGAINST WHOM ALLEGATIONS HAVE BEEN MADE |
|---|
| Full name: |
| Age: |
| Address: |
| Phone numbers: |
| Club: |
| Position in club: |

| CHILD INVOLVED (PLEASE COMPLETE SEPARATE FORMS FOR EACH CHILD) |
|---|
| Full name: |
| Age/date of birth: |
| Gender: |
| Ethnicity: |
| Parent or carer name(s): |
| Address: |
| Phone numbers: |
| Child's relationship with the club: |

YOUR DETAILS

Full name:

Position in club:

Address:

Phone numbers:

PROVIDE THE DETAILS OF THE INCIDENT OR CONCERNS THAT YOU HAVE, INCLUDING DATES, TIME AND VENUE:

DETAIL EXACTLY WHAT WAS SAID, IF YOUR CONCERNS ARE THE RESULT OF A CHILD SPEAKING TO YOU, INCLUDE DATE, TIME AND VENUE:

HAVE YOU SPOKEN TO THE PARENTS? Yes / No

If yes, provide details of what was said:

DRAFT

HAVE YOU SPOKEN TO THE CHILD? Yes / No

If yes, provide details of what was said:

HAVE YOU SPOKEN TO THE PERSON THE ALLEGATIONS ARE BEING MADE AGAINST?

Yes / No

If yes, provide details of what was said:

PROVIDE DETAILS OF FURTHER ACTION TAKEN TO DATE:

DRAFT

HAVE YOU INFORMED THE STATUTORY AGENCIES?

| | | | |
|------------------------------|------------------|-------|-------|
| Name of person you spoke to: | Incident Number: | | |
| Police | Yes / No | _____ | _____ |
| Children's Social Care | Yes / No | _____ | _____ |

PROVIDE THE NAME OF THE PERSON YOU HAVE SPOKEN TO AND THEIR CONTACT DETAILS:

WERE THERE ANY WITNESSES TO THE INCIDENT OR CAUSE FOR CONCERN? Yes / No

If yes, provide their name, role, relationship (if any) to the child or others involved and contact details.


YOUR SIGNATURE: _____

PRINT NAME: _____

DATE / TIME: _____

Appendix 7

Jersey Canoe Club Concern Form

| | | |
|--|---|---|
|  | Are you concerned about abuse by a coach, a volunteer or a member of the club? | |
| | Name of person about whom there is a concern: | |
| YES / NO If 'Yes' is it | | |
| Poor Practice? | Abuse? | |
| Detail of concern: | Detail of concern: | |
| Report concerns to person in charge | Report concern to Club Child Protection Coordinator | Unless the allegation relates to the Child Protection Coordinator |
| Detail who and when reported to: | Detail who and when reported to: | Detail who and when reported to: |
| Person in charge deals with it as a misconduct issue | Person in charge must ensure the safety of the child and other children | If so refer directly to the JCC Club Chairperson or the BCU |
| Detail action taken: | Detail action taken: | Detail action taken: |
| If concerns remain report to a Director of the BCU for a Board decision on how to handle the issue | Refer concerns to the Children's Service | |
| | Detail who and when reported to: | Detail who and when reported to: |
| Detail action taken: | Arrange contact with parent or carer after advice from the Children's Service | |
| | Details: | Details: |
| | Report to the BCU Child Protection Officer | |
| | Details: | Details: |
| | The BCU then decides whether to suspend the person pending enquiries. | |
| | Details: | Details: |
| | The BCU Child Protection Officer will handle any media interest | |
| | Details: | Details: |
| | The Board will decide if disciplinary or misconduct proceedings should be initiated | |

Appendix 8

What is Child Abuse (Overview)

It is generally acknowledged that there are 4 types of abuse:

- Physical
- Sexual
- Emotional
- Neglect

It can be mild, serious or fatal, inflicted or knowingly not prevented, by any person having care of that child – parents, siblings, other relatives, friends, teachers, coaches or by someone whom is not known to the child.

Physical Abuse

This is just what the term implies – hurting or injuring a child e.g. by hitting, shaking, squeezing, burning or biting them. In sport this may be if the nature and intensity of training is inappropriate for the capacity of the performer or where drugs are tolerated. Bullying is linked. This could be carried out by an adult – the parent who pushes too hard, the coach who adopts a win at all costs philosophy or adult paddlers who attempt to assert unacceptable behaviour on younger paddlers to intimidate, to make them unwelcome, etc. Bullying can also occur between younger people.

Sexual Abuse

Where young people are used by adults to meet their own sexual needs. It can range from sexually suggestive comments to full intercourse and includes use of pornographic material.

Emotional Abuse

This occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed, e.g. racial or sexual remarks.

Neglect

Failing to meet children's basic needs such as food, warmth, adequate clothing, medical attention or constantly leaving them on their own. It could also mean failing to ensure that they are safe or exposing them to harm or injury.

Indications of Child Abuse

There are physical and behavioural signs that might raise your concern about the welfare or safety of a child. They are only indicators – NOT CONFIRMATION.

Some examples are:

Where the child

- Says that he or she is being abused, or another person says that they believe (or actually know) that abuse is occurring.
- Has an injury for which an explanation is inconsistent.
- Displays behaviour changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy.
- Appears not to trust adults e.g. parent or coach with whom she / he would be expected to have, or once had, a close relationship.
- Shows inappropriate sexual awareness for his / her age and sometimes behaves in a sexually explicit way.
- Becomes increasingly neglected—looking in appearance, or loses or puts on weight for no apparent reason.

Physically disabled and children with learning difficulties are particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

If you have concerns or suspicions...

Suspicion of abuse may be aroused in a variety of ways – observations of behaviour, mood changes, or physical marks or signs of discomfort, or an awareness of comments made by others, directly or indirectly.

Please remember that it is not your responsibility to decide whether a child is being abused but the club is asking you to fulfil your moral requirements and act on your own concerns. Make a detailed note of what you've seen or heard and don't delay in passing on the information.

If you are a member, or the parent / carer or a friend of a member of the club you should:

- Tell the appointed Child Protection Coordinator, club Chairperson or any committee member unless you suspect either of the above to be involved. Together record the details – what was seen or actually heard. Record the date, day, time, place, who made the observations and who else was present at the time.
- If you are working with paddlers away from home tell the person in charge.



Guidelines for use of Photographic and Filming Equipment

Whilst the BCU recognises that publicity and pictures/recordings of young people enjoying paddlesport are essential to promote the sport and a healthy lifestyle, the following guidelines should be observed.

The key concerns regarding the use of images of children/young people relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography or illegal website.
- The taking of inappropriate photographs or recorded images of children

Guidelines for Photographic/Recorded Images

- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images.
- All children featured in recordings must be appropriately dressed with outer clothing garments covering torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/shirt and shorts).
- The photograph or recording should focus on the activity rather than a particular young person and personal details, which might make the young person vulnerable, such as their exact address, should not be revealed.
- Clubs, coaches and volunteers should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- You should not use any images of a child or young persons who is the subject of any court order or who has denied you their consent.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Any instances of the use of inappropriate images should be reported to the Club, BCU or the Police.

Guidelines for Publishing Photographic/Recorded Images

- If a photograph is used, avoid naming the child by using their first name only. Personal details of children such as an email address, home address and telephone numbers should never be revealed on a website or in print.
- Think about the level of consideration that you give to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of children used on websites



JERSEY CANOE CLUB CHILD PROTECTION COORDINATOR JOB DESCRIPTION

The Child Protection Coordinator is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for co-ordinating action within the Club on receipt of any concerns or referrals.

Areas of Responsibility

1. Policy and Procedures

- To provide information and advice on child protection within the Club and promote a child focus
- To ensure that the Club adopts and follows the JCC Child Protection Policy and Procedures
- To promote awareness of the JCC Codes of Conduct and Paddlesafe documents
- To supervise screening procedures within the club
- To be a confirmation signatory, verifying the identity of individuals completing disclosures

2. Referrals

- To receive information from Club staff, volunteers, children or parents and carers who have child protection concerns and record it.
- To assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate
- To follow the JCC Responding and Reporting Concerns flow chart.
- To ensure that the referral is confirmed in writing to the BCU and the Children Service.

3. Education and Training

- To advise the club about appropriate training for coaches and volunteers based on the BCU Recommended Training Requirements.
- To advise the Club about Child Protection training opportunities

4. Knowledge

- The designated person should be aware of the local statutory child protection network, including the contact details for the Jersey Police and the Jersey Children Service protection team, and the awareness of local inter-agency child protection procedures.
- They should understand the BCU Child Protection Policies and Procedures and the requirement to safeguard and protect children in sport
- Awareness of Equity issues and Child Protection
- Understanding of poor practice and abuse – behaviour that is harmful to children

The Person

The JCC Child Protection Coordinator should be well known in the club and have a strong child focus. The Child Protection Coordinator needs to be accessible to and approachable for children and young people. They should have an understanding and appreciation for the need for confidentiality, the ability to follow procedures and to know when to seek advice and not rely solely upon personal judgment. They should be a member of the Club or an individual member of the BCU.

The designated person should undertake relevant child protection training and should keep updated with local and UK best practice for child protection. They must also be committed to attending the BCU Time to Listen Workshop that has been developed specifically for Club Welfare Officers with the NSPCC. This will support them in this important role.