



Cornish Pilot Gig Association

Policy for Safeguarding and Protecting Children



'The Welfare of the child is Paramount'

Updated April 2016

Supported by:



CPGA Policy for Safeguarding and Protecting Children

The Children Act 1989 defines a child as a person under the age of eighteen (18) for most purposes.

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Acknowledgements

British Rowing and their Safeguarding & Protecting Children Policy
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Child Protection in Sport Unit for their comments

Front cover photo from the 2014 Cornwall School Games.

1 Safeguarding and Protecting Children Policy

1.1 Introduction

Every person who takes part in gig rowing has the right to do so in a safe and enjoyable environment, free from judgment and abuse.

The abuse of children, young people and the vulnerable can occur in any environment e.g. home, school and sports clubs. People the child know and trusts commit the majority of child abuse. Children also disclose abuse to people they know and trust. This could be a member of any of our clubs.

This policy applies to all rowers, coaches, volunteers, employees and anyone involved in rowing within the Cornish Pilot Gig Association. All of these people have a duty of care to safeguard the welfare of children and prevent their abuse.

The CPGA is committed to helping everyone in the gig rowing community accept their responsibility to safeguard children from harm and abuse, and to help them to do so.

All CPGA clubs, competitions and associated officials must follow the policies defined in this document, and incorporate them into their constitutions and rules.

1.2 Policy Statement:

The CPGA is committed to:

- Ensuring the safety and well-being of all young people and children and those responsible for their care within the member clubs.
- Making the welfare of children paramount. This may well supersede the needs and rights of those adults working with them.
- Respecting and actively promoting the inclusion of all people regardless of age, gender, sexuality, racial origin, disability, religion or culture - while recognising that children and families from minority group backgrounds may face additional barriers to accessing help and reporting concerns in respect of safeguarding issues.
- Taking all reasonable steps to protect all club members from discrimination, degrading treatment, harm, bullying or harassment of any form and respecting their differences, feelings, wishes and rights.
- Taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and appropriately to them in accordance with current procedures.

1.3 We aim to do this by

The CPGA is committed to ensuring the safety and well-being of all children and young people within its affiliated clubs, and those responsible for their care, by:

- Valuing them, listening to and respecting them.
- Involving them in decisions which affect them.
- Expecting all member clubs to:
 - Nominate a suitable person to be a Welfare Officer, who is on the Management Committee of the club, (Appendix 1 – Role Profile for the Club Welfare Officer (CWO))
 - Make sure their children and young people are aware of how and where help can be found within their clubs, by publicising contact details of the Club Welfare Officer and NSPCC ChildLine on posters, leaflets and club website where relevant.
 - Recruit volunteers safely, ensuring all necessary checks are made.
 - Respond quickly and appropriately to any allegations/concerns of abuse or inappropriate behaviour by anyone including parents, club members and volunteers.
 - Share information about concerns with agencies who need to know, and involving children and their parents/carers appropriately.
- Ensuring that the CPGA management:
 - Provide all members involved in coaching and/or regular contact with children and young people support through induction, resources and access to relevant training.
 - Provide ongoing support as needed from the CPGA Welfare Officer.
 - Provide regular updates on Government Guidance, legal procedures and safeguarding news to clubs as appropriate and timely.
 - Adopt Code of Conducts for all members.
 - Provide effective management and support by monitoring the work of member clubs in terms of this policy and its procedures.
 - Monitor and adapt this Policy at regular intervals to ensure that procedures are current and up to date.

2 Good Practice, Poor Practice and Abuse

2.1 Introduction

It is not always easy to distinguish poor practice from Abuse, whether intentional or accidental. It is not the responsibility of an individual in rowing to make judgements about whether or not Abuse is taking place, but everyone has a responsibility to:

- identify poor practice and possible Abuse
- act if they have concerns

2.2 Good Practice

The CPGA strongly advises that coaches of Junior Rowers:

- Be a registered Individual member of a CPGA member club
- Fully accept and adopt the CPGA Code of Conduct
- Hold a British Rowing recognised coaching
- Have completed a recognised Safeguarding & Child Protection Basic Awareness course, within the last three years.
- Hold a relevant DBS check with Cornwall Council

Everyone should:

- Conduct a Risk Assessment before undertaking any rowing related activities
- Aim to make the experience of rowing fun and enjoyable
- Promote fairness and playing by the rules
- Not tolerate the use of prohibited or illegal substances
- Treat all Children equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

Those working directly with Children should:

- Respect the developmental stage of each Rower and not risk sacrificing their welfare in a desire for club or personal achievement
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the Rower
- Work with Parents and Children to develop training and competition schedules which are suited to the needs and the lifestyle of the Rower, not the ambitions of the Parents, coaches, team managers or club
- Build relationships based on mutual trust and respect, encouraging Children to take responsibility for their own development and decision-making
- Always be publicly open when working with Children:
 - Avoid coaching sessions or meetings where a coach and an individual Rower are completely unobserved
 - Keep Parents informed about the content and nature of any communications you have directly with their Children including emails and text messages
 - Try to avoid one on one situations in changing rooms. If Children need to be supervised/helped try to involve parents or helpers
- Maintain an appropriate and open environment, with no secrets
- Avoid unnecessary physical contact with Children. Physical contact (touching) can be appropriate so long as:

- It is neither intrusive nor disturbing
- The reason that it is necessary has been fully explained
- The Rower's permission has been openly given
- It is delivered in an open environment
- Maintain a safe and appropriate relationship with rowers. It is inappropriate for coaches and others in positions of trust to have an intimate relationship with a child under 18 years. This could be a criminal offence, an 'abuse of trust' as defined by the Sexual Offences (Amendment) Act 2000
- Be an excellent role model by maintaining appropriate standards of behavior at social events and competitions
- Gain written parental consent, to act in loco parentis for the administration of emergency First Aid or other medical treatment if the need arises
- Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given arrange that someone with appropriate training in and current knowledge of emergency First Aid is available
- Gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved

2.3 Poor Practice

Poor practice is defined as any behavior which contravenes the Roles & Responsibilities/Codes of Conduct for volunteers & coaches and the Good Practice guidelines as detailed in Section 2.2 of this policy.

The following are regarded as poor practice and should be avoided:

- Communicating directly with a Child without the Parents' knowledge, this includes phoning, texting and emailing
- Spending excessive amounts of time alone with Children away from others
- Engaging in rough, physical or sexually provocative games
- Allowing or engaging in inappropriate touching of any form
- Using inappropriate language to a Child or allowing Children to use inappropriate language unchallenged
- Making sexually suggestive comments to a Child, even in jest
- Reducing a Child to tears as a form of control
- Letting allegations made by a Child go uninvestigated, unrecorded, or not acted upon
- Doing things of a personal nature that Children can do for themselves
- Taking Children alone in a car on journeys, however short
- Inviting or taking Children to your home or office where they will be alone with you
- Sharing a room with a child

Note: In exceptional circumstances it may be impractical to avoid some of these particular examples of poor practice. In which case, to protect both the children and yourself, you must seek parental consent and also make sure that the CWO of your club/organisation is aware of the situation and gives approval.

If whilst in your care a Child is accidentally hurt, the Child seems distressed in any way, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another adult and make a brief written note of it. Parents should also be informed of the incident.

2.4 Abuse

Abuse in all its forms can affect a Child at any age. The effects can be so damaging that without appropriate intervention, they may continue to have a very negative impact upon an individual into adulthood.

An individual who has been abused may:

- Find it difficult, or impossible to maintain a stable, trusting relationship
- Become involved with drugs or prostitution
- Attempt suicide or self-harm
- Go on to abuse another Child.

Children with disabilities may be at increased risk of abuse through various factors such as:

- Stereotyping
- Prejudice
- Discrimination, including ethnic or racial
- Isolation
- Powerlessness to protect themselves
- Inability to communicate that abuse has occurred

2.4.1 Forms of Abuse

Abuse may take a number of forms, and may be classified under the following headings:

Neglect

Neglect is the persistent failure to meet a Child's basic physical and/or psychological needs, likely to result in the serious impairment of the Child's health or development. It may also include neglect of, or unresponsiveness to, a Child's basic emotional needs.

In a gig rowing situation this could include:

- A coach not keeping Children safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing Rowers

- under their supervision to train or race inappropriately clothed for the prevailing conditions
- A parent consistently leaving a Child without adequate provisions e.g. food, water, clothing, sun protection.

Physical Abuse

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a Child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a Child.

In a gig rowing situation this could include:

- A coach disregarding the individual requirements of each Child's growing body or needs when setting a training programme e.g. allowing 14 year olds to undertake hour-long, continuous ergos.

Sexual Abuse

Sexual Abuse involves forcing or enticing a Child or young person to take part in sexual activities, whether or not the Child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging Children to behave in sexually inappropriate ways.

In a gig rowing situation indicators could include:

- A coach engaging in unnecessary and inappropriate physical contact e.g. massaging the shoulders of the rowers suggestively
- A coach making suggestive comments to their rowers
- an inappropriately close relationship developing between a rower and a coach
- An individual spending an unnecessary amount of time in the changing area when Children are present.

Emotional Abuse

Emotional Abuse is the persistent emotional ill treatment of a Child such as to cause severe and persistent adverse effects on the Child's emotional development. It may involve making the Child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on Children. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some

level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

In a gig rowing situation this could include:

- A parent or coach subjecting a rower to constant criticism, name-calling, sarcasm, bullying or racism
- A parent or coach putting a rower under unrealistic pressure in order to perform to high expectations.

2.4.2 Indicators of abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is not the responsibility of those working in rowing to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

Indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or an injury for which an explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else, a child or adult, expresses concern about the welfare of a child
- Unexplained changes in a child's behavior, e.g. becoming very quiet, withdrawn, displaying sudden outbursts of temper or behavior changing over time
- Inappropriate sexual awareness
- Engaging in sexually explicit behavior
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other Children
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

2.5 Bullying

Bullying is deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages/social media messages, tormenting (e.g. hiding kit, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti or gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on, the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumors, teasing.

2.5.1 Anti-Bullying Policy

The CPGA is committed to fostering a caring, friendly and safe environment for everyone involved in rowing so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in rowing. If bullying does occur, all rowers, coaches, volunteers or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullies come from all walks of life. They bully for a variety of reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Bullies can be boys or girls, men or women.

Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground or changing rooms. Competitive sports such as rowing are an ideal environment for the bully.

The bully in gig rowing can be a:

- Parent who pushes too hard
- Coach who adopts a 'win at all costs' philosophy
- Rower or cox who intimidates or ridicules a peer
- Club official who places unfair pressure on a person
- Spectator who constantly shouts abuse

2.5.2 Signs and Symptoms of Bullying

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children. A child may indicate by signs or behavior that he or she is being bullied.

Adults should be aware of, and investigate, these possible signs if a child:

- Says they are being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn, anxious or lacking in confidence
- Feels ill before training sessions
- Has clothes torn or possessions damaged

- Has possessions go 'missing'
- Asks for money or starts stealing money (to pay bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases:

- Starts stammering
- Cries themselves to sleep at night, has nightmares or wets the bed
- Becomes aggressive, disruptive or unreasonable
- Is bullying other Children or siblings
- Stops eating
- Self-harms
- Attempts or threatens suicide or runs away.

These signs and behaviors may indicate other problems, but bullying should be considered a possibility and be investigated.

2.5.3 Procedures for reporting bullying

1. Report bullying incidents to the Club Welfare Officer or a member of the committee.
2. In cases of serious bullying, the incidents will be referred to the CPGA for advice.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behavior.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution or where appropriate under CPGA Disciplinary Procedures.

3.0 Disclosure, indications, suspicions of abuse

3.1 Introduction

The following section aims to outline how all members, staff, coaches, volunteers or those associated with the CPGA should respond to disclosure, indications or suspicions of abuse.

- It is essential that all disclosures are taken seriously and appropriate action is taken.
- It is not your responsibility to decide if child abuse is taking place.
- It is your responsibility to report your concerns to the appropriate agencies (see Flow chart in Appendix 2).
- Not acting is not an option.

3.6 Disclosure, indications or suspicions may take on any of the following formats:

- A child / parent or other person who says either they or another child is / are being abused
- An allegation against a member of staff / volunteer or another young person
- A concern about a child's welfare where no specific allegation or disclosure has taken place

3.3 Action required in response to disclosure, indications or suspicions of abuse

In the event of a disclosure, indication or suspicion of abuse all staff, coaches or volunteers should complete the reporting form (Appendix 3) as fully as possible. If sections of the form are not relevant they should be clearly marked N/A.

The following steps should also be taken:

- Listen to that person – give them time to talk
- Reassure them
- Record the facts!
- Refer immediately to the Designated Person. Please refer to Appendix 4 for contact details.
- If a child requires immediate medical attention or is in danger, call an ambulance/police and inform them that there is a Child Protection concern

In the event of a disclosure, indication or suspicion of abuse by a child or young person staff should NOT:

- Promise the child / young person you will keep it a secret
- Ask leading questions
- Talk to anyone but the Designated Person or the Police
- Discuss with parents / carer
- Re-question the child / young person

If the disclosure, indications or suspicions of abuse is against a member of staff, coach, volunteer or other young person then the following procedures should be followed:

- DO NOT discuss with the alleged perpetrator
- If the allegation is not against the CWO then pass the information onto them
- Ensure maximum confidentiality
- If the allegation is against the CWO contact CPGA LSO.
- If the information is passed to the designated CWO keep a record of your own conversation with the person/child to whom the

- disclosures were made
- Do not speak to parents before seeking advice.
 - Should any other concern relating to Child Protection arise then seek advice, support and guidance in all situations.
 - The awareness of adults within the CPGA and member clubs (including parents) of these procedures and this policy ensures they understand that all situations are treated in the same way and no discrimination takes place.

3.4 The Designated Lead Safeguarding Officer (LSO)

The Designated Lead Safeguarding Officer for the CPGA is:

Natasha Howard, Cornwall Sports Partnership

T: 01872 323347 M: 07966 892284 E: nhoward@cornwall.gov.uk

The Deputy Lead Safeguarding Officer for the CPGA is:

Tim Marrion, Cornwall Sports Partnership

T: 01872 323347 M: 07973 497454 E: tmarrion@cornwall.gov.uk

If the CWO at your club or the above LSOs are not available and the matter is urgent:

1. Contact a statutory agency directly for advice
2. Complete the report form (appendix 3) and return to the LSO at the CPGA.

3.5 General Roles & Responsibilities of the Designated and Assistant SLOs

- Ensure the CPGA Policy is adhered to
- Manage dissemination of policy, procedures & resources throughout the Partnership
- Central point of contact for internal /external individuals / agencies
- Complete an annual review against the Action Plan
- Ensure 2 way communication links with NGBs and local / national agencies
- Management of cases of poor practice / abuse reported to the organisation
- Record own conversation with person / child to whom the disclosures were made, but never asking the child to repeat the information
- Contact the relevant Children, Young People and Families Service Officer and pass on full details including any factual information you have on child / young person i.e. name, age, address, any known family details

- Ensure Children, Young People and Families Service confirm who will liaise with the parent / carer
- Increased awareness of child protection issues via appropriate training
- Ensure all written records / documents are kept secure and confidential
- The management of cases of poor practice / abuse reported to the organisation including recording systems

4 The CPGA Club

4.1 Club Welfare Officer (CWO)

Every CPGA club that has Junior members (under 18 years) or Children regularly using its facilities must appoint a Club Welfare Officer (CWO).

This person must have a Child-focused approach, good communication skills and an ability to provide support and advice. They should also be well organised, have good administrative and recording skills and an ability and willingness to promote and implement CPGA Safeguarding & Protecting Children Policy, please see role profile appendix 1.

4.2 Codes of Conduct

Codes of conduct are useful for everyone concerned with rowing to outline the expected behavior of different groups. There are a number of different codes of conduct and many clubs will already have adopted and adapted their own.

It is useful to consider specific codes of conduct for Parents, Junior Rowers, volunteers, coaches and other members and these are available in appendix 5.

4.3 Changing rooms

- Where practical, Children should be supervised in changing rooms by two adults.
- Adult coaches or volunteers should not shower or change at the same time as the Children they have been working with.
- No members or volunteers, medical or otherwise should be present when rowers of the opposite sex are showering or changing (for example a male coach working with a female crew).
- In mixed gender clubs separate changing facilities should be available.
- If a Child is uncomfortable showering or changing in public no pressure should be put on them to do so, they should be encouraged to change and shower at home.

- If the club has Children with disabilities, they and their carers should be involved in deciding how best they can be assisted. Always ensure the Children consent to the assistance that is offered.
- No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, camera phones etc.

4.4 Coaching ratios

Although there is government guidance for people working with groups of Children, it is essential in rowing that a separate Risk Assessment is taken for each group of Children and that this is reviewed for each training session. Participants under the age of 18, even those qualified as coaches, should be supervised at all times.

In line with the national guidance, the level of supervision should take account of the:

- Age and ability of the Children
- Type of training session being undertaken (on land or water)
- Children's growing independence
- Environment that the session is taking place in
- Risk Assessment

If there is an accident or incident you should ensure there is always someone available to supervise the remaining Children. Coaches working with Children should ensure that they do not work in isolation.

4.5 Organised trips away for Junior Rowers

Even the simplest day trip away from the club requires planning. When planning residential trips for Junior Rowers clubs should use the advice and checklists available from the CPGA and British Rowing. A very useful document Safe Sport Away is available from the NSPCC.

The main factors to consider are:

- Communication with Parents
- Transport - any special requirements for rowers with disabilities,
- Supervision
- Emergency Procedures
- Insurance

4.6 Use of Videoing, Photographic Equipment & Mobile Phones

Use of today's modern mobile phones and digital cameras, often with videoing equipment, presents the opportunity for misuse.

For any activities organised by CPGA member clubs, then the following procedures should be adhered to:

- Videoing / Photography should only be allowed if written consents have been provided by the parents & those taking part in the activities.
- If the photographs are to be published a consent form should be obtained detailing for what purpose the video footage / photographs are intended
- Only use official CPGA or Club social media sites to publish photographs and videos

All prospective photographers must obtain permission prior to using their camera. The following details should be detailed for all prospective photographers:

- Name / address and phone number of the person using the camera
- Names of the subjects
- Relationship of the photographer to the subject
- The reason or use the images are being intended to be put to
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given
- A sequential number to enable a date and order log to be kept.

A general requirement of the person given approval is that if any other person complains or expresses concern they must respect the rights of other people and stop taking photographs.

4.6.1 Good Practice for the Publication of Images

- If a photograph is used avoid naming the player and identifying features. Never publish personal details of a child / young person
- Only use images of players in suitable dress (tracksuit, t shirt, shorts, skirt etc) to reduce the risk of inappropriate use
- Try to focus on the activity rather than a particular child and where possible use photographs that represent the broad range of children / young people taking part
- Ensure that images reflect positive aspects of children's involvement with the CPGA (enjoyment / competition etc)

5 Recruiting

5.1 Safe recruitment in CPGA

The CPGA will ensure that all reasonable steps are taken to prevent unsuitable people from working with Children under their jurisdiction. This applies equally to those recruited in a paid or unpaid (voluntary) position.

The responsibility for having safe and careful recruitment processes in place rests with the Regulated Activity Provider, i.e. the local organisation,

club or event, including those supported by, or employing, people in voluntary roles. Reference checking, interviewing, attitude and aptitude testing, relevant experience and qualifications are important elements of this process. All of these are just as important as a DBS check.

The following recruitment procedures set out the minimum standards you must apply to recruitment at a CPGA member club or event. These procedures apply equally to paid or unpaid persons within your club or event.

All persons who will have Significant Access to Children, or who hold a position of trust with the children with whom they come into contact, must first be vetted to establish whether they have any criminal convictions or other past behavior that suggests they are unsuitable to work with Children, or may present a risk to Children. Existing volunteers or employees who change their role must also complete the same vetting process.

1. Complete an application form. This will help assess the applicant's suitability to work with Children, based on their skills and competencies as well as eliciting information about an applicant's past
2. Provide a self-disclosure about any matter that might influence their suitability to work with Children.
3. Provide two referees
4. Provide details of previous volunteering experience or relevant employment
5. Provide evidence of their identity (such as a driving license with photo or passport)
6. Complete a Criminal Records Check at the enhanced level for the specific role

In addition anyone working in a Regulated Activity (weekly over a sustained period of time) must complete a DBS Check.

Eligibility for a DBS Check depends on the specific role in question. If you are not sure about the eligibility of the role please seek advice from the LSO at the CPGA.

The CPGA will use Cornwall Council as the registered body of the DBS, and they are fully compliant with the DBS Code of Practice including the secure storage, handling, use, retention and disposal of Criminal Records and Barred List information. Any disclosures will be dealt with confidentially, following the guidance set out in Information Sharing: Guidance for Practitioners and Managers, HM Government 2008.

Criminal Record and, where relevant, Barred Lists Check must be renewed at least every three years if a person remains in post or more regularly if, for example, there is a concern raised, if the person changes their role or moves to a new club, or if the person has been absent from the club for a significant period.

To create an enjoyable and safe environment for all Children, everyone involved in rowing must be aware of what good practice is and how to deal with poor practice and abuse.

6 Training

Formal training will help people to work safely and effectively with Children by:

- Comparing their own practice against what is regarded as good practice and identifying ways to improve
- Ensuring that they are not placing themselves at risk from allegations
- Recognising their responsibilities and reporting any concerns about suspected poor practice or abuse
- Understanding the recruitment and selection procedures described (Section 5).

The CWO should maintain a written record of training and relevant qualifications of those working with children within the club.

Within the club environment everyone has a responsibility to be aware of the Safeguarding & Protecting Children Policy, understand what good and poor practice are and know what to do if they have a concern. All club members and volunteers should have access to the policy document at the club or be made aware that it can be accessed.

All club members should read and have an awareness of this policy.

The CWO, junior event coordinator and all junior coaches/coordinators should attend a minimum 3 hours Safeguarding and Protecting Children Workshop.

The CWO should attend the CPSU 'Time to Listen' CWO course.

All of this training is available through your local County Sports Partnership and/or British Rowing.



Cornwall Pilot Gig Association (CPGA) Club Welfare Officer (CWO) Role Profile

Designated persons with responsibility for safeguarding children.

Every Gig Rowing club that has junior members (under 18) must appoint a Club Welfare Officer. The CWO should complete the necessary training and complete a DBS criminal records check.

Responsibilities

The CWO is responsible for acting as a source of advice on Child Protection matters and for co-ordinating action within the club on receipt of any concerns or referrals.

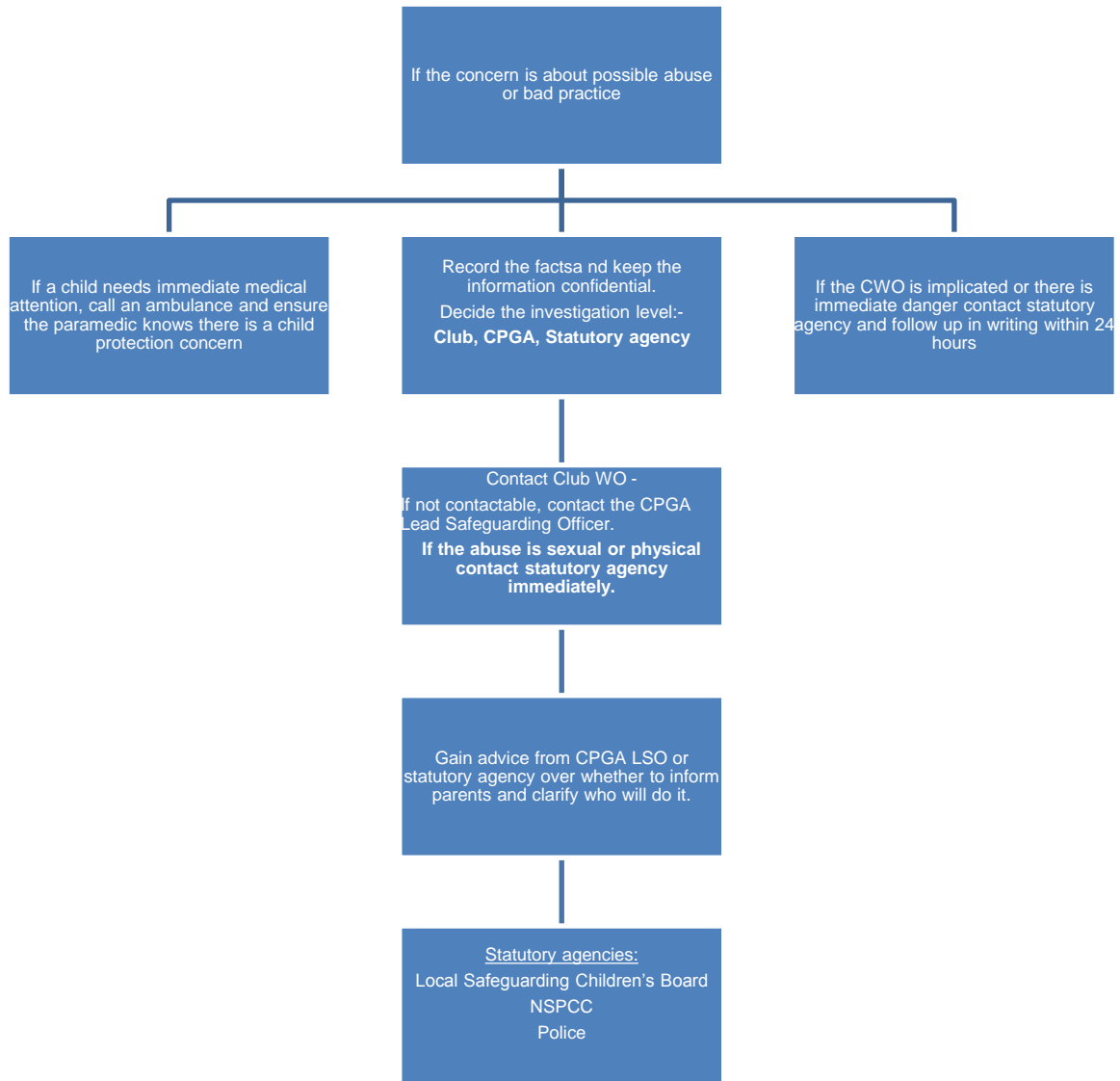
They should endeavour to gain an understanding of the CPGA's Safeguarding & Protecting Children Policy and keep up to date with the appropriate level of training. They should be a member of the club's committee and, ideally, should hold individual CPGA membership.

Role

- To provide information and advice on Child Protection within the club.
- To ensure that the club adopts and follows the CPGA Safeguarding & Protecting Children Policy and procedures and promote awareness of the policy within the club.
- To receive information from club staff, volunteers, young people or Parents and carers who have Child Protection concerns and record it.
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- To make a formal referral to a statutory Child Protection Agency if appropriate and report any illegal matters to the police.
- To report any referrals or concerns to the CPGA Lead Safeguarding Officer as soon as possible in line with CPGA procedures.
- To ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- To be an evidence checker, verifying the identity of individuals completing Criminal Records Check application forms.
- To keep records of all those who have been vetted within the club to ensure that where relevant
- DBS Checks are updated on at least a three yearly basis and that all those working in Regulated Activities are compliant with current government guidance.
- To advise the club officers regarding the appropriate levels of safeguarding training and/or guidance for all adults working with Children in the club.
- To maintain a written record of training and relevant qualifications of those working in the club.
- To promote a Child-centred approach within the club, e.g. maintain the Junior section notice board and promote good practice.



CPGA Flow Chart for Reporting a Concern





Reporting Form for Reporting a Concern

Please complete all relevant sections as soon as possible after the disclosure. For any sections that do not apply, please mark clearly as 'not applicable'. The form should be given as soon as possible to the CWO, CPGA LSO or the statutory agency involved within 24 hours.

Date and time of the disclosure:

Context: Detail the circumstances leading up to the disclosure if possible.

Names of any witnesses present at the disclosure, their positions and the role they played:

Give a verbatim account of the allegation or suspicion (cont. overleaf if required)

Any additional comments?

Appendix 3

Has the child made the allegation about a particular individual?

(If so please record details)

Describe any visible signs of physical injury evident on the child or young person: NB; DO NOT remove any clothing *If possible draw a diagram*

If you have known the child for a period of time, have you noticed any changes in behaviour?

Received by club Welfare Officer

Name:

Signed: Date:

To be signed by the person reporting the concern

Name:

Signed: Date:



Useful Contact Details

Organisation	Name and Contact	Telephone
Club Welfare Officer		
CPGA Lead Safeguarding Officer	Natasha Howard nhoward@cornwall.gov.uk	01872 323347 07966 892284
CPGA Assistant Safeguarding Officer	Tim Marrion tmarrion@cornwall.gov.uk	01872 323338 07973 497454
Cornwall Sports Partnership	info@cornwallsportspartnership.co.uk	01872 323344
Safeguarding children Local Safeguarding Children's Board	www.safechildren-cios.co.uk/	0300 1231 116 Out of hours: 0300 1234 100
Safeguarding Adults		0300 1234 131 Out of hours: 0300 1234 131- Option 1 (For emergencies only)
POLICE		999
Local station		0845 2777444
NSPCC CPSU Child Protection in Sport Unit	www.thecpsu.org.uk	0116 234 7200
NSPCC Helpline		0808 800 5000
	Text helpline	85888
Childline	www.advocatweb.org	0800 1111



Codes of Conduct

Code of conduct for Parents/Guardians

Parents are expected to:

- Positively reinforce their child/young person and show an interest in their rowing
- Not to place their young person under pressure or push them into activities they do not want to do.
- Complete and return the Parent's Consent Form (Form G below)
- Deliver and collect the child punctually to and from coaching sessions. The club is unable to deliver children home in the case of a delay
- Ensure their child is properly and adequately dressed for the weather conditions of the time, including shorts, T-shirt, socks, tracksuit, sweat-tops, hat etc...
- Ensure that proper footwear and protective equipment (eg sun cream, life jacket) are worn at ALL times as recommended by the club. Any child not in possession of such requirements, or refusing to wear them, will not be allowed to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- Encourage their child to play by the rules and teach them that they can only do their best
- Behave responsibly as a spectator, not to embarrass their child.
- Show appreciation and support the coach, being realistic and supportive.
- Ensure their child's hygiene and nutritional needs are met.
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club.
- Promote their child's participation in playing sport for **fun**.

Parents/Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Contribute to decisions within the club
- Complain if they have concerns about the standard of coaching

Any misdemeanors and breach of this code of conduct will be dealt with immediately by a Club official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend training sessions or competitions if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behavior may mean the Club officials regrettably asking the child to leave the club.

The parent/guardian should be made aware that the club/CPGA have developed a Safeguarding policy and are committed to ensuring the safety of all children.

Code of Conduct for Coaches, Officials and Volunteers

All Coaches/Volunteers/Officials must:

- Respect the rights, dignity and worth of every person and will treat everyone equally within the context of them taking part in activities regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status
- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those participating and ensure that all those taking part are prepared physically and mentally when learning new skills.
- Display consistently high standards of behavior and appearance dressing suitably and not using inappropriate language at any time.
- Never consume alcohol, smoke or use illegal drugs or substances immediately before, during or after activity as this portrays a negative image and could affect the health and safety of others.
- Never exert influence over participants to obtain personal benefit or reward.
- Never condone rule violations.
- Always report any incidents, referrals or disclosures immediately following appropriate guidelines set out in the CPGA Safeguarding Policy.
- Ensure that confidential information is not divulged unless with the express approval of all those concerned.
- Ensure that coach / participant ratios (as per staffing supervision / NGB ratios) for children and vulnerable adults
- Ensure neutrality in all activities.
- Ensure that all issues/complaints go through the approved channels.
- Arrive in plenty of time to set up activities and ensure that risk assessments are undertaken.
- At the outset clarify with participants (and where appropriate) their parents/carers exactly what is expected of them or what they can expect from you.
- Never transport participants, young children or vulnerable adults in their own vehicle and will not arrange transportation for participants, young children or vulnerable adults in private vehicles.
- Never communicate directly with participants, young children or vulnerable adults by email, text, phone or social media.
- Be aware that discriminatory, offensive and violent behavior will not be tolerated and all complaints will be acted upon.
- Build balanced relationships based on mutual trust which empowers young people and vulnerable adults to share in the decision making process.
- Maintain a clear boundary between friendship and intimacy with participants and do not conduct inappropriate relationships with participants. A relationship must not develop with a participant aged under 18 years and it is a criminal offence to develop a relationship with a participant aged under 16 years

Failure to abide by this code of conduct will result in appropriate action being taken following an initial assessment of the situation by the appropriate club or CPGA Officer. This may mean the removal of yourself from the activity for a period of time whilst the investigation is taking place and may result in disciplinary action being taken.

Code of conduct for Children and Young People

As a member of the club you are expected to:

- Be loyal, supportive and committed to your friends and other team members.
- Show respect to other youth members and leaders, and show team spirit.
- Be friendly and welcoming to new members.
- Not get involved in inappropriate peer pressure, bullying or use rough and dangerous play.
- Not use bad language or racist/ sexist comments, including bullying via the internet, social media, chat rooms or texting.
- Listen carefully to the rules and respect the coaches and their decisions.
- Respect opponents, not cheat or be violent or aggressive.
- Be gracious in defeat, respect officials and accept decisions.
- Behave well in public places i.e. with respect for others' needs and with use of suitable language.
- Keep to agreed timings for training and regattas or inform the coach if you are going to be late.
- Wear suitable kit e.g. t-shirt/rugby top or sweatshirt and shorts or tracksuit bottoms and trainers + a life jacket (*which is provided for the purpose*) for training and regattas, as agreed with the coach.
- Take care of equipment which belongs to the club.
- Not smoke on club premises or whilst representing the club at competitions.
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- Keep yourself safe.
- Report inappropriate behavior or risky situations for Junior members.
- Challenge or report the bullying of your friends or peers.
- Make your club a FUN place to be.

You have the right to:

- Be safe and happy, and enjoy rowing in a protective environment.
- Join in on an equal basis, appropriate to your age, development and ability.
- Be listened to, be believed and to ask for help.
- Privacy.
- Be protected from abuse by other members or outside sources.
- Be referred to professional help if needed.
- Experience competition and the desire to win.

Any misdemeanors and general misbehavior will be dealt with by the immediate coach and reported verbally to the Club Welfare Officer. Persistent misbehavior will result in dismissal from the club. Parents will be informed at all stages.

Dismissals can be appealed to the coach/ coordinator, with the final decision taken by the Club Management Committee.

Appendix 6



Consent Form

Personal Details		
Name		
Address		
Telephone	Mobile	
Date of Birth		
Parents / Guardians Names		
Additional person to contact in an emergency		
Relationship	Telephone	Mobile
Medical Details		
Any health problems or disabilities e.g. Asthma / Epilepsy / Diabetes etc.		
<p>I give permission for my child to be taken to hospital and treated in my absence if it is necessary and CSP have been unable to contact me immediately.</p> <p>Child's Name.....</p> <p>Parent / Guardian's Name.....</p> <p>Signature of Parent / Guardian.....</p> <p>Signature of Player..... Date.....</p>		
Transportation		
<p>I give permission for my child to be transported to and from, and other events organised by the CSP.</p> <p>Child's Name.....</p> <p>Parent / Guardian's Name.....</p> <p>Signature of Parent /Guardian.....</p> <p>Signature of Player..... Date.....</p>		
<p>Parent / Guardian I have read the attached copy of the code of conduct.</p> <p>Signature.....</p>		

Videoing & Photography

I give / do not give permission to the photographing / videoing and publication of images of my son / daughter in line with the CSP Child Protection Procedures and Best Practice Guidelines.

Images may be published in / on..... (e.g. CPGA newsletter/ Calendar / Website)

Child's Name.....

Parent / Guardian's Name.....

Signature of Parent/Guardian

.....

Signature of Player.....Date.....

