



Jersey Canoe Club

Child and Vulnerable Adult Protection Policy

The Jersey Canoe Club Mission statement is :-

“To encourage people to participate in Paddle sport”.

In order to accomplish this, compliance with best practice and in some cases legislation is required. In respect of this, the Protection of Children and Vulnerable Adults is only one requirement. Despite the real and perceived difficulties of instituting a policy in regard to this particular item, doing so will ensure that whatever decisions are taken in the future regarding the membership demographic of Jersey Canoe Club the club can move into the future assured that it is proactive.

Jersey Canoe Club will institute a Policy based on and guided by Canoe England (BCU) the governing body of the sport to which we are affiliated. British Canoeing documents in regard to this are available at:-

www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates/

Members should clearly understand that the primary need for a Child and Vulnerable Adult Protection Policy is to raise awareness of situations within which members may be compromised and in this respect, even if members do not have direct participation in coaching and other situations which may involve contact with Children and Vulnerable Adults, an awareness of the Safeguarding Policy and Duty of Care and other guidance available from Canoe England and the implications to them as individual members are understood and if necessary are acted upon.

POLICY

Jersey Canoe Club (the Club) is committed to ensuring that everyone taking part in canoeing is able to do so protected and kept safe from abuse or neglect while they are with coaches, volunteers and/or staff and participating or engaging in activities with or organised by the club, irrespective of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

Appendix 1: Changing for activities – Pool sessions and outdoor sessions

Pool sessions:

- Preferably juniors should arrive already changed.
- At the Pool young members will use separate changing rooms and, when this is not possible, arrangements will be made to change at different times to the adults.
- Young people must use the family changing rooms with a C.R.B'd Coach/Volunteer on duty outside who have been through training, for supervision if necessary.
- No young person is to be left at the drop off point until at least one C.R.B'd coach/Volunteer of the club are present.

Appendix 2: Guidelines for use of photography and or use of video

Key concerns regarding photographs of young people are that they can be taken and used inappropriately and if the young person is identified there is a risk that they could potentially be vulnerable to grooming. The club therefore wishes to concentrate on the following key areas:

- Parents/carers and have a right to decide whether young peoples' images are taken and how those images may be used and written consent should be obtained. When joining the club parents will be asked to complete a "photography and video consent form". All coaches and adults who work with young people must be informed if there are any young people whose parents do not consent to the use of images.
- Les Quennevais Sport Centre has a policy of no photography unless a form has been signed at reception, this will have to be authorised by a member of the club and photos should only be taken by the parents/carer of a child and should exclude other young people.
- Images should convey the best principles of the sport and not be open to misinterpretation or misuse
- All images should be securely stored and in the case of images on web-sites care should be taken to ensure that no identifying details facilitate contact with a child by a potential abuser. All images should be erased as soon as possible when they are no longer required.
- Videos will occasionally be taken as part of a training session as a coaching aid to provide feedback on performance; these videos will be deleted immediately after the session. The young person will be made aware the purpose of the video.
- At sessions in a public place members of the club should be vigilant about the possibility of members of the public, not involved in the club, taking pictures of young people. Club members are to be informed that they cannot take photographs when there are young people present.
- Press photographers will be made aware of any young person without consent for images to be taken
- At competitions or sessions any club photographer will be issued with an identification badge to be worn

Appendix 3: Guidelines for transport of children and dealing with late collection.

The club appreciates that it is not possible to operate without the goodwill of volunteers and parents ensuring that young people are returned home or transported to sessions.

- **Transport:-** The club does not own a minibus but if the occasion arose to use a vehicle to transport young people the club would ensure that the driver is DBS checked, has another appointed adult with them, and that the vehicle is fit for purpose. Seat belts will be worn. Parents/carers should be informed of the route and the purpose of the journey. The club will ensure that the driver holds the correct level of driving license and will hold a copy of the license on file.
- **Late collections:** occasionally unavoidable events might prevent the young person being collected on time or another adult might turn up to collect the young person.

Procedure to be followed:

- Two club officials approved by the club and at least one being DBS checked will remain with the young person until they are collected.
- Parents should provide their contact numbers so they can be called (and an alternative number if available). Parents should also have the name and contact details of the relevant person at the club in the event of an emergency.
- The club coaches or volunteers should not be asked to take the young person home alone in their vehicle or to their home. In an emergency two adults can transport a junior with the young person seated alone in the back however, this is discouraged by the club.

Appendix 4: Text/email/what's app/messaging and social media safeguarding guidelines

The club uses text messaging systems to help to improve communication and to help adult members and young people to advise or remind them of training sessions. This is a quick, easy and relatively cheap form of communication as most people have their mobile phones with them at all times. However this message of communication is recognised as being potentially subject to abuse in the wrong hands, the club has therefore put the following guidelines in place.

- Only staff that have been through relevant safeguarding checks (e.g. enhanced level DBS checks and references) will use and have access to the text messaging system and these members of staff will have undertaken a recognised safeguarding training e.g. Sport Coach Safeguarding Course
- The numbers of staff with access to the system, particularly data relating to young people, should be kept to a practical minimum and their details recorded and maintained by the club's child protection officer.
- Consent must be obtained from the parents prior to being able to send the young people text messages. Parents should be offered the option of being copied into any texts their child will be sent.

- All text messages must be sent via a bundle to a group of young people i.e. the same standard text message being sent to every member of the group (never to just one person).
- If the young person's mobile number has been recorded on any written (hard copy) format it should be kept in a locked cabinet with only access by an approved member of staff or on an electronic system which is password protected. No coach should be **telephoning** a young person the contact should be with the parent.
- All text messages must make it clear to the young people receiving it which organisation has sent the message.
- Young people should not be given the opportunity to text back to the system; it should only be used as a one-way communication channel.
- The club's Child Protection Officer's number should be included in the group so they too receive a copy.
- The same rules apply to emailing and parents/carers should be copied into any emails to young people and young people should not be encouraged to email back.

Appendix 5: Code of practice for adults, children and vulnerable adults

While this policy addresses the needs of both Children and Vulnerable Adults, the club recognises that there is the need for an individual policy for the protection of Vulnerable Adults which addresses the considerations of the Disability Discrimination legislation which advocates the promotion of equal opportunities and provides guidance for safeguarding and protecting those who suffer from physical, mental health and learning disabilities.

The main difference in addressing adult and child abuse relates to the adult's right to "self-determination". Adults may choose not to act at all to protect themselves and only in extreme circumstances will the law intervene. This is not the case for Children because they are classed as minors in the eyes of the law. It is however important that the club and all its members are aware of the indicators of abuse of vulnerable adults and can recognise and act appropriately to protect any vulnerable adults.

The club will:

- Ensure the proper treatment of vulnerable adults and ensure equal opportunities of accessing the club's programmes
- Safe recruitment of coaches, volunteers and officers ensuring proper checks are carried out and DBS Disclosure checks are carried out
- Ensure that bullying is dealt with.

Appendix 6: In Loco Parentis

Under the law, adult chaperones are required to act in loco parentis and failure to act in a young person's best interest demonstrating the same degree of care as if he/she were your own child, failure to do so is considered to be *abusive* under the law.

For example, if a young person were seriously injured, an ambulance would be called as well as parents or carers. If all reasonable attempts to contact the parents/carers failed an approved and trained member of the club would ensure that the young person is treated well and would act in loco parentis.

Coach or 4*/5*Leader Volunteer List:

John Richardson

John Vautier

Chantal Quaeck

Jason Ruellan

Derek John

Eric Bertrand

Alex Blampied

David Priddis

Kim Vallance

Alex Scott

D.B.S. helpers:

Amanda Hamon

Matt Pope