



## **Safeguarding Procedures**

### **Bullying**

At SDCC bullying is not tolerated and will be taken seriously.

To report bullying of any kind please report it to either the Welfare Officer, Deputy Welfare Officer or the Chairperson. This will then be investigated as per the procedure in the Anti-Bullying Policy.

### **Rules Regarding Social Media**

Under 18's are not allowed to join the Facebook group.

### **Whistle Blowing**

If you have a concern regarding the behaviour of another member contact either the Welfare Officer, Deputy Welfare Officer or the Chairperson.

If the concern is regarding the Welfare Officer or Deputy Welfare Officer, contact the Chairperson.

If the concern is regarding the Chairperson, contact the Welfare Officer or the Safeguarding Officer at Paddle UK.

Every member is entitled to seek advice or report things directly to Paddle UK if they wish to.

### **Supervision of Juniors and Vulnerable Adults**

There must always be a minimum of 2 adults on the water with youths/vulnerable adults at all times.

At least one of these adults must have a valid DBS and Safeguarding training.

### **Transport of Juniors**

The club does not advise giving lifts to under 18's. It is expected that parents will take and collect them from sessions and trips.

If it is required to transport youth members in exceptional circumstances, then written consent must be sought from the parents.

This consent must name the people with whom the youth member is allowed to travel.

There must be a minimum of 2 adults in the car with a youth member/vulnerable adult who both have valid Safeguarding training and a DBS.

It is the responsibility of the adult driving the car to ensure they have the correct insurance to do so.

### **Collection of Juniors**

If youth members are left on their own at a session, then the parents need to detail who will be picking that youth member up when they book them in to the session.

Instructors and Coaches may question who is collecting the youth member if they do not recognise them.

### **Collection/Storage of Information and Medical Consent**

Medical information will be requested upon joining the club, this will be kept secure on our email system and used only if required.

Members with potentially life-threatening conditions are strongly advised to make it known the session/trip leader.

For Youth members with a potentially life-threatening condition, this information will be shared in confidence with the instructors and coaches, to ensure the safety of the young person whilst out on the water.

Members who carry medication are strongly advised to make it known the session/trip leader.

### Photography and Filming

Only take photographs/video of members who have given their consent for this.

If members have not given consent do not include them in any photographs or videos.

The full list of members who have given consent can be found in the announcements section at the top of the Members of SDCC Facebook page.

Consent can be withdrawn at any time.

This applies to both adult and youth members.

Please see the Code of Practice for full details.

### Changing Rooms with Juniors

It is preferable for adults not to be in changing rooms when youth members are present, however if this cannot be avoided then a minimum of 2 adults must be present and at least one of them must have both safeguarding training and a DBS that is valid.

This is also included in the Risk Assessments for both Dorcan and Coate Water.

### Safe and Appropriate use of Social Networks to Communicate

As a club we use Facebook and Spond. We have a public Facebook page and a private members group.

The private members group is managed by the Chairperson, the Welfare Officer and the Deputy Welfare Officer.

All members are asked to abide by the rules of the group as outlined upon joining.

Emails are sent as the main way of communicating with the membership body, for youth members this will be sent to their parents/guardians.

### Disciplining Juniors and Adults who are Considered to be Vulnerable and Handling Challenging Behaviour

If it is deemed necessary to discipline either a youth member or a vulnerable adult member then either a parent/carer or appropriate adult must be present. The member concerned needs to be spoken to and given a chance to put their point of view across. If any further action needs to be taken, then the discipline process needs to be followed and the committee informed.

A written log of what happened needs to be made and emailed to the club and the Welfare Officer informed.

### Use of Mobile Phones

All session and trip leaders are expected to carry a phone on the water with them or to designate some else to do so.

Any images/video taken on a mobile device is to be deleted immediately after using it for its designated purpose.

### Overnight Stays

Youth members are to be accompanied by a parent/guardian for any overnight stays.

### Instructors and Coaches Safeguarding Training

Any instructor or coach needs to have undertaken the Safeguarding and Protecting Children course.

Reviewed by:	L. Goddard (Chair) N. Sheppard (Welfare Officer)
Reviewed on:	January 2025
Next Review Due:	January 2026