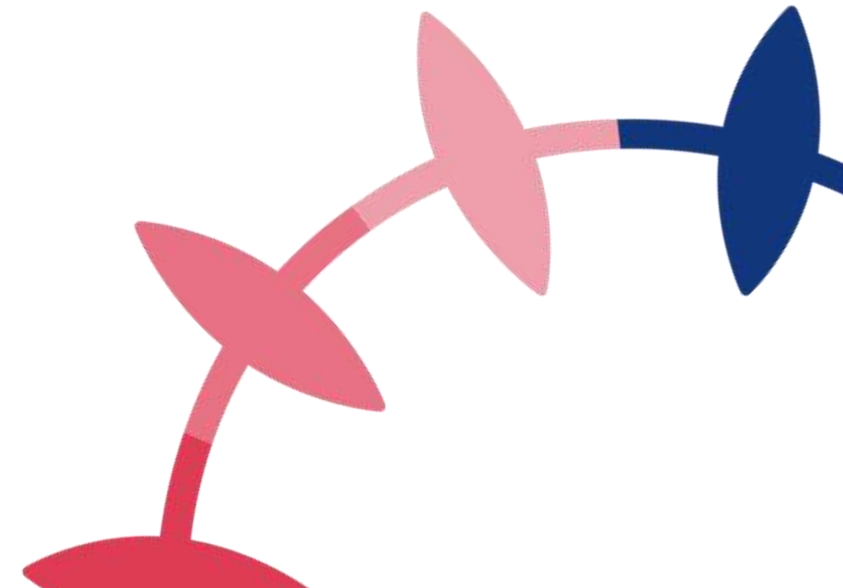


Safeguarding

Alan Page – Safeguarding and Compliance Officer



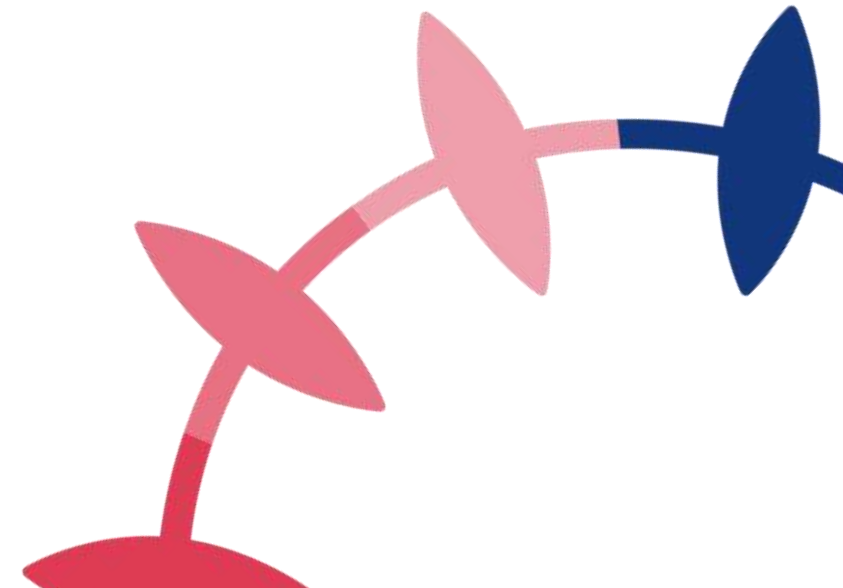
This short presentation covers the following:

- Who's who in the safeguarding team
- Trips away

Planning for a safe trip

Additional requirements for trips abroad

Any Questions



Who's who....



Nancy Squires – Head of Governance
Safeguarding Lead Officer
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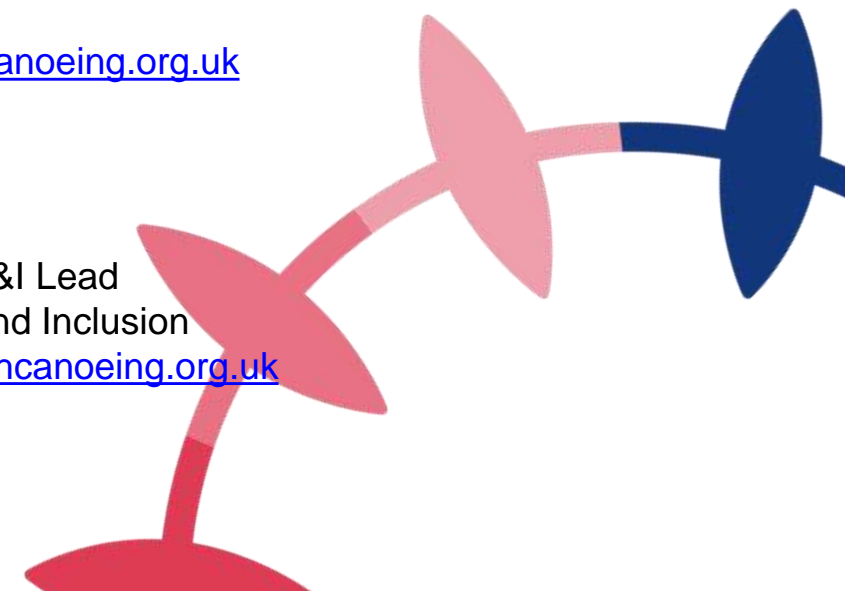


Alan Page – Compliance and Safeguarding Officer
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James Unsworth – Compliance Case Officer / Paralegal
Deputy SG Lead
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Helena Russo – ED&I Lead
Equality, Diversity and Inclusion
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Reporting an incident or concern:

safeguarding@britishcanoeing.org.uk

Tel: 0115 8968842

(999 if immediate medical attention is required or person is at risk of immediate harm or danger)



Trips away

General guidance – not an exhaustive list

Topics covered:

Pre-trip planning

During the trip

After the trip

Questions?

Scenarios



Trips away

Pre-travel Planning:

Risk assessments should be carried out.

Are you familiar with the area/ venue? Have you made an exploratory visit? Gathered information from other sources?

Have you thought about insurance requirements?

For example:

Personal accident cover

Medical Cover - GHIC (Global Health Insurance Card)

Repatriation insurance if going abroad

Loss of baggage/ personal possessions inc. passport and money

Legal assistance

Read the policy and make sure it meets your requirements – note any exclusions.



Trips away

Pre-travel Planning:

Ensure you obtain the correct permissions or consent

[British Canoeing template T4 – Paddlesport Consent form](#)

Participants details

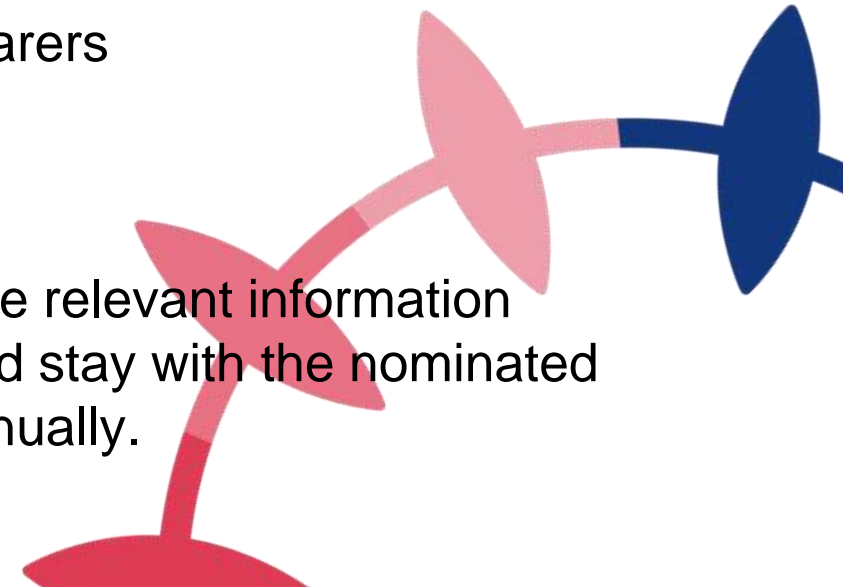
Parent / carer details (if under 18)

Emergency contact details - both participants and parents/ carers

Description of activity taking place

Medical Consent and specific needs

This form should be completed before any activity takes place and the relevant information should be made available to the person in charge. The original should stay with the nominated official and stored safely. It is important to update this information annually.



Pre-travel Planning:

Have you appointed a safeguarding lead/ trip welfare officer?

Is this person fully aware of their role/ responsibilities?

Have their contact details been made available to participants and their parents/ carers?

Safeguarding ratios:

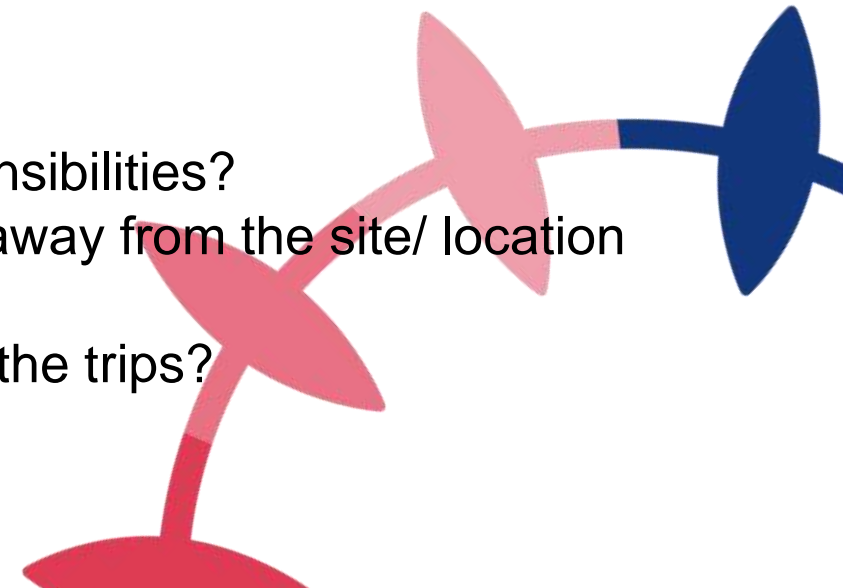
Adults : children..... what is adequate?

Are the adults roles and responsibilities clearly defined?

Are the responsible adults fully aware of their role and responsibilities?

Are they aware of the 'ground rules'? i.e. chaperoning, trips away from the site/ location etc.

Are disclosure checks required for those adults travelling on the trips?

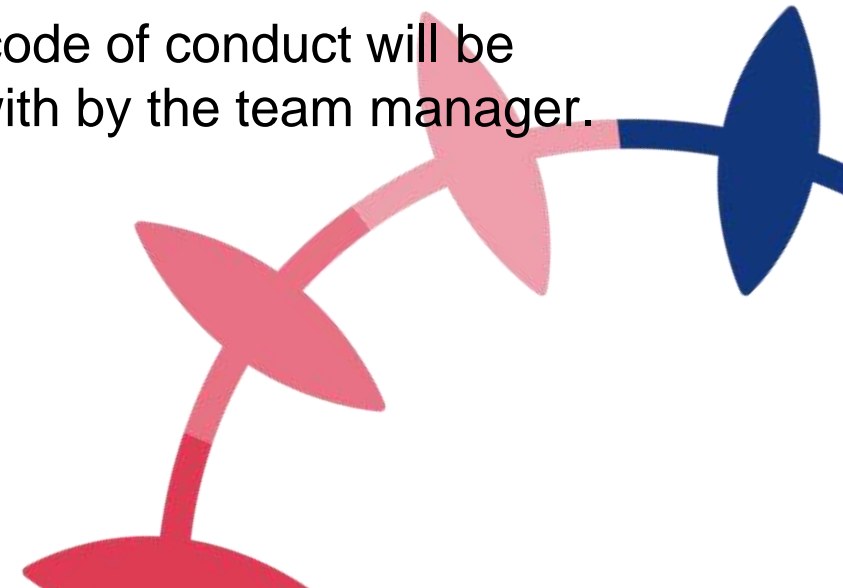


Pre-travel Planning:

Is there a trip Code of Conduct in place?

All participants taking part should be aware of the behaviour and personal conduct standards expected of them at all times on the trip and all athletes/ students, irrespective of age should adhere to the codes of conduct applied to the trip or team event in question.

All participants should be clear that breaches of the established trip code of conduct will be subject to sanctions and that these will in the first instance be dealt with by the team manager.



Pre-travel Planning:

Transport arrangements:

If using a self-drive minibus does the driver(s) have the appropriate licence?

Check this with the DVLA: <https://www.gov.uk/driving-a-minibus>

Vehicle daily checks to maintain serviceability.

Plan driver breaks/ driver changes if necessary

<https://www.gov.uk/drivers-hours>

No juniors should ever travel alone – escort arrangements are to be in place

Coaches and leaders are discouraged from travelling alone in their cars with children – (exceptional circumstances may allow this)



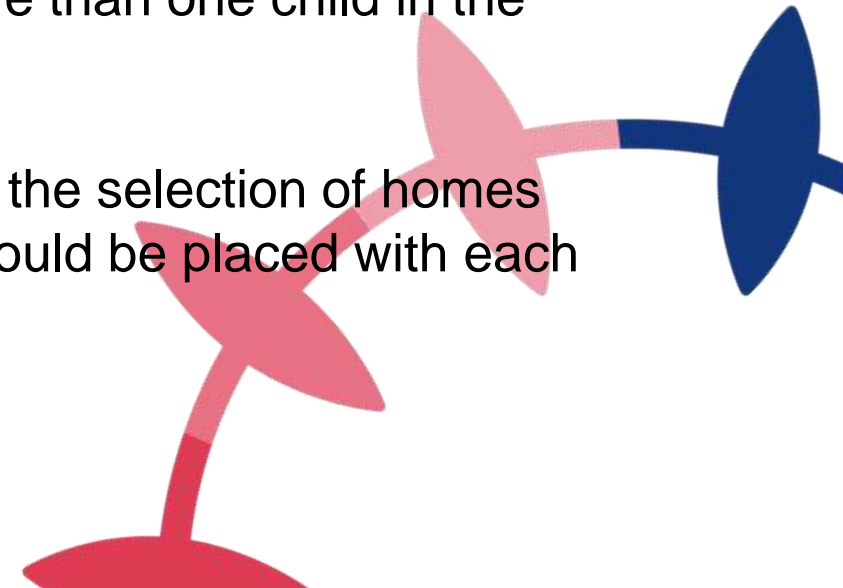
Pre-travel Planning:

Accommodation:

Accommodation should enable suitable sharing in terms of age and gender and appropriately located staff/volunteer bedrooms for both supervision and ease of access in case of emergency. Parents/carers and children should be consulted in advance about arrangements for sharing where possible and appropriate.

Where the presence of an adult is needed there should be more than one child in the room with the adult.

Special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practical more than one child should be placed with each host family.



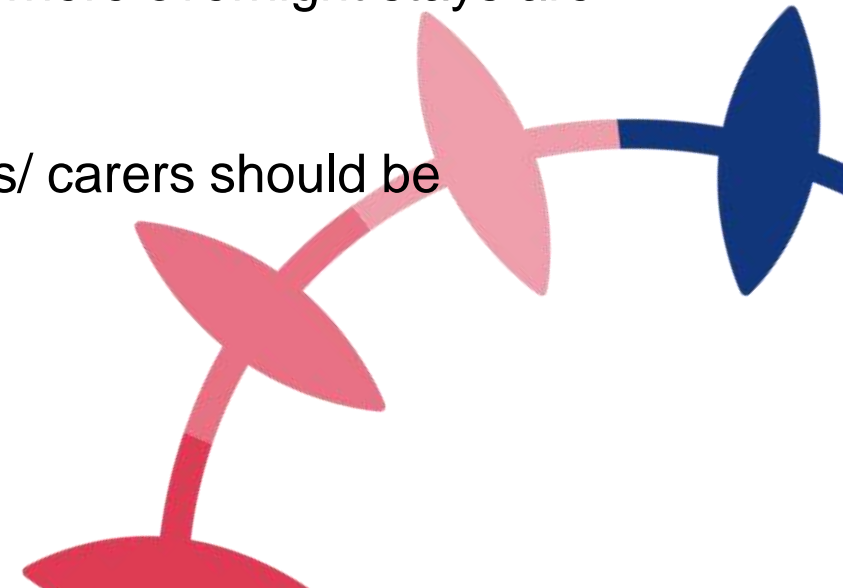
Pre-travel Planning:

Have you appointed a Team Manager/ Group Manager for the trip?

They should have overall responsibility for the children's well-being, behaviour and sleeping arrangements. They should be appointed as an official of the club/British Canoeing/Home Association for the duration of the trip; coaches should be accountable to the team manager in all non-performance related matters.

Where there are mixed teams there should be at least one female in the management/coaching structure who should remain on site where overnight stays are involved.

If a child suffers a significant injury or an accident the parents/ carers should be informed as soon as possible.



Pre-travel Planning:

Have you arranged a trip briefing session?

This could include trip timings, accommodation, travel arrangements etc. and should be attended by all those going on the trip (including coaches/ volunteers/ athletes) as well as the parents/ carers of those U18s.

Consider a trip WhatsApp group which you could use to send trip details and rules in writing which can be referred back to throughout the trip (there should be a minimum of two adults in any group chats with children and parents should be able to join).



During the trip:

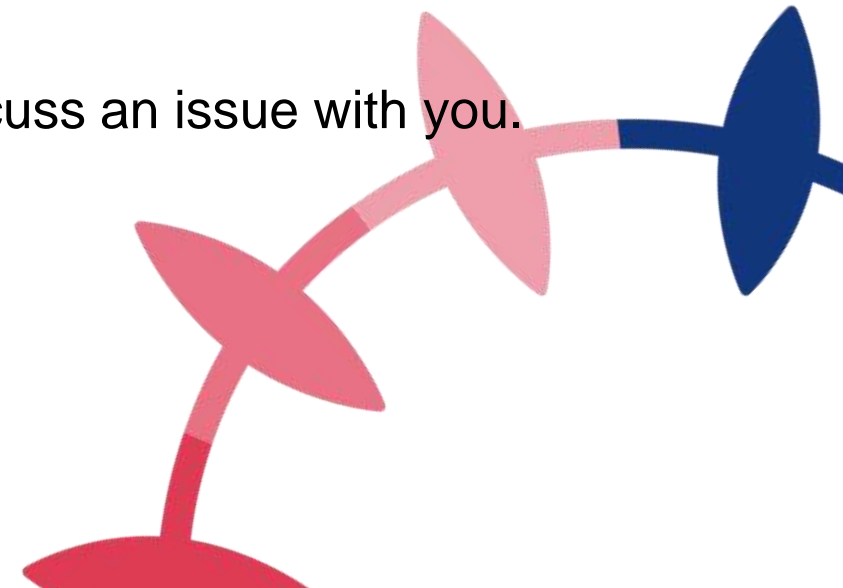
Communicating during the trip

Consider using the WhatsApp group to communicate throughout the trip so that you can keep track of whereabouts and arrange meeting times etc.

Check in regularly with the trip participants

Make sure that they are aware of any briefings they need to attend, what the timing arrangements are, places to be etc.

This can also act as a welfare check – they may want to discuss an issue with you.



During the trip:

Managing concerns / responding to concerns

Treat as you would if you were back at home.

Escalate as appropriate

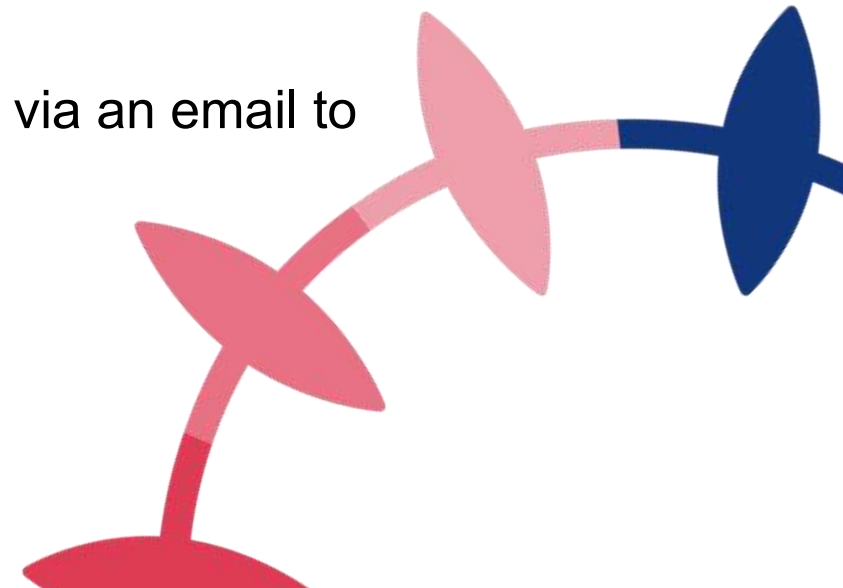
By reporting to emergency services (if urgent)

By reporting to BC

Using the 'Report a Concern' form or raising via an email to safeguarding@britishcanoeing.org.uk

Liaise with the Trip Welfare PoC

Remember to support the individual involved appropriately.



After the trip:

The team manager or group leader should submit a report to the club or lead body as soon as possible after the end of the trip

Arrange a meeting to discuss the trip..

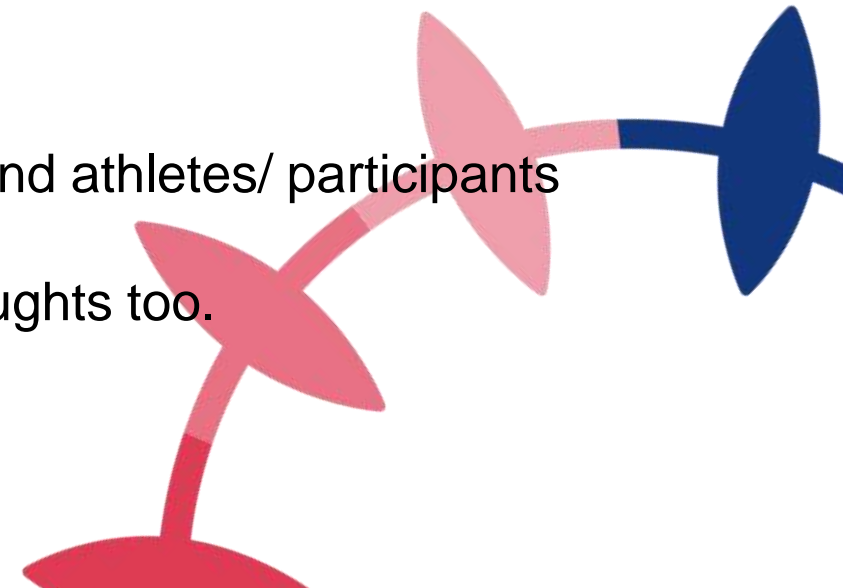
What went well?

What could have been improved?

What changes are you going to implement for future trips?

Canvass the thoughts of all those who attended, coaches, helpers, and athletes/ participants

What about the parents/ carers who didn't travel – consider their thoughts too.



The Welfare Point of Contact

Who?

Ideally one male and one female.

Training

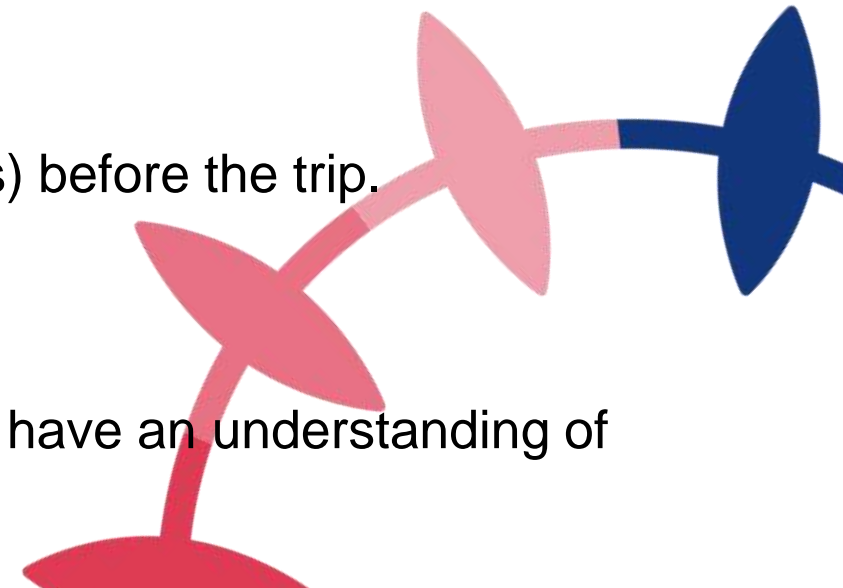
Must have completed the UK Coaching Safeguarding and Protecting Children course (or accepted equivalent) and ideally the CPSU Time to Listen course

Communication

Ensure their details are known by the athletes (and parents of juniors) before the trip.

Character

Be well known to the athletes, Be accessible and approachable, and have an understanding of handling sensitive situations and information.



The Welfare Point of Contact

Responsibilities

- First point of contact for athletes, staff, volunteers or parents with a welfare concern
- Provide support, or find a suitable person or staff member to support the person(s) in need
- Be aware of anyone on the trip that may have additional vulnerabilities
- Recognise and report safeguarding concerns. Unless it's an emergency liaise with BC's welfare staff who can advise on the next steps. Document details by filling in the BC 'Reporting a concern' form.



Trips abroad – additional considerations

Control of Passports/ travel documentation

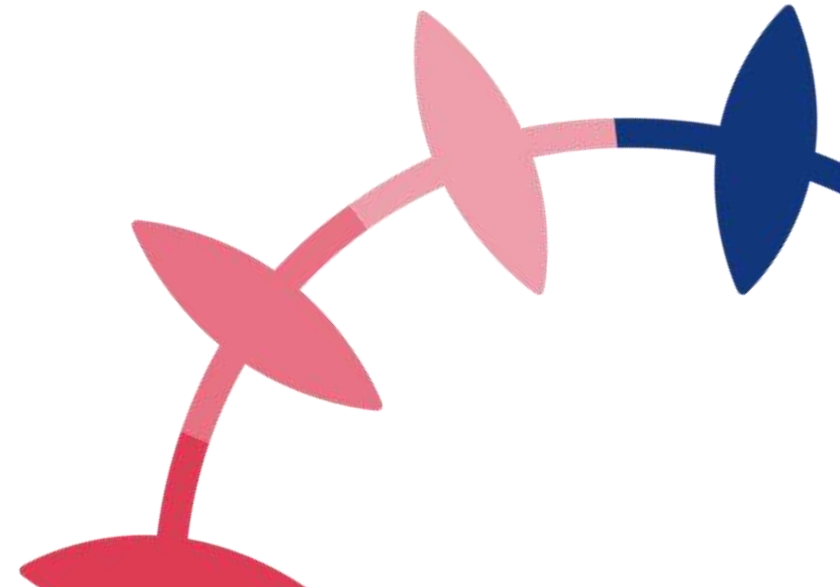
Copies to be made and carried in case of loss

Copies to be retained by the home point of contact

Written letters of delegated authority

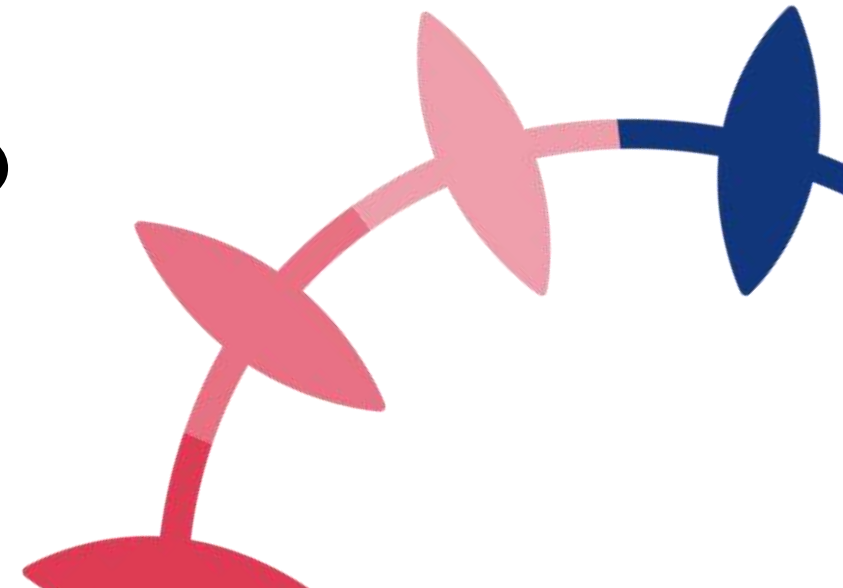
Embassy or Consulate details in case of emergency

Laws of the land





Any Questions?

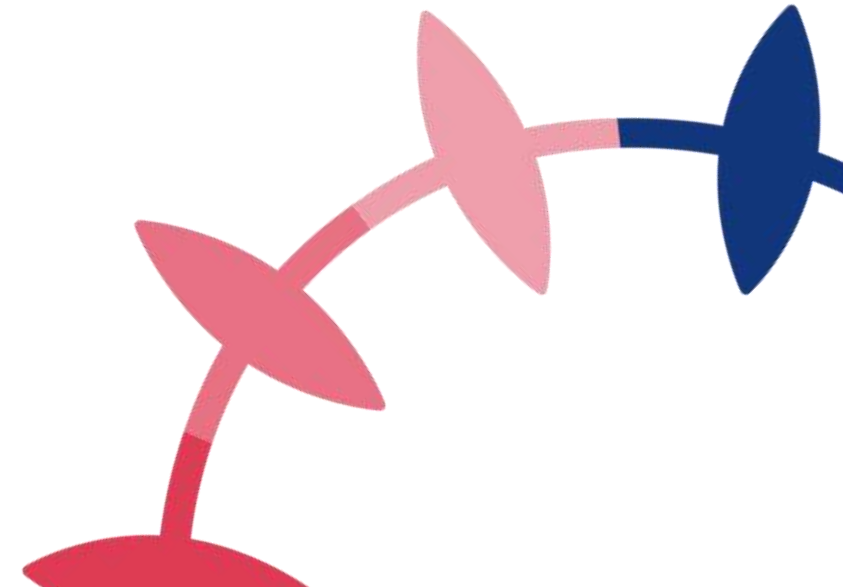


Some scenarios for discussion:

You are on a trip with juniors and U23 athletes. The other staff including the Welfare POC are out of the hotel at the training venue.

There are a few juniors and U23 athletes at the hotel spending down time in their rooms. You have been working all day and want to do some exercise and get out of the hotel.

What would you do?

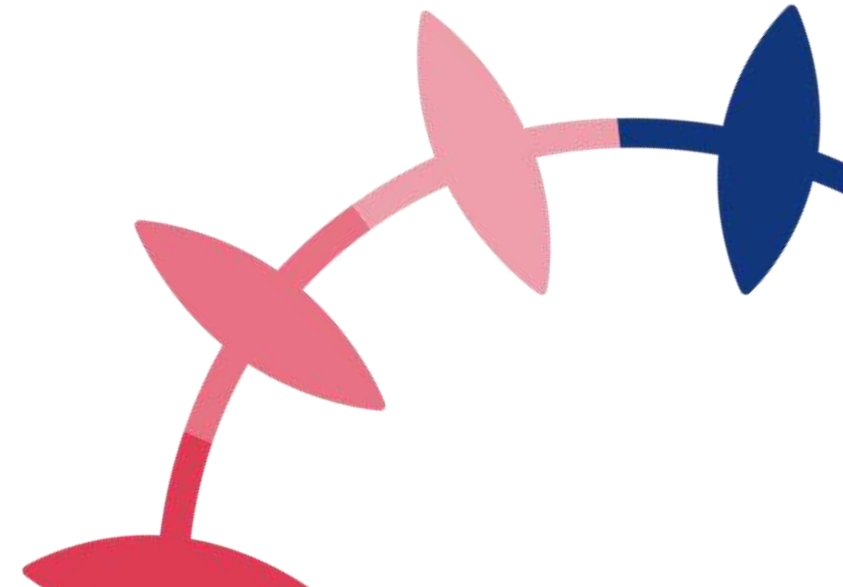


Some scenarios for discussion:

You are the Team Manager on a junior trip abroad. There is one other member of staff on the trip.

During some free time at the hotel, a female athlete texts you to ask if they can go out to the shop to get some snacks. The shop is on a busy high street, 15 minutes' walk from the hotel.

What would you do?

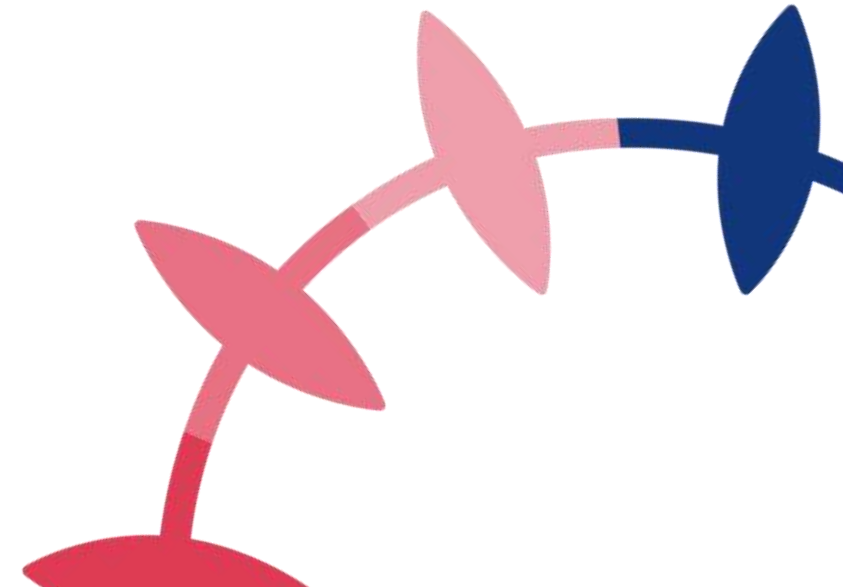


Some scenarios for discussion:

You are at a competition with juniors and some of the athletes' parents have travelled to the event separately.

You have set a curfew of 9pm for all athletes to be back at the hotel. A parent asks you if their child can join them for the evening and return to the hotel at 10pm.

What would you do?



Additional Resources:

British Canoeing Paddlesport Consent Form – Template T4

<https://www.britishcanoeing.org.uk/uploads/documents/T4-Paddlesport-Consent-Form-280716.pdf>

British Canoeing Paddlesafe Away Trips Guidance G9

<https://www.britishcanoeing.org.uk/uploads/documents/G9-Paddlesafe-Away-Trips-260716.pdf>

CPSU Template – Overnight trips and/ or travel abroad

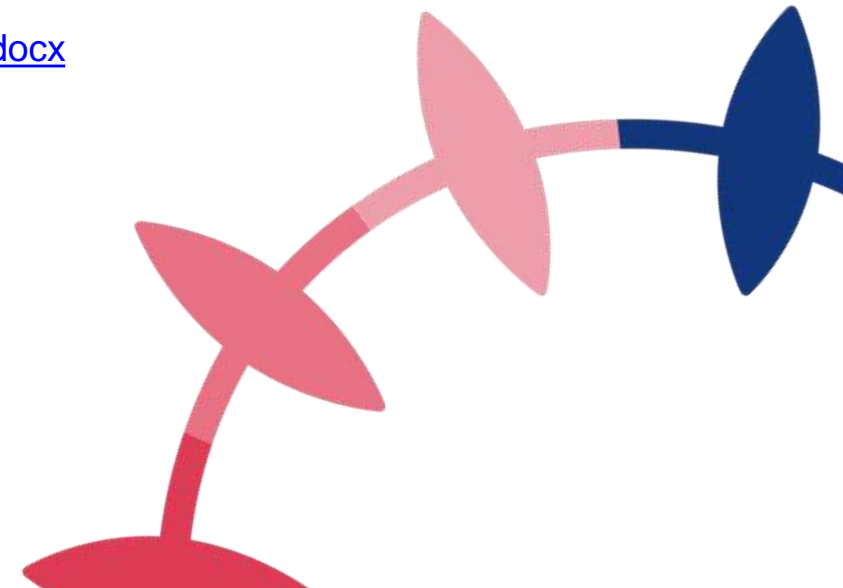
<https://thecpsu.org.uk/media/445871/form-template-checklist-overnight-trips-travel-abroad-hosting.docx>

DVLA Minibus driving rules:

<https://www.gov.uk/driving-a-minibus>

DVLA Driving Hours:

<https://www.gov.uk/drivers-hours>





Any Questions?

