

# Shropshire Paddlesport



Sport England Club Mark  
BCU Top Community Club

## **CHILD PROTECTION AND VULNERABLE ADULT PROTECTION POLICY GUIDANCE NOTES**

Shropshire Paddlesport Club is committed to youth development and as such was the first Club in the Whole of the West Midlands to receive British Canoe Union "Top Club" and Sport England "Club Mark" in recognition of its quality and commitment to Youth Development.

Part of this process was the audit of the British Canoe Union Child Protection and Vulnerable Adults Policy (which the Club have adopted) and the Club's own Best Practice with respect to working with young people.

Clearly it is hoped that the policy itself will act as a deterrent but also offer reassurance to the parents, members and those working with young people to ensure that no one feels vulnerable.

In practice everyone should be actively encouraged to play a part,-

- in training to increase awareness of the issues,
- by using best practice at all times,
- continual review to improve, particularly as the facility evolves introducing new issues to be considered
- dealing with issues swiftly and through the correct channels and procedures.

### **What roles need to be undertaken with respect to the Child Protection and Vulnerable Adults Policy?**

There are principally two roles involved to implement the above policy

- Administration
- Social (someone who is readily available to deal with delicate issues with respect to the policy)

### **What information does the check disclose and how should the information be used?**

The CRB check is currently undertaken by the British Canoe Union free of charge. The Criminal Records Board disclosure will reveal criminal records relating to the applicant.

Clearly the Club may only be interested in those which it considers may present a potential to put others within the Club at risk or the Club itself at risk. I.e., Child Protection issues, Treasurers Post, or Minibus licence.

### **Why do we need to complete CRB forms?**

The British Canoe Union in line with other Sports advise that all coaches working with young people undertake a CRB enhanced check. Whilst the club recognise that coaches need to be checked, due to the nature of the club activities more often than not parents are on the bank or in

the shed supervising savable young people and as such it is felt that this could also be addressed by including all adults in the checking process. This Best Practice has been supported by the BCU who agreed to extend the FREE checking service currently on offer to Coaches.

Due to its high youth profile the Club has taken its commitment to Child Protection and vulnerable adult protection seriously and as such has introduced an enhanced level of checking above that required by the governing body in that the club insists that all adult who may regularly attend the Club as a parent, guardian or participant undertake an enhance Criminal Records Board disclosure.

Whilst it is accepted that the completion of the form does not guarantee everyone's safety, it may however provide an additional deterrent to any undesirables.

### **Who needs to complete a Form?**

CRB forms should be enclosed with all application packs and completed by all adults covered by the application who may regularly attend the sessions where children may be present.

Clearly where single male or female senior paddlers join the Club it may not necessarily require that their partner complete the forms if they do not regularly visit the club.

### **What period of grace is required?**

It is a requirement that all Coaches and Certain Officials of the Club undertake a CRB check and their registration document are audited prior to undertaking their role.

However with respect to membership, an application from none coaches the procedure is likely to be as follows:-

The Form should be completed and evidence to confirm the identity of the applicant should be brought to the Child Protection Officer prior to the Coach, individual or family member being accepted as a member.

Clearly there will need to be a reasonable period of time to allow the British Canoe Union time to check the applicant and return the documents to the applicant.

The applicant should then be given a reasonable period of time to register the number with the Club Child Protection Officer.

Clearly there needs to be a balance to ensure that the process is monitored to ensure that we allow a reasonable amount of time whilst also ensuring that the Club has a robust system to help act as a deterrent.

### **How long is the CRB check valid for?**

The British Canoe Union does not presently have any guidelines as to the life of a CRB check. Clearly as they only disclose details of convictions they are in theory out of date as soon as they are issued.

It would however seem reasonable for the CRB to be renewed every three years in line with Aquatic First Aid for example.

## **What is the current procedure in the event of an issue?**

Where someone raises an issue with respect to the Child Protection or Vulnerable Adult Policy Procedures within the Club they should initially contact the Club's Child Protection Officer who should research the issue. Where clarity is required they should seek qualified advice from the following sources:-

- Canoe England or British Canoe Union Child Protection Officer
- Shropshire County Council Sports Development Officer
- Sport England Child Protection Officer
- Any other qualified source

Where a change of policy may result this should be discussed with experts within the Club to assess if it has further implications on our ability to continue to deliver our activities as an alternative solution may equally address the issue whilst being more workable.

## **What is the procedure for dealing with a sensitive issue?**

Clearly the qualities of the person in this role are crucial. Obviously they will need to be approachable, supportive but also understand the procedure to be used to swiftly and fairly deal with the issue whilst maintaining confidentiality.

Currently all queries which are sensitive are dealt with externally through the Coaching Development Office at the BCU.

This is an area where we need to refer to own guidance, the BCU Child Protection Officer and when attending seminars or workshops on the subject in order to ensure we follow the correct and most appropriate procedures to ensure that no one feels vulnerable.

## **What do I do to implement any changes in the current policy?**

Initially the priority is to implement the current policy which has already been audited by BCU and Sport England. However where minor alterations or improvements are necessary and appropriate consultation has been carried out simply pass this by the Volunteer Support Officer responsible for this role. However significant alterations may require the input of club members at formal club meetings.

## **Continuous Review**

As your knowledge increases it would be appreciated if you could kindly keep this document up to date.

