

THE EYOT CENTRE SAFEGUARDING POLICY – February 2024

The Eyot Centre is fully committed to safeguarding the wellbeing of its members. All members should show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles of the Centre.

The purpose of this policy statement is:

- To protect children and vulnerable adults who use The Eyot Centre services from harm. This includes the children of adults who use the Centre.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone volunteering or working on behalf of the Eyot Centre, trustees, paid staff and the associated sections; Henley Canoe Club, Henley Dragon Boat and Outrigger Racing Club and the Duke of Edinburgh Award Scheme.

This policy should be read alongside the Safeguarding policies and reporting requirement of the relevant governing bodies: British Canoeing (Paddle UK), The BDA and the Duke of Edinburgh Award Scheme.

The Centre will review this policy annually.

DUTY OF CARE

The Eyot Centre is committed to ensuring that all those using the Centre and taking part in Paddlesports are protected and kept safe from harm.

We all have a duty with respect to safeguarding and protecting young people and vulnerable adults to ensure they can participate and enjoy Centre activities with the highest possible standards of care. All coaches, volunteers and providers should have a clear understanding of operating within an appropriate code of ethics, aware of what their 'duty of care' is and how this relates to their position in providing activities and being responsible for others.

A good definition of duty of care is:

“The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible”.

THE EYOT CENTRE SAFEGUARDING PRINCIPLES

We believe that:

- Children and young people should never experience abuse of any kind.
- Adults and vulnerable adults should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, adults including vulnerable adults, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- The welfare of adults including vulnerable adults is equally important.

We will seek to keep children, young people, adults including vulnerable adults safe by:

- Valuing, listening to and respecting them.
- Identifying a person whose role it is to deal with any issues concerning safeguarding and Child Protection (Safeguarding Officer) and notify this person to all members. Anyone with concerns with respect to the welfare of a child or vulnerable adult should contact that person. If that person is unavailable they can contact the British Canoeing Safeguarding Officer or British Dragon Boat Safeguarding officer (details below).
- Adopting child protection and safeguarding best practice through our policies, guidelines and code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Ensuring that anyone who meets the eligibility criteria for a Disclosure Check will not be deployed until a satisfactory check has been returned.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions

- Making sure that children, young people and their families know where to go for help if they have a concern.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

HOW TO REPORT A CONCERN

How to report a concern whether it's a concern or allegation that has been disclosed to you by someone else, whether it's something you have witnessed yourself, or something that has been worrying you. All concerns raised will be treated sensitively and seriously.

If you or someone else needs immediate medical attention, or you or someone else is at risk of immediate harm or danger, call emergency services for the police or ambulance (999 or 112) immediately.

If you have been personally affected:

- Report your concern to the Eyot Centre Welfare Officer:
safeguarding@eyotcentre.co.uk

OR

- Tell someone you trust
- Call (24hour helpline) Childline 0800 1111 or NSPCC 0808 800 5000 (keep trying if you can't get through straight away)
- Contact the relevant governing body safeguarding team:

British Canoeing (Paddle UK) Safeguarding Team Tel: 0115 8655354*

BDA Welfare Officer: Barbara Keenan barbkeenan@hotmail.com

Duke of Edinburgh Award Scheme: safeguarding@dofe.org

**(If calling out of office hours, leave a message and we will respond as soon as possible the next working day.)*

If you have a concern about someone else:

Remember: It is not your responsibility to investigate a concern or allegation, or to decide whether someone is being abused. It is your responsibility to pass the information you have on to the appropriate person or organisation.

- Report your concern to the Eyot Centre Welfare Officer:
safeguarding@eyotcentre.co.uk

OR

- Call (24hour helpline) Childline 0800 1111 or NSPCC 0808 800 5000 (keep trying if you can't get through straight away)
- Contact the relevant governing body safeguarding team:
 - British Canoeing (Paddle UK) Safeguarding Team Tel: 0115 8655354*
 - BDA Welfare Officer: Barbara Keenan barbkeen@hotmail.com
 - Duke of Edinburgh Award Scheme: safeguarding@dofe.org
- If there is an urgent concern and the safeguarding contacts are unavailable immediately report the concern to Children's Social Care, Adult's Social Care or the Police.
- Ensure confidentiality at all times and share information only with the appropriate people and on a 'need to know' basis.

**(If calling out of office hours, leave a message and we will respond as soon as possible the next working day.)*

For concerns relating to Henley Canoe Club details of the concern should be reported to British Canoeing (Paddle UK) within 24 hours.

Lead Safeguarding Officer, British Canoeing, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU or email safeguarding@britishcanoeing.org.uk

ENSURE YOU KEEP A RECORD OF YOUR CONCERN AND HOW YOU REPORTED IT. Try to include the date, time and place, what happened, the name of anyone who may have seen what happened and who you reported it to and when. Try to note as much detail as you remember.

Supporting documents

This policy should be read alongside the following documents:

- The Eyot Centre anti-harassment and bullying policy – February 2024
- The Eyot Centre equality policy – February 2024
- The Eyot Centre code of conduct – February 2024
- Coaches and Officials Code of Conduct– February 2024

Additional guidance can be found on the following external links:

<https://www.britishcanoeing.org.uk/guidance-resources/safeguarding>

<https://www.dragonboat.org.uk/the-bda/safeguarding/>

<https://www.dofe.org/keeping-young-people-safe/>

British Canoeing (Paddle UK) guidelines:

G29-Disclosure-and-Barring-Service-DBS-Guidance-Flowchart_15112022

G20-Guidance-on-Digital-Communications

G6-Guidelines-for-use-of-Photographic-and-Filming-Equipment-Apr21

G9-Paddlesafe-Away-Trips-Apr21

G11-Physical-Contact-and-Young-People-Guidelines-Apr21