



Safeguarding Statement

Paddles Up Training Safeguarding Statement

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Statement

Paddles Up Training (PUT) is committed to ensuring that everyone can enjoy paddlesport in a safe environment where they are protected from any form of poor practice, abuse and neglect.

This policy is designed to provide guidance to all those who work with or within the organisation including employees, providers, tutors, assessors, volunteers, learners, and lead paddlers/ mock students.

This policy works in conjunction with the policies of the National Associations British Canoeing, Canoe Wales, Canoe Association of Northern Ireland and the Scottish Canoe Association and is aimed at PUT course provision, for matters outside of course provision (such as club governance) please see your National Association website.

PUT operates in line with the Equality Act 2010 and we believe every Learner undertaking, and Providers/Tutors/Assessors delivering, British Canoeing Awarding Body (BCAB) qualifications should be able to do so in a safe and happy environment.

It is the responsibility of any Provider/Tutor/Assessor delivering BCAB qualifications to children or vulnerable adults to have effective safeguarding procedures and implement them.

Please note:

Roles that involve caring for, supervising or being in sole charge of children or vulnerable adults may require an enhanced Disclosure and Barring Service (DBS) check (previously called an enhanced CRB check).

If you are in any doubt as to whether the role in question requires this check, please contact the Disclosure and Barring Service.

When a Trainer/Assessor is delivering BCAB qualifications at an organisation such as a school, college or youth organisation, the safeguarding procedures for that organisation should be followed.

We recommend Providers/Tutors/Assessors take the following simple precautions when delivering qualifications to children or vulnerable adults:

- Check the minimum age requirement for any qualification prior to course delivery (please see the qualification specification for details)
- Obtain parental permission for children under the age of 18 before they are permitted to undertake any training course.
- Encourage learners to register when they are sure they will continue the qualification or award to assessment as National Association Registration process also obtains parental consent.
- Ensure another responsible adult is present at all times throughout course delivery and learner assessment
- Do not undertake one-to-one training or assessing (i.e. where the Trainer/Assessor is left alone with a child or vulnerable adult)
- Ensure that a Reasonable Adjustment Form has been submitted to PUT for approval prior to course commencement for any learner who requires to be accompanied by a support worker or other supporting adult.

PUT course providers are required to be members of British Canoeing and are fully supported by the organisations safeguarding policy and procedures:

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

Review Arrangements

We will review this statement on an ongoing basis as part of our continuous improvement activity and revise it as and when necessary in response to customer and learner feedback, changes in our policies and processes and actions from allegations.

In addition, we may update this policy in light of operational feedback to make sure our arrangements for dealing with suspected cases of malpractice and maladministration remain effective.

Contact us

If you have any queries about the contents of the policy, contact our customer service team:

Tel: 0300 0119 500

Email: coaching@paddlesuptraining.com

Darryll Shaw

Paddles Up Training Responsible Officer

Appendix 1 - Safeguarding Qualification Policy for Coaches and Leaders

PUT believes all Paddlesport Instructors, Coaches and Leaders need to understand their Safeguarding responsibilities and that they have a responsibility to maintain a current Safeguarding award to ensure they can look after paddlers in their care.

It is the deployers duty to ensure that the course content and training provider selected for the purposes of Safeguarding training is appropriate for their specific needs.

Selecting a suitable Safeguarding Training Provider

There are many options when selecting a Safeguarding course. The first priority should be selecting the most appropriate for your specific needs. As part of this you will also need to undertake a reasonable level of enquiry or investigation into how the Provider will deliver the training you require.

Selecting Course Content

You will also need to ensure, should you wish to register for a training or assessment course for a British Canoeing Awarding Body Coaching or Leadership Award, that your choice meets the minimum requirement for your training/assessment.

Registration for BCAB Instructing, Coaching, Leadership and Guiding Awards

Candidates who have contact with children and/ or vulnerable adults are required to provide evidence of at least 3 hours of face-to-face safeguarding training (within the last 3 years) which covers the following topics:

- How to identify and recognise good coaching practice and the implications for your coaching
- Explore your values and feelings in relation to child abuse, and recognise their potential impact on your response

- How to recognise and respond to possible signs of child abuse
- How to take appropriate action if concerns about a child arise.

Candidates who have no contact with children must provide evidence of online or face to face training (within the last 3 years) which covers the following topics:

- How to identify and recognise good coaching practice and the implications for your coaching
- Explore your values and feelings in relation to child abuse, and recognise their potential impact on your response
- How to recognise and respond to possible signs of child abuse
- How to take appropriate action if concerns about a child arise.

Note: Whilst Paddlesport Instructors do not need a Safeguarding qualification **at assessment** we recommend they undergo Safeguarding training. To provide British Canoeing Awarding Body Personal Performance Awards, the Paddlesport Instructor will require a Safeguarding qualification.

Ongoing Needs Assessment

Following assessment or the attainment of a specific award, it is the responsibility of Instructors, Coaches, Leaders, Guides and/or their deployer to evaluate their likely work and the type of situations that they can reasonably expect to encounter, and to maintain current appropriate Safeguarding training. Influencing factors such as remoteness, facilities to hand, other trained Safeguarding provision available, etc. will need to be considered. As part of this process, it is important to consider:

- The training course content
- Course length
- Competence of the training provider

- It is also important to consider the frequency of the training being undertaken, in relation to the need's assessment. We recommend deployers consider all options available:
 - Annual refreshers
 - In-house training
 - Webinar based training
 - eLearning
 - Face to face courses

Coach and Leader Update

Holding valid Safeguarding Training is part of the Delivery Centre Update Scheme; coaches/leaders who meet these requirements are recognised as being active and up to date. To maintain Delivery Centre Update status, coaches/leaders are required to have attended Safeguarding training within the last 3 years, and it be recorded on their National Association membership record.

Providers of British Canoeing Awarding Body Awards

PUT accepts an enhanced responsibility for Providers of their awards therefore, Coaches with tutoring and assessor roles are required to maintain a Safeguarding qualification.

What we may check?

- Content
- Course length

With an ever-increasing range of Safeguarding providers, it is important that Instructors, Coaches and Leaders select a reputable Provider. PUT recommends that Tutors, Assessors, Providers, Instructors, Coaches and Leaders first consider specialist Safeguarding training delivered by:

- Organisations that can provide evidence of expertise in delivering Safeguarding training, e.g. NSPCC, UK Coaching, Children 1st, sportscotland etc
- Organisations who choose to offer Safeguarding qualifications regulated by Ofqual, the Scottish Qualifications Authority or the Welsh Government.

Exemptions

We recognise that many volunteer organisations, employers and deployers have their own in-house training schemes for Safeguarding for example, outdoor instructors, police officers, qualified teachers. However, they still need to provide a recognised Safeguarding certificate or other evidence of Safeguarding currency.

Other evidence may include a letter from someone in a senior position confirming Safeguarding training, or an in-house Safeguarding certificate. Evidence of employment alone is not sufficient.