



**Safeguarding Policy
PUT Organised Events and
Courses**



Paddles Up Training Safeguarding Policy

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Statement

Safeguarding children is the action that is taken to promote the welfare of children and protect them from harm. (NSPCC 2022)

Paddles Up Training (PUT) recognises the need to promote the **welfare and interests of children and adults at risk** in all circumstances. This policy aims to ensure that inclusive of age, ability or disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation **ALL children and adults at risk** are able take part in paddlesports safely and are protected from **ANY form of bullying, harassment, discrimination and abuse.**

Safeguarding is a collective responsibility. **Everybody involved in paddlesports has a duty of care to safeguard and protect children.**

Paddles Up training is a Trading name of Paddle UK and utilises the Paddle UK safeguarding team, policies and procedures and safer recruitment procedures in place to underpin our commitment to Safeguarding. **Safeguarding training** is mandatory for all PUT deployed staff and PUT will ensure that all those working or volunteering with our learners have access to appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.

Failure to comply with this policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

We will respond effectively to any safeguarding concerns transparently, consistently and fairly. We are committed to ensuring compliance with dynamic statutory frameworks, government guidance, codes of conduct and best practise and will manage any breach of these in line with The **Paddle UK Safeguarding Procedure and/or HR policies** where applicable. We acknowledge that some **children and adults at risk** can be particularly vulnerable to abuse and we will take reasonable and appropriate steps to protect their welfare, ensuring that **everyone has a positive, enjoyable experience on our courses in a safe and inclusive environment.**



Policy Scope

Paddles Up Training (hereafter PUT) is a trading name of British Canoeing LTD. PUT is a Delivery Centre of several regulated and non-regulated awards. These awards are all based on and for paddlesport. We operate an 'open provider' policy, whereby anyone who is qualified to do so can apply to become a provider of the awards that PUT has delivery centre status for. This means that we manage a large and diverse provider workforce, geographically spread worldwide.

We have four strands to our delivery.

1. Directly organised courses for aspirants and existing course providers. This includes orientations for aspirant providers and moderations (also known as Community Learning Events) for existing providers, as well as final sign off's (visits to courses) for aspirant providers. It is a requirement of holding Delivery Centre status that these opportunities are provided. These opportunities in the main are delivered in person, but sometimes are run through a virtual learning environment.
2. Standardisation and Quality Assurance visits to courses being delivered on behalf of the delivery centre by the provider workforce. This includes in person visits to regulated and non regulated courses, remote standardisation (where evidence is submitted electronically by the provider) and online in a variety of virtual learning environments.
3. Directly organised courses by PUT. This could include working with specific user groups who do not have access to other opportunities to receive training, delivery on behalf of organisations where they wish to subcontract their training or to ensure equal access and opportunities for all, including skill development coaching.
4. Technical Advice for Delivery Partner Scheme members. This includes in person visits, delivering bespoke training or audits against pre determined criteria.

This policy is for PUT activities that fall into one of the 4 categories above, Course Providers directly organising and delivering courses to their customers must have their own Safeguarding arrangements and policies in place.



Arrangements

IF YOU OR ANYONE ELSE IS AT IMMEDIATE RISK OF HARM OR IN NEED OF MEDICAL ATTENTION CALL 999

If you have a safeguarding concern or worry about a child, whether it relates directly to you, is something you have witnessed, or is something that someone has reported or disclosed to you, even if it does not relate to paddlesports, do not keep it to yourself.

Even if you think that it is a lower level concern or are not sure - REPORT IT. Small pieces of information can help to create a big picture. IF IN DOUBT PASS IT ON.

Reporting a concern

Tell the Designated Safeguarding Lead for Paddles UP Training: Darryll Shaw.

If you are unable to speak to the Designated Safeguarding Lead or there may be a conflict of interest, please contact the Paddle UK Safeguarding Team.

To contact Paddle UK Safeguarding Team you can use the concerns form, call 0115 8655354 or email safeguarding@paddleuk.org.uk.

External help

If you are unable to make contact with the appropriate person(s) and need urgent advice, you can contact your Local Authority Children's Social Care, or Local Authority Designated Officer (you can find details via internet search) OR contact The NSPCC 0808 800 5000 (Tues-Fri 9-4pm)

In these instances, document the advice given and any action taken and complete concerns form to the Paddle UK Safeguarding Team within 24 hours.

Concerns about Paddle UK/ Paddles UP Training staff

All concerns about the behaviour of our staff, must be reported to the Paddle UK Safeguarding Team.

To contact Paddle UK Safeguarding Team you can use the concerns form, call 0115 8655354 or email safeguarding@paddleuk.org.uk.



Self-care

Dealing with difficult situations and listening to disclosures can be difficult. It is important to make sure you look after your own emotional well-being and mental health. If you are struggling with something you have seen or heard, please talk to someone without disclosing any sensitive information or you can contact The Samaritans: 116 123 or a member of the Paddle UK HR team.

Allegations

If you have allegations made against you as a member of staff or volunteer and you wish to discuss the matter with an impartial person, please contact Paddle UK Safeguarding Team. They will arrange contact with a Safeguarding Support Officer who can inform you of the investigation process and what you can expect as well as signposting for support and advice.

Confidentiality

Paddles Up Training and Paddle UK will take this seriously and respond to all safeguarding concerns reported in good faith. All information reported to the Designated Safeguarding Lead or Paddle UK will be treated confidentially and will only be shared with others where there is a need to do so, such as for the safety of others or prevention or detection of a crime.

Complaints

If you are unhappy with how a safeguarding concern has been responded to, in the first instance please contact the Paddle UK Safeguarding Team. (See also Safeguarding Whistleblowing Policy) or you can contact the NSPCC whistleblowing advice line on 0800 028 0285 or email help@nspcc.org.uk.



Other relevant policies

This policy operates in conjunction with all Paddle UK policies, including:

- Paddles Up Training Safeguarding Statement
- Paddles Up Training Recruitment Policy
- Paddle UK Safeguarding Whistleblowing Policy
- Paddle UK Anti-Bullying Policy
- Paddles UP Training Equality and Diversity Policy
- Paddle UK Disciplinary and Appeal Policy

Further details can be found on the [Paddle UK](#) and [Paddles Up Training](#) websites.

This policy should also be read alongside the Appendices contained.

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 A - Recording Concerns

Report all concerns to the Designated Safeguarding Lead or Paddle UK Safeguarding Team within 24 hours.

You should include:

The Concern

Did you witness it or is this a report from the individual or someone else? Times, dates, people, circumstances. How did the child present? Scared? Under the influence of substances? What makes you think this? Try to use exact words/phrases when recording.

Any evidence of harm or abuse?

Bruises - what size, location, colour? (Don't take photos of the child or ask to see bruises in places usually covered by clothes) Has the child got evidence on their devices or at home? Advise them to keep it and not destroy/delete it.

How was it responded to?

What did you say/do? Did you ring anyone such as a parent or CWO or NSPCC? What advice were you given? How did you make sure the child was safe when they left you? What advice or support did you give them?

Who was it reported to?

Did you report to the CWO and have you informed the BC Safeguarding Team? Did you refer to statutory agencies or signposts for support?

Remember

Your report may be required as part of legal/disciplinary procedures. In all recording, proper consideration must be given to the requirements of current data protection legislation.

Appendix B Possible Signs of Abuse

Below are signs that the NSPCC have highlighted that may indicate something concerning happening in a child's life:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in adult issues which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries

These are only indications, there may be other explanations and children may have learned to hide their signs of abuse and harm.

Appendix C Types of Abuse

The NSPCC (2022) identifies a number of types of abuse that may affect children, including: bullying and cyberbullying, child sexual exploitation (CSE), child trafficking, criminal exploitation and gangs, domestic abuse, emotional abuse, female genital mutilation (FGM), grooming, neglect, non-recent abuse, online abuse, physical abuse, sexual abuse. Some of these are expanded below:

EMOTIONAL ABUSE - threats of harm or abandonment, humiliation, controlling, intimidation. This could include a parent or coach ridiculing or punishing a child for not achieving or performing well or using threats, aggressive/inappropriate language as an attempt to motivate them.

EXPLOITATION (CSE and CRIMINAL) by individuals or by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation, county lines, and the influences of extremism leading to radicalisation. A young person may start missing coaching sessions or competitions, they may have money/possessions they didn't previously. They may gain new ideologies/beliefs or may start to get into trouble with parents or at school or with the Police.

GROOMING - Children and young people can be groomed online or in the real world, by a stranger or by someone they know. Attempts to befriend and isolate young people in order to exploit them. Gaining their trust and building a relationship for ulterior motives, sexual or criminal.

NEGLECT - the persistent failure to meet a child's basic physical and/or emotional/psychological needs. It may involve a parent/carer failing to provide adequate food, clothing and shelter, failing to protect a child from physical/emotional harm/danger (forcing a child to train when injured or in adverse/unsafe conditions).

SEXUAL ABUSE - can be contact offences such as rape and sexual assault. Or non-contact offences such as grooming, forcing or encouraging children to watch sexual content, or filming children in sexual content. Sexual abuse can be perpetrated by males and females and by adults and other children.

SEXTING - when someone sends or receives a sexually explicit text, image or video. This includes a child (under 18) taking the images of themselves or forwarding images to others. Sending explicit material can be a sign of serious crimes such as grooming and sexual exploitation. Sending, receiving, or possession of ANY indecent images of children under the age of 18 is an offence.

DOMESTIC ABUSE - Can include all the different types of abuse, emotional, sexual, financial and physical and is prevalent across the 16-19 age group.

PHYSICAL ABUSE - for example hitting, pushing, punching, shaking or strangling. There may be signs of harm, such as bruises or marks that cannot easily be explained or there is no consistent explanation. A child may also show fear/dislike of a coach or parent, where a positive relationship could be assumed.