

# **Nairn Kayak Club**

## **Safeguarding, Wellbeing and Child Protection Policy**

Nairn Kayak Club has taken on board guidance given by both the Highland Child Protection Committee and the Scottish Canoe Association (now Paddle Scotland as of June 2024).

The club has adopted the following child protection statement, and also adopts the following Paddle Scotland higher level policies that work alongside with this club process which will be followed by all staff working with Regulated Groups (Regulated Groups as defined by HM government, available on the HM government web page).

Where the requirements and actions are not initially clear or further clarification and action is required the club will follow the Paddle Scotland (previously Scottish Canoe Association pre 2024) guidance and policies which the club has adopted ;

- Child wellbeing and protection policy
- Paddle UK Safeguarding adults policy
- Paddle UK Safeguarding procedure
- Secure handling of disclosure information policy
- Making referrals to Disclosure Scotland Policy
- Paddle UK Safeguarding whistleblowing policy statement
- Paddle UK safer recruitment of volunteers policy
- Recruitment of ex offenders policy

The club will address recruitment & selection of volunteers & coaches by the following actions;

### **Nairn Kayak Club policy**

1. We accept that it is our responsibility as a group to check that all individuals with regular involvement in regulated work groups as in the HM government definitions have been appropriately vetted.
2. We will make a request for previous addresses from all individuals involved in regulated work.
3. We will ask for the names of two referees who will be prepared to provide a written reference, & who may be interviewed personally.
4. We will interview all prospective volunteers & staff involved in regulated work.
5. We will note at interview all previous relevant experience of volunteers & staff involved in regulated work.
6. We will carry out a probationary period of at least six months for all new volunteers & staff involved in regulated work.
7. Junior members shall not be taken on any activity without at least two governing body coaches/leaders in attendance throughout who hold the required NGB first aid and safeguarding training as required for NGB Updated coach / leader status.
8. Overnight \ residential activities will only involve junior members when parents or guardians as well as two governing body coaches are able to provide residential care when off the water;
9. The club will fulfil its duties under the PVG scheme for all members involved in regulated work.
10. If collection of junior members is not made at the published time or the time agreed at set off, two club coaches \ post-holders must remain until collection has been made. If after 30 minutes of the agreed collection time this has not happened, telephone contact with the support services will then be made for guidance or support;

11. The club committee will expel any member participating in behaviour deemed inappropriate & cancel that member's membership, where the behaviour is recognised to be at a level where it raises concerns the issue may be passed by committee to Paddle Scotland, Social work, Police Scotland and a referral made to Disclosure Scotland – dependant on the seriousness of the behaviour of the member.
12. The club Safeguarding Wellbeing and Child Protection officer will advertise the required levels of safeguarding required for the various club positions and any individuals involved in regulated work within the club after the annual AGM and change of committee positions.
13. The club Safeguarding Wellbeing and Child Protection officer will advise all new applicants for positions, coaches and leaders of the correct level of first aid and safeguarding training they required and review if they are involved in regulated work on behalf of or within the club and ensure they comply with the completion of a PVG check through Disclosure Scotland as is required in all regulated work positions.
14. The club Safeguarding Wellbeing and Child Protection officer will periodically review the safeguarding training of all committee members, coaches leaders and event staff, advise them as and when their training expires and provide the correct training links for the courses they need to repeat on the Paddle Scotland and Sport Scotland safeguarding training web pages.
15. The club Safeguarding Wellbeing and Child Protection officer will complete a personal PVG via the outgoing postholder and complete the higher level Child wellbeing and protection officer training (with Paddle Scotland / Sport Scotland) within three months of appointment.

### **Nairn Kayak Club Statement**

- The club will hold membership details and parental contact of every child involved with the club via the Club Sports-member online system alongside GDPR regulations.
- The club will treat everyone with respect and all members are required to follow the clubs code of conduct.
- The club will remember that some issues are confidential but retain the right to pass on information where required to the higher level authorities in accordance with the Paddle Scotland adopted policies.
- The club and coaches / leaders will provide an example it wishes others to follow.
- The club will only hold regulated work activities when more than one qualified and trained / certified supervising adults are available to be present throughout the activity.
- The club will remember that others may misinterpret a member's actions even if well intentioned.
- The club will respect a child's right to personal privacy.
- The club will provide time for children to talk with the leaders \ organisers \ coaches.
- The club will encourage children to respect & care for others.
- The club will take action to stop any inappropriate verbal or physical behaviour.
- The club will have a group policy for the collection of children after meetings have finished posted out on the sports-member app chat prior to regulated work sessions.
- The club will remember to refer, not investigate any suspicions or allegations about abuse.
- The club will only share concerns & seek support from those agencies within this Safeguarding Wellbeing and child protection policy.

Nairn Kayak Club believes that every child regardless of age has at all times and in all situations, has a right to feel safe and protected from any situation or practice that results in a

child being physically or psychologically damaged. In our group, if we have suspicions about a child's physical, sexual or emotional well being, action will be taken.

All Nairn Kayak club staff are encouraged to share concerns with the club designated officer; which is currently the Safeguarding Wellbeing and Child Protection Officer.

If the matter is urgent, (i.e. the child is too frightened to go home or there are very serious doubts about a child's safety), then Social Services or the Police shall be contacted immediately.

**In any such child protection issue volunteers \ coaches & staff will:**

1. Record any information received from the child or suspicions on paper, including the time & date the event occurred & details of all those involved;
2. Share the concerns with the designated officer for the group & agree the action to take, this will again be recorded by both coach & designated officer for club records. If for any reason contact cannot be made with the club's representative, then the issue shall be escalated to the next available support service or another committee member if available.
3. Never investigate as a club or individual, the club will contact Social Services or the Police with the concerns and information so they are able to follow the matter up.

**Nairn Kayak Club Designated Safeguarding Wellbeing and Child Protection Officer:**

2024 - 2025

Steven Mackinnon – Telephone contact 07775 682034

Email - macksteve@btinternet.com

(this will be updated every AGM or as the post is passed onto a new postholder)

**Inverness Social Services Department:**

Daytime: **01667 422880**

Out of Hours: **0808 175 3646**

**Inverness Police:**

Normally; **01667 452222**

Emergencies; 999 Lower priority calls 101

If in doubt phone 999 and let them sort it out for you, that's what they are there for.