

LCC WELFARE OFFICER – ROLE & CLUB LEADER’S & MEMBER’S RESPONSIBILITIES

Introduction

One of the conditions of our affiliation with British Canoeing is that we have welfare arrangements in place. In any case, it makes sense to do this, and the LCC is committed to ‘doing the right thing.’

The club welfare officer job description summary (Taken from BC document no. T5) is to be:

"Responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals."

In the legal sense, Safeguarding also extends to some adults.

The NHS defines Safeguarding as: *...“protecting a citizen’s health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect.”* And the adults that are in need of most protection are: *“...such as those receiving care in their own home, people with physical, sensory and mental impairments, and those with learning disabilities.”*

BC doesn’t have policies concerning adults, however we, as LCC members, should apply the same principles as we would to minors.

Supporting Documentation

There are over 50 safeguarding supporting documents on the BC website. I have either read or scanned these to the best of my ability! Far too many to describe or summarise, but I have tabulated below some of the more important welfare officer responsibilities and resources.

DOCUMENT	GENERAL PRINCIPLES	RESPONSIBILITY
SPC-P5	British Canoeing Safe Storage and Handling of Sensitive Material Policy British Canoeing complies fully with the Disclosure and Barring Service (DBS) and Access NI Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.	CLUB
SPC-P7	SAFER RECRUITMENT OF THOSE WORKING WITH CHILDREN OR ADULTS AT RISK We are committed to safeguarding and promoting the welfare of everyone taking part in our sport, regardless of age, ability or disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation and we expect the same commitment from all our staff and	CLUB

	volunteers. All British Canoeing affiliated clubs should provide a safe environment for all staff, participants, volunteers and/or parents/carers involved.	
SPC-G6	<p>Guidelines for use of Photographic & Filming Equipment</p> <p>British Canoeing recognises that publicity and pictures/ recordings of young people enjoying Paddlesport are essential to celebrate the achievements of the child and to promote the sport and a healthy lifestyle. However it is important to observe the following guidelines. The key concerns regarding the use of images of children and young people relate to:</p> <ul style="list-style-type: none"> • The possible identification of children when a photograph is accompanied by personal information. • The inappropriate use, adaptation or copying of images for use on child pornography or illegal websites. • The taking of inappropriate photographs or recorded images of children. 	CLUB
SPC-G7	<p>Self Declaration Form for Working with Children and Adults at Risk</p> <p>Lack of clarity here as to who needs to fill this form in??</p>	CLUB
SPC-G11	<p>Physical Contact and Young People Guidelines</p> <p>Concerns have been expressed about what is and what is not acceptable regarding physical contact with children and adults at risk in Paddlesport. Some misleading and inaccurate information has been promoted within the sports sector in general and this can undermine the confidence of coaches and others in applying safe and appropriate coaching methods. In some sports, there have also been instances where some coaches/ volunteers and other adults who are motivated to harm and abuse children and young people have done so by falsely claiming that their behaviours were legitimate teaching, coaching or caring practices.</p>	CLUB
SPC-G13	<p>Managing Challenging Behaviour</p> <p>Coaches and volunteers who deliver Paddlesport activities to children may, on occasions, be required to deal with a child's challenging behaviour. These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used while also identify unacceptable sanctions or interventions which must never be used. The guidelines will also include the views and suggestions of children.</p>	CLUB
SPC-G14	<p>Equivalent Child Protection Training</p> <p>This document outlines the minimum training requirements for trainers / coaches / welfare officers etc. and transferability of existing training.</p>	CLUB / WELFARE OFFICER
SPC-G18	<p>Code of Conduct for Parents and Carers</p> <p>As a parent or carer you play an essential part in encouraging, supporting and influencing your child's participation in canoeing. Sometimes, despite best intentions, your behaviour can have a negative impact on your child's (or other children's) enjoyment of the sport- often without you even realising! The following helps highlight a few things to consider.</p>	CLUB
SPC-G21	<p>Table of Training Requirements</p> <p>This table informs who should receive the different levels of safeguarding training: coaches; leaders; instructors; clubs and volunteers.</p>	CLUB / WELFARE OFFICER

SPC-T1	Club Safeguarding Policy This document is a template Safeguarding Policy for member clubs. It is one of the more important documents that committee members should be aware of.	CLUB / WELFARE OFFICER
SPC-T5	Club Welfare Officer Job Description The Club Welfare Officer (CWO) is responsible for acting as a source of advice about safeguarding and protecting children and adults at risk, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals.	WELFARE OFFICER
SPC-T7	Reference Form for Club Volunteer/ Coach Form used as a standard reference template for those applying to work with children.	CLUB / WELFARE OFFICER
Paddlesafe-Flyer	Information to be given to children involved with the club	WELFARE OFFICER

Summary

We currently have only 2 under 18 members, however this doesn't diminish our responsibilities. We still have a duty of care. In the course of our paddling activities we may still have interactions with other young or vulnerable people, and this should be borne in mind. It is important that we fulfil our minimum obligations but at the same time retain some degree of proportionality. In achieving a balance it is relevant particularly for club leaders, but also for club members to possess some knowledge on the subject. This paper seeks to provide an overview.

Concerns and queries should be directed to the LCC Welfare Officer.

Pete Riley

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