Dart Totnes Amateur Rowing Club Safeguarding Children and Young People Policy

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Definitions

Adult at Risk: an adult who has care and support needs; is experiencing, or is at risk of abuse or neglect; and because of their care and support needs cannot protect themselves against actual or potential abuse or neglect.

Child: anyone under the age of eighteen years. Throughout this policy, we will refer to both children and young people as a *child* or *children*.

Child Abuse: physical, sexual, and/or emotional abuse and/or neglect. Note that abuse can take place in person and/or online, by other children and/or adults, including those in positions of trust;

1 Bullying: Bullying is behaviour that is repeated, intends to hurt someone physically or emotionally and can include physical assault, social bullying such as teasing, threatening behaviour, name-calling and cyber-bullying

2 Emotional Abuse: the ongoing emotional maltreatment of a child. It can involve deliberately trying to scare or humiliate a child or isolating or ignoring them and can seriously damage a child's emotional health and development. Children who are emotionally abused are often suffering from another type of abuse at the same time

3 Neglect: the ongoing failure to meet a child's basic needs. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care; maybe put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents/carers. A child who is neglected will often suffer from other abuse as well. Neglect can cause serious, long-term damage to a child

4 Physical Abuse: deliberately hurting a child including hitting, kicking, burning, slapping or throwing objects at a child, causing injuries such as bruises, broken bones, burns or cuts

5 Sexual Abuse: forcing or persuading a child to take part in sexual activities. It does not have to involve physical contact and it can happen on or off-line. Sometimes the child will not understand that what is happening to them is abuse or understand that it is wrong

Child Safeguarding: proactively promoting safe, inclusive, child-focused environments which keep all children safe from harm. Recognising that some children may be more vulnerable to abuse or neglect, such as children with disabilities or in care; and putting tailored procedures in place to minimise the risk of harm to all children.

Club Welfare Team: the designated individuals at Dart Totnes Rowing Club whose responsibilities are currently outlined in section 2.1 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer.

Disclosure and Barring Service Check: a disclosure of the relevant criminal records and other relevant information held by the police about an individual who will be working with children and/or adults at risk. This check is administered through the relevant Registered Body and the DBS. British Rowing's criteria for those requiring Disclosure and Barring Service Checks are set out in section 7 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer.

Disclosure and Barring Service (DBS): formed by the merger of the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) under the Protection of Freedoms Act 2012. The DBS check carries out searches of a person's criminal record in England and Wales, to check if they're suitable to work with children and adults at risk.
Duty of Care: The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.
Event Welfare Officer: the designated individual within a British Rowing affiliated event whose responsibilities are currently outlined in section 2.4 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer
Grooming: refers to a process by which an individual manipulates those around them – typically (but not only) the child – to provide opportunities for abuse. It can involve communication with a child where there is an intention to commit a sex offence in person and/or online.
Harm: ill-treatment and forms of ill-treatment, causing the impairment of deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.
Lead Safeguarding Officer (LSO): the designated person appointed by British Rowing whose responsibilities are explained in section 2.2 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer.
Monitoring & Evaluation: a process that helps improve performance and achieve results. Its goal is to improve current and future management of outputs, outcomes and impact.
Non-Recent Concern: A non-recent Safeguarding concern refers to concerns or disclosures about abuse that may have occurred at some time in the past and may not have previously been reported or investigated. This was previously known as a historic concern.
Persistent Poor Practice: The repetitive nature of poor practice behaviour by individuals in positions of trust that falls below British Rowing's required standard.
Poor Practice: Behaviour of an individual in a position of responsibility that falls below British Rowing's required standard as described in the Code of Conduct. The behaviour may not be immediately dangerous or intentionally harmful to a child, but it is likely to set a poor example.
Position of Trust: an individual, such as a coach, teacher, or club officer who makes decisions for or about a child and can influence the child's thoughts, and/or actions such as building confidence and self-esteem in a child. However, individuals can misuse that position to groom or abuse a child.
Prevent Duty: the duty in the Counterterrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent children and young people from being drawn into terrorism.
Radicalisation: Radicalisation is the action or process of causing someone to adopt radical positions on political or social issues, including terrorism.
Risk Assessment: a procedure to help identify possible sources of danger and take appropriate action to minimise risks considering the age, number and competence of participants. See British Rowing's RowSafe guide for examples.
Safeguarding: in rowing is the process of protecting children and adults at risk from harm by providing a safe space in which to take part in sport and be active. Everyone has a role to play in keeping others safe and people should know what to do if they have any

concerns.
Whistleblowing: when an individual, in any capacity, passes on information concerning breaches of code of conduct, instances of poor practice, or any other form of wrongdoing.
Young People: young people are individuals who have not yet had their 18th birthday but are currently in their teenage years.

Section 1: Safeguarding at Dart Totnes Amateur Rowing Club

1.1 Policy Statement

Dart Totnes Amateur Rowing Club ("the Club") adheres to the safeguarding policies of the sport's governing body, British Rowing. This policy is directly based on the British Rowing Safeguarding Policy and the Club will continue to monitor British Rowing's policies and guidance on safeguarding to ensure that this remains an up-to-date document.

Dart Totnes Amateur Rowing Club prioritises the safeguarding and protection of all children who participate in, or come into contact with, rowing at the Club. We are committed to upholding safeguarding best practice and minimising the risk of children being harmed; our safeguarding policy, procedures, training and support promote a safe, inclusive, fun and child-centred environment in which all children have a positive and enjoyable experience of rowing.

The Club acknowledges that some children are more at risk of abuse, particularly those with protected characteristics, for example, a child with a disability, or of a particular race, religion or belief, ethnic background, sex, sexual orientation, socio-economic background, or those in care. Children who are at risk of feeling or being isolated due to their ability are also considered to be at risk of being more vulnerable. The Club takes reasonable and appropriate steps to safeguard their welfare.

The Club recognises that child abuse and poor practice can take place anywhere and that it is everyone's responsibility to report concerns, whether or not abuse may be occurring. We acknowledge that abuse can take place face-to-face and/or online; that it can be non-recent or current; and that perpetrators can be other children or adults, including those in positions of trust. We have policies, procedures, training and support that enable the Club to prevent, recognise, report and respond to complex safeguarding challenges.

All concerns about a child must be acted upon in line with the British Rowing safeguarding reporting procedure. Where concerns and disclosures of abuse or poor practice against a child occur, the Club and British Rowing prioritise the well-being of children and act in accordance with UK legislation and guidance. Poor practice will be taken extremely seriously and viewed as a breach of our safeguarding policies and procedures.

This policy will be reviewed every two years and revised in light of any changes to government legislation or guidance from British Rowing.

Everyone is responsible for reporting concerns; not acting is not an option

1.2 Our Commitment

The Club prioritises the safety and wellbeing of all children who come into contact with rowing at Dart Totnes Amateur Rowing Club. We do this through the development, communication, implementation and upholding of clear, up-to-date safeguarding policies and procedures. Adherence to these is mandatory for everyone involved in rowing at the Club.

We enable everyone to understand their safeguarding roles and responsibilities and be provided with appropriate learning opportunities to recognise, identify and respond to safeguarding concerns and disclosures.

Safeguarding at Dart Totnes Amateur Rowing Club is led by the Club Welfare Officers. All Club Welfare Officers and those coaches who work with children must have:

- a signed-off disclosure and barring service check
- two positive references (this applies to new coaches joining the Club following the ratification of this policy)
- up-to-date safeguarding training, in line with British Rowing's Safeguarding Training Guidance, which can be found in British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer

1.3 Minimum Standards for Safeguarding Children

Dart Totnes Amateur Rowing Club *must* meet the minimum requirements for the safeguarding of children. All adult members of the Club must:

- Always prioritise the well-being of all children;
- Be a positive role model and act with integrity to create a safe, inclusive environment for all children, free from poor practice, discrimination and/or bullying

The Club must carry out regular risk assessments to decide how many adults are required to safely coach children. In accordance with guidance from the NSPCC Child Protection in Sport Unit, a minimum of two adults should be available, where one of which holds a current DBS check.

The Club must obtain consent from parents/carers and children before taking or publishing any photos, videos or personal information about a child.

Members of the Club who coach children must keep their personal and working/volunteering life separate, including on social media. Adult members of Dart Totnes Amateur Rowing Club must not contact children involved in rowing at the Club through social media. All Club communication must be through the Club's designated communication platform, Spond.

Adult members of the Club, where possible, should not be alone with a child, unless in an

emergency.

Adult members of the Club must not abuse, neglect, discriminate against or otherwise harm a child or act in a way that may be interpreted as such.

Doing nothing is **not** an option: adult members of the Club must report all concerns and disclosures as soon as possible, as outlined in this policy. If someone is in immediate danger, call the emergency services (999).

When in doubt, seek advice: contact a member of the Club's Welfare Team or the Lead Safeguarding Officer at British Rowing.

Section 2: Reporting and Responding to Concerns

2.1 Responding to Safeguarding Concerns, Referrals and Disclosures

Referrals and disclosures may arise in a number of ways and may come from a variety of sources, such as children, coaches or parents. All disclosures, referrals and concerns must be responded to in line with this policy. This includes safeguarding concerns, concerns of poor practice and about non-recent abuse, and referrals or disclosures involving deceased individuals.

All members of the Club must understand that they must contact a member of the Club's Welfare Team as soon as possible if they witness any form of abuse towards children, or come upon information regarding abuse towards children, or information concerning their safety and wellbeing. If a member of the Club Welfare Team is not available or is implicated in the concern, then the Lead Safeguarding Officer at British Rowing should be contacted, by emailing lso@britishrowing.org.

2.2 What to do if a child reports a Safeguarding Concern to you

If a child discloses a safeguarding/poor practice concern to you, you must follow the seven steps below.

1. Listen carefully to what they're saying;
2. Let them know they've done the right thing by telling you;
3. Tell them it's not their fault;
4. Tell them you'll take them seriously;
5. Don't confront the alleged abuser;
6. Explain what you'll do next, including that you must act on / report what they have said;
7. Report what the child has told you as soon as possible.

No matter your involvement in Dart Totnes Amateur Rowing Club, whether you are a member of the Club Welfare Team, a coach, a parent, carer or guardian, a club member or official or participant in a club or event, **you must report all disclosures of abuse, or possible abuse or poor practice, as soon as possible.** You must report these concerns

immediately to a member of the Club Welfare Team, who can handle the concerns appropriately. It is vital that all adult and junior rowers, coaches, volunteers, officials and parents and carers, know how to report any Safeguarding concern they may have.

All concerns regarding the welfare of children must be acted on in line with British Rowing's reporting procedure, which can be found in British Rowing's Safeguarding Handbook 2 – Handling concerns.

2.3 Recording and Handling a Safeguarding Concern

Once a referral has been received by a member of the Club Welfare Team, they must inform British Rowing of the concern within 48 hours of the disclosure. To assist Club Welfare Officers with this request, British Rowing has a 'Report a Concern' button, which allows anyone to fill out a report form that gets sent directly to the Lead Safeguarding Officer. If any individual is unable to access the report form, a written record must be made, which must then be sent to the Lead Safeguarding Officer. This written record must include;

- A factual account of what you have been told, or what you have observed, including the relevant date and time
- Details of those involved, including;
    - The individual whose safety or welfare is of concern;
    - The alleged perpetrator of abuse/poor practice;
    - Any witnesses or third party who raised these concerns
    - Any actions that have been taken (e.g. reporting to the police) and the rationale for taking these actions
    - The date and time of the referral and to whom the referral was made
    - Your details, including your name, mobile phone number and email address

When recording and handling safeguarding concerns, all disclosures, or referrals must be taken seriously, and every effort must be made to ensure that confidentiality is maintained for all individuals concerned. Remember, you have an obligation to report all concerns, so do not promise the individual that you will keep their concerns confidential.

The information regarding the concern must only be shared on a 'need-to-know' basis. Those who need to know are individuals who have specific responsibilities and roles in supporting the welfare of the child, for example, the Club Welfare Team, statutory agencies and parents/carers/guardians.

2.4 Recording and Handling Poor Practice

If members of the Club Welfare Team witness, or are told about, an individual(s) at Dart Totnes Amateur Rowing Club who has committed an instance of poor practice, or who regularly commits instances of poor practice, they are responsible for reporting this to

British Rowing's Lead Safeguarding Officer via the 'Report a Concern' button on the British Rowing Website.

The Lead Safeguarding Officer will triage all instances of poor practice that the Club Welfare Team reports and either:

- confirm that British Rowing is satisfied with the actions that the club has already taken, or is planning to take;
- confirm that British Rowing wants to investigate the instance(s) or allegation(s) further as these may be a Safeguarding Concern

2.5 Non-Recent Concerns

Dart Totnes Amateur Rowing Club takes all Safeguarding concerns very seriously, including concerns that are non recent. As non-recent concerns typically involve people over the age of 18, we are committed to following the guidance in British Rowing's Safeguarding Adult at Risk Policy.

2.6 Whistleblowing

Dart Totnes Amateur Rowing Club notes that British Rowing has a Whistleblowing policy. This policy highlights the stance of the Club and the governing body on protecting and supporting whistleblowers.

Section 3: A Culture of Safeguarding

3.1 Safeguarding Policy

It is the responsibility of the Club to publicise this policy and its associated procedures so that all club members are aware of it, including details of where they can go for further support.

It is also important to publicise to children how the policy can help them, and what their rights are in rowing, as well as making sure they know who the members of the Club Welfare Team are.

3.2 Code of Conduct

The British Rowing Code of Conduct applies to all those participating in rowing, supporting a participant in rowing, and individuals working or volunteering with British Rowing or an affiliated Club or Event.

How Club members behave reflects on the Club. We therefore have clear standards of expected behaviour for members and anyone using the Club's facilities. These are set out in the Dart Totnes Amateur Rowing Club Code of Conduct.

3.3 Media and Photography Guidance

Dart Totnes Amateur Rowing Club recognises that taking pictures and videos are an important part of promoting the Club and the sport and act as a valuable coaching aid.

As a club, Dart Totnes Amateur Rowing Club takes its responsibilities seriously when it comes to ensuring that photographic practices are carefully monitored to allow the Club, or British Rowing, to act in cases where inappropriate imagery is circulated and to deter anyone with undesirable intentions.

The safety of the child is always paramount, and to ensure this, British Rowing has created the Photography and Use of Imagery policy. The Club is committed to complying with the guidelines listed in British Rowing's Photography and Use of Imagery policy.

3.4 Safer Recruitment

British Rowing's Safer Recruitment guidance details how clubs can ensure they are making

their recruitment process as safe as possible. Dart Tones Amateur Rowing Club is committed to following this guidance.

3.5 Anti-Bullying

Dart Totnes Amateur Rowing Club is committed to providing a caring, friendly and safe environment for all our members, as they have the right to participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in rowing and will not be tolerated.

All reports of bullying must be taken seriously and investigated properly. If bullying does occur, all Club members must be able to tell someone and know that incidents will be dealt with promptly and effectively. Anyone who knows, or suspects, that bullying is taking place must report this to the Club Welfare Team as soon as possible.

Dart Totnes Amateur Rowing Club has an anti-bullying policy in place to ensure that all members, rowers, coaches, volunteers and parents of junior rowers;

- understand what bullying is;
- are aware of the Club's procedure for handling bullying;
- know who to report any concerns or allegations of bullying to;
- know how to handle and address any incidents of bullying at the Club.

3.6 Training for Regulated Activity

All individuals in regulated activity with children must have undergone the appropriate safeguarding training and that training is kept up to date, to reflect any changes in government legislation or best practice.

All coaches and members of the Club Welfare Team must comply with the requirements for education and training, which are set out in section 6 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer. Please also see section 6 for a list of training providers endorsed by British Rowing, for both Club Welfare Team members and coaches, as well as a reminder of what constitutes regulated activity.

3.7 Young person's guide to understanding our safeguarding policy

Dart Totnes Amateur Rowing Club recognises that this policy can, in some places, contain lots of information that may be difficult to digest for children and young people. Therefore, we have also produced a simplified guide to safeguarding at the Club.

3.8 Coaching Ratios

Safeguarding best practice dictates that a club coach must always be present when children are participating in rowing and rowing-related activities, such as land training. The number of adults (including coaches) present depends on a multitude of different factors, some of which include;

- the age or behaviour of the children involved in the activity;
- any additional supervision or support needs the children may require;
- the type of activity, and the equipment required

The Club and its coaches must carry out a risk assessment which is reviewed for each session to ensure they are assessing any additional factors that may affect the number of required coaches. This assessment should include the number of people required to supervise the activity and should take account of the remainder of this section.

Coaches working with children should ensure that they do not work in isolation, therefore there should be at least two adults available when coaching children and young people. This is to protect both the child, as well as the coach, especially so that in case of an accident or injury there is always someone available to supervise the remaining children.

3.9 Additional Vulnerability

Dart Totnes Amateur Rowing Club is committed to ensuring diversity and inclusion in rowing and recognises the additional safeguarding needs and vulnerability of certain groups of children. We recognise that everyone in rowing, including children, has the right to participate in a friendly and safe environment. The Club recognises the work of British Rowing in this field and notes the existence of specific guidance that applies to key vulnerable groups. It commits to ensure that Coaches and Club officials are aware of this guidance and consult it where relevant:

- Deaf and Disabled Children
- Talented/ Elite Children
- Children from Ethnically Diverse backgrounds
- LGBTQ+ Children
- Children from disadvantaged groups, including travellers