



**Westover & Bournemouth Rowing Club  
(WBRC)**

**SAFEGUARDING & PROTECTING CHILDREN AND  
VULNERABLE ADULTS POLICY  
WESTOVER & BOURNEMOUTH ROWING CLUB**

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## 1 General principles

Everyone who participates in rowing is entitled to do so in a safe and enjoyable environment.

Westover & Bournemouth Rowing Club (WBRC) is committed to helping everyone in rowing accept their responsibility to safeguard Children from harm and Abuse and support them to do so.

### 1.1 Scope

This Policy document aims to provide advice and guidance to all Westover & Bournemouth Rowing Club (WBRC) members including coaches, coxswains, volunteers and parents. In order that they may fully understand their roles and responsibilities to safeguard the welfare of Children and prevent their Abuse.

A copy of this plan shall be held by the club secretary and Club Welfare Officer

### 1.2 Review

This document shall be formally reviewed by the WBRC Executive Committee on an annual basis after the annual BR Water Safety Audit has been submitted to address any issues or non-compliances. Following this review process the document shall be updated and reissued by 31<sup>st</sup> January each year. This document may also be reviewed or updated as part of any WBRC review or change in legislation.

### 1.3 Policy statement

Westover & Bournemouth Rowing Club is committed to:

- Making the welfare of Children paramount. This means that the need to ensure that Children are protected is a primary consideration and may override the rights and needs of those adults working with them
- Enabling everyone whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to participate in rowing in a fun and safe environment
- Taking all reasonable steps to protect Children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- Taking seriously all suspicions and allegations of poor practice or Abuse and responding swiftly and appropriately to them in accordance with current procedures
- Ensuring that all WBRC officials and coaches who work with Children are appropriate for that role and responsibilities and provided with relevant training
- Ensuring that all WBRC officials and coaches accept responsibility for the welfare of the Children in their care in accordance with all WBRC & British Rowing's policies and procedures,
- Recognising that Children and families from minority group backgrounds may face additional barriers to accessing help and reporting concerns in respect of safeguarding issues.

## 2 Referenced Documents

The Safety Plan references or uses the documents listed at Table 1-1 and **Error! Reference source not found.** as guidelines.

### 2.1 External Documents

**Table 1-1 External Documents**

Document Ref.	Title	Revision
BR Row Safe	A Guide to Good Practice in Rowing	2008-V1
British Rowing	Safeguarding & Protecting Children Policy	Feb 2013
British Rowing	Code of Conduct (WG 1.4).	Aug 2010
British Rowing	Safeguarding & Protecting Vulnerable Adults Policy	Oct 2010
British Rowing	Recording Concerns of Abuse (WG 1.2).	

### 3 Good practice

WBRC shall ensure that all coaches of Junior Rowers (under 18's):

- Are a Registered Individual member of British Rowing
- Fully accept and adopt the British Rowing Code of Conduct
- Hold a British Rowing recognised coaching qualification (if possible)
- Have completed a recognised Safeguarding & Child Protection Basic Awareness course, within the last three years, as a minimum standard.
- Contact with under 18's shall be conducted with parents/ guardians unless we hold written consent that contact can be made with the rower directly
- Has a current Disclosure form from the Disclosure and Barring Service and that this is updated every 3 years

Everyone should:

- Conduct a Risk Assessment before undertaking any rowing related activities
- Aim to make the experience of rowing fun and enjoyable
- Promote fairness and playing by the rules
- Not tolerate the use of prohibited or illegal substances
- Treat all Children equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

Those working directly with Children should:

- Respect the developmental stage of each Rower and not risk sacrificing their welfare in a desire for club or personal achievement
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the Rower.
- Work with Parents and Children to develop training and competition schedules which are suited to the needs and the lifestyle of the Rower, not the ambitions of the Parents, coaches, team managers or club
- Build relationships based on mutual trust and respect, encouraging Children to take responsibility for their own development and decision-making
- Always be publicly open when working with Children:
  - avoid coaching sessions or meetings where a coach and an individual Rower are completely unobserved
  - keep Parents informed about the content and nature of any communications you have directly with their Children including emails and text messages
  - try to avoid one on one situation in changing rooms. If Children need to be supervised/helped try to involve Parents or helpers
- Maintain an appropriate and open environment, with no secrets
- Avoid unnecessary physical contact with Children. Physical contact (touching) can be appropriate so long as:
  - it is neither intrusive nor disturbing
  - the reason that it is necessary has been fully explained
  - the Rower's permission has been openly given
  - It is delivered in an open environment
- Maintain a safe and appropriate relationship with Rowers. It is inappropriate for coaches and others in Positions of Trust to have an intimate relationship with a Child less than 18 years. This could be a criminal offence, an 'abuse of trust' as defined by the *Sexual Offences (Amendment) Act 2000*
- Be an excellent role model by maintaining appropriate standards of behaviour at social events and competitions
- Gain written parental consent, to act in loco parentis for the administration of emergency First Aid or other medical treatment if the need arises



- Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given
- Arrange that someone with appropriate training in and current knowledge of emergency First Aid is available
- Gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved.

### 3.1 Poor practice

The following are regarded as poor practice and should be avoided:

- Communicating directly with a Child without the Parents' knowledge, this includes phoning, texting and emailing
- Spending excessive amounts of time alone with Children away from others
- Engaging in rough, physical or sexually provocative games
- Allowing or engaging in inappropriate touching of any form
- Using inappropriate language to a Child or allowing Children to use inappropriate language unchallenged
- Making sexually suggestive comments to a Child, even in jest
- Reducing a Child to tears as a form of control
- Letting allegations made by a Child go investigated, unrecorded, or not acted upon
- Doing things of a personal nature that Children can do for themselves
- Taking Children alone in a car on journeys, however short (see note below)
- Inviting or taking Children to your home or office where they will be alone with you (see note below)
- Sharing a room with a Child.
- Entering changing facilities

**Note:** In exceptional circumstances it may be impractical to avoid some of these particular examples of poor practice. In which case, to protect both the Children and yourself, you must seek parental consent and also make sure that the CWO of your club/organisation is aware of the situation and gives approval. Transport will only be provided where the person providing transport hold a current DBS

If whilst in your care a Child is accidentally hurt, the Child seems distressed in any way, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another adult and make a brief written note of it. Parents should also be informed of the incident.

## 4 Abuse

### 4.1 Indicators of abuse

Even for those experienced in working with Child Abuse, it is not always easy to recognise a situation where Abuse may occur or has already taken place. It is not the responsibility of those working in rowing to decide that Child Abuse is occurring, but it is their responsibility to act on any concerns.

Indications that a Child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or an injury for which an explanation seems inconsistent.
- The Child describes what appears to be an abusive act involving him/her
- Someone else, a Child or adult, expresses concern about the welfare of a Child
- Unexplained changes in a Child's behaviour, e.g. becoming very quiet, withdrawn, displaying sudden outbursts of temper or behaviour changing over time
- Inappropriate sexual awareness
- engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other Children
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt.

Abuse may take a number of forms, and may be classified under the following headings:

#### 4.1.1 Neglect

- Neglect is the persistent failure to meet a Child's basic physical and/or psychological needs, likely to result in the serious impairment of the Child's health or development. It may also include neglect of, or unresponsiveness to, a Child's basic emotional needs.
- In a rowing situation this could include:
  - A coach not keeping Children safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing Rowers under their supervision to train or race inappropriately clothed for the prevailing conditions
  - A Parent consistently leaving a Child without adequate provisions e.g. food, water, clothing, and sun protection.

#### 4.1.2 Physical Abuse

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a Child. Physical harm may also be caused when a Parent or carer fabricates the symptoms of or induces illness in a Child.

In a rowing situation this could include:

- A coach disregarding the individual requirements of each Child's growing body or needs when setting a training programme e.g. allowing 14 year olds to undertake hour-long, continuous ergos.

### 4.1.3 Sexual Abuse

Sexual Abuse involves forcing or enticing a Child or young person to take part in sexual activities, whether or not the Child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also include non-contact activities such as involving Children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging Children to behave in sexually inappropriate ways.

In a rowing situation indicators could include:

- a coach engaging in unnecessary and inappropriate physical contact e.g. massaging the shoulders of the Rowers suggestively
- a coach making suggestive comments to their Rowers
- an inappropriately close relationship developing between a Rower and a coach
- an individual spending an unnecessary amount of time in the changing area when Children are present.

### 4.1.4 Emotional Abuse

Emotional Abuse is the persistent emotional ill treatment of a Child such as to cause severe and persistent adverse effects on the Child's emotional development. It may involve making the Child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on Children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing Children to frequently feel frightened or in danger, or the exploitation or corruption of Children. Some level of emotional Abuse is involved in all types of maltreatment of a Child, although it may occur alone.

In a rowing situation this could include:

- a Parent or coach subjecting a Rower to constant criticism, name-calling, sarcasm, bullying or racism
- a Parent or coach putting a Rower under unrealistic pressure in order to perform to high expectations.

## 4.2 Receiving evidence of possible Abuse

You may have concerns about Abuse/poor practice because:

- You see it happening
- You recognise signs
- Someone reports it to you
- A Child approaches you directly.

If a Child says or indicates that they are being abused, or you have concerns about their welfare you should:

- React calmly so as not to frighten them
- Tell them they are not to blame and that it was right to speak up
- Take what they say seriously
- Recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language

- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- Reassure them, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform

Other people as appropriate

- The safety of the Child is paramount - if the Child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a Child Protection issue
- Record all information
- Report in accordance with British Rowing's procedures.

Avoid asking leading questions such as 'Was it X who did this?' Rather say, 'Is there anything else you want to tell me?'

A series of British Rowing support documents (WG 1.8, 1.9, 1.10) to help those in receipt of concerns, those against whom allegations have been made and those reporting allegations and concerns are available on the British Rowing website [www.britishrowing.org/welfare](http://www.britishrowing.org/welfare)

### 4.3 Recording information: confidentiality and information sharing

All concerns that you may have or receive should be recorded, ideally using the British Rowing form, Recording Concerns of Abuse (WG 1.2). You are recording this information for:

- Yourself, so you have a record of what happened
- The CWO or other designated welfare person within your club, who will co-ordinate any action that needs to be taken
- The British Rowing Lead Safeguarding Officer and Safeguarding Case Manager so that they can advise you
- The Police/Children's Social Care Services if appropriate.

It is not appropriate to share sensitive and confidential information with other people, e.g:

- Your club committee, or members of your club
- Other acquaintances outside rowing.

Any information relating to Child Protection should be held under secure conditions and made available on a need-to-know basis.

When completing the form you should:

- Confine yourself to the facts – what you have observed/seen, heard or had reported to you
- Distinguish between what is your own personal knowledge and what you have been told by other people
- Not include your own opinions on the matter. Be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge).
- British Rowing makes decisions on sharing sensitive and confidential information using the *Information Sharing: Guidance for Practitioners and Managers*, published by HM Government,

2008. This determines how decisions to share information are made within British Rowing and between British Rowing and other bodies. The full document and a number of concise guides are available to download from [www.education.gov.uk/childrenandyoungpeople](http://www.education.gov.uk/childrenandyoungpeople); the 'Seven Golden Rules for Information Sharing' are included in the British Rowing document WG 5.3 available [www.britishrowing.org/welfare](http://www.britishrowing.org/welfare)

#### 4.4 Reporting the concern

The discovery that someone you know may be abusing a Child will raise feelings and concerns at your club. Although it can be difficult to report such matters, you must remember that:

- The welfare of the Child is paramount
- Being vigilant helps to protect Children
- Everyone has a Duty of Care to report any concerns they have immediately
- A good reporting structure ensures that concerns are dealt with fairly.

If the CWO is not available and the matter is urgent:

1. Contact a statutory agency directly for advice and
2. Complete the report form and return to the LSO at British Rowing.

##### 4.4.1 Circumstances where reporting to the CWO is not possible

If the CWO is unavailable or is implicated, talk directly to a senior club officer or go directly to British Rowing's Lead Safeguarding Officer for advice.

If concerns arise in a setting where there is no CWO, e.g. at a school - inform the head teacher or the member of staff with responsibility for Child Protection or welfare. Always ensure, in these circumstances, that British Rowing's LSO is informed of the referral.

##### 4.4.2 Involving Parents or carers

When with Rowers away from home, inform the person who has responsibility for welfare. This may be the head coach or team leader.

WBRC & British Rowing is committed to working in partnership with Parents. In most situations, it is important that the CWO or LSO involves Parents to clarify any initial concerns e.g. if a Child seems withdrawn, they may have experienced a recent bereavement.

Where a Parent or carer may be responsible for the Abuse or may not be able to respond to the situation appropriately they should not be involved, as it may place the Child at greater risk.

##### 4.4.3 Involving British Rowing

The LSO must be informed of all allegations of Abuse and persistent poor practice as soon as possible in order to decide the following:

- What further action should be taken by the club or British Rowing
- Whether further action, advice or investigation is needed by/from the Police, Children's Social Care Services or the NSPCC.

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern.

Any letters to the LSO regarding referrals should be marked '**private and confidential**' and sent to: British Rowing, 6 Lower Mall, London, W6 9DJ. Alternatively the LSO can be contacted on 0208 237 6700. The LSO or another designated person from British Rowing will keep you notified of procedures and timescales whilst any investigation is ongoing.

#### 4.4.4 Involving Statutory Agencies

In any case of physical or sexual Abuse or where the Child's safety is at risk, you should contact one of the following statutory agencies immediately:

- Your local Police Child Protection Team or in an emergency dial **999**.  
The police should be involved if the apparent Abuse is of a criminal nature or if the incident involves a person outside the Child's family. A record should be made of the crime reference number.
- Local Authority Children's Social Care Services (formerly known as Social Services). This body has a statutory duty for the welfare of Children, especially where the alleged person is a member of the Child's family. When a referral is made, its staff has a legal responsibility to investigate. This may involve talking to the Child and family and gathering information from other people who know the Child. In an emergency the Samaritans (08457 909 090) will hold the duty officer's contact number.
- NSPCC (freephone 24 hour helpline **0808 800 5000**). You do not have to give your name but it is helpful if you can. All telephone referrals to any of the above bodies should be confirmed in writing within 24 hours. You should record the following:
  - Name and job title of the member of staff to whom the concerns were passed
  - the time and date of the call
  - a summary of the information shared and the response received.

#### 4.4.5 Allegations of previous Abuse

Allegations of Abuse are occasionally made some time after the event, for example by an adult abused as a Child by a member of staff who is still working with Children.

Where such an allegation is made, you should follow the procedures given above and have the matter reported to the police and/or Local Authority Children's Social Care Services and the LSO. This is because other Children, either within the sport or outside it, may be at risk from this person.

## 5 Bullying

"Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves"

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. hiding kit threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Verbal
- Racist
- Sexual
- Homophobic

## 5.1 Anti-Bullying Policy

WBRC is committed to fostering a caring, friendly and safe environment for everyone involved in rowing so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in rowing. If bullying does occur, all Rowers, coaches, volunteers or Parents should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullies come from all walks of life. They bully for a variety of reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Bullies can be boys or girls, men or women. Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground or changing rooms. Competitive sports such as rowing are an ideal environment for the bully.

The bully in rowing can be a:

- Parent who pushes too hard
- Coach who adopts a 'win at all costs' philosophy
- Rower or cox who intimidates or ridicules a peer
- Club official who places unfair pressure on a person
- Spectator who constantly shouts abuse

### 5.1.1 Signs and Symptoms

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to Children. A Child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of, and investigate, these possible signs if a Child:

- Says they are being bullied
- is unwilling to go to club sessions
- becomes withdrawn, anxious or lacking in confidence
- feels ill before training sessions
- has clothes torn or possessions damaged
- has possessions go 'missing'
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases:

- starts stammering
- Cries themselves to sleep at night, has nightmares or wets the bed • becomes aggressive, disruptive or unreasonable
- is bullying other Children or siblings  
stops eating
- Self harms
- attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and be investigated.

### 5.1.2 Procedures for reporting bullying

1. Report bullying incidents to the Club Welfare Officer or a member of the committee.
2. In cases of serious bullying, the incidents will be referred to British Rowing for advice.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution or where appropriate under British Rowing Disciplinary Procedures.

## 6 Club Welfare Officer (CWO)

WBRC elects a CWO to ensure the welfare of vulnerable adults and Junior members (under 18 years).

This person must have a Child-focussed approach, good communication skills and an ability to provide support and advice. They should also be well organised, have good administrative and recording skills and an ability and willingness to promote and implement the WBRC Safeguarding & Protecting Children Policy, procedures and resources. It is essential that the CWO is able to act in a confidential manner and to recognise the boundaries of their competence, role and responsibilities and where to seek advice and support.

The CWO should be a figure well known in the club and approachable by Children but must not be someone involved directly in the coaching or day-to-day running of Children's or Junior programmes.

The CWO shall be a registered member of British Rowing.

## 7 Disclosure and barring Service (DBS) Check

The CWO shall ensure that the appropriate personal at WBRC have had a DBS check. This shall include but not be limited to:

- Club Welfare Officer (CWO)
- Coaches who will be training Children or Junior Rowers unsupervised
- Any coaches supervising other volunteers or coaches not in Regulated Activity but with access to Children whose role would otherwise be considered Regulated Activity
- Junior co-ordinator
- Trailer drivers who spend time away with Children at regattas

In addition any other officer, member, volunteer or parent who has significant access to, and direct contact with, Children shall have a DBS check.



## 7.1 Changing rooms

- Children should be supervised in changing rooms by two adults & of the same sex ( where practically possible)
- Adult coaches or volunteers should not shower or change at the same time as Children
- No staff or volunteers, medical or otherwise should be present when Rowers of the opposite sex are showering or changing (for example a male coach working with a female crew).
- In mixed gender clubs separate changing facilities should be available.
- If a Child is uncomfortable showering or changing in public no pressure should be put on them to do so, they should be encouraged to change and shower at home.
- If the club has Children with disabilities, they and their carers should be involved in deciding how best they can be assisted. Always ensure the Children consent to the assistance that is offered.
- Under no certain circumstances should photographic equipment should be used in the changing room environment. This includes cameras, video cameras, camera phones etc.

## 7.2 Coaching ratios

Although there is government guidance for people working with groups of Children, it is essential in rowing that a separate Risk Assessment is taken for each group of Children and that this is reviewed for each training session. Participants under the age of 18, even those qualified as coaches, should be supervised at all times. The ratio of participants to one coach is 8 – 1

In line with the national guidance, the level of supervision should take account of the:

- Age and ability of the Children
- Type of training session being undertaken (on land or water)
- Children's growing independence
- Environment that the session is taking place in
- Risk Assessment
- If there is an accident or incident you should ensure there is always someone available to supervise the remaining Children. Coaches working with Children should ensure that they do not work in isolation.

## 7.3 Organising trips away for Junior Rowers

Even the simplest day trip away from the club requires planning. When planning residential trips for Junior Rowers clubs should use the advice and checklists given in British Rowing's 'Planning Residential Trips for Children' Guidance, Training Camp Checklist and consent forms (WG 4.1, 4.2, 4.3 & 4.4). A very useful document *Safe Sport Away* is available to purchase from NSPCC Publications: [www.nspcc.org/inform](http://www.nspcc.org/inform) or telephone on **0844 892 1026**

The main factors to consider are:

- Communication with Parents
- For a short day trip this may amount merely to details of transport, pick up and return points and times, competition or venue details, team leader or coach contact details, emergency contact details for Parents, costs, dietary requirements (if relevant) and any other special requirements or medical details. Strict instructions should be given to Parents regarding the drop off and return locations and times.

### 7.3.1 Transport

Points to consider include vehicle type (public transport, minibus, coach or private car), any special requirements for Rowers with disabilities, length of journey, competence of driver, journey time, distance, stopping points, supervision during journey and legislation regarding seat belts. All person transporting juniors should hold a current DBS check

### 7.3.2 Supervision

The staff or volunteers organising the trip will have the Duty of Care to act in loco parentis for the duration of the trip. Clubs should ensure that the persons they appoint to care for the Juniors are appropriately briefed in safety and safeguarding and that they have relevant information regarding any special needs or requirements of any Rower. Anyone working in a supervisory role should be appropriately vetted to ensure their suitability to work with Children in line with British Rowing's *Safeguarding & Protecting Children Policy* and current legislation.

## 7.4 Emergency Procedures

The team leader or coach should know how to contact emergency services and have access to at least a basic First Aid box. Those in charge of Children have a duty to ensure that they are kept safe and healthy and should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Any on-water accident should follow the guidelines given in '*RowSafe: a Guide to Good Practice*'. All adults working with the group should be briefed on the reporting procedure should an emergency occur.

### 7.5 Insurance

All Registered Individual members of British Rowing are covered for public liability and personal accident cover during rowing activities under British Rowing's policy. Passengers travelling by motor vehicle should be covered by law by the insurances required under the *Road Traffic Act (1988)*. When using private vehicles it may be necessary to check with the insurance company for any restrictions. Consideration should be given to accident, breakdown and recovery cover

## 7.6 Recruitment

The following recruitment procedures set out the minimum standards you must apply to recruitment at a British Rowing affiliated club or event. These procedures apply equally to paid or unpaid persons within your club or event.

All persons who will have Significant Access to Children, or who hold a Position of Trust with the Children with whom they come into contact, must first be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with Children, or may present a risk to Children. Existing volunteers or employees who change their role must also complete the same vetting process.

1. Complete an application form. This will help assess the applicant's suitability to work with Children, based on their skills and competencies as well as eliciting information about an applicant's past
2. Provide a self-disclosure about any matter that might influence their suitability to work with Children.
3. Provide two referees
4. Provide details of previous volunteering experience or relevant employment

5. Provide evidence of their identity (such as a driving licence with photo or passport)
6. Complete a Criminal Records Check at the enhanced level for the specific role

In addition anyone working in a Regulated Activity must complete a Barred Lists Check, please see Glossary for the definition of 'Regulated Activity'.