

BRITISH DRAGON BOAT RACING ASSOCIATION



**BDA**  
**Safeguarding**  
**Policy & Procedures**

Concerning Children and Vulnerable Adults  
and

**Guidelines**

for

**BDA CLUBS AND  
MEMBERS**

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## 1. INTRODUCTION

The British Dragon Boat Racing Association wishes to make sure that everyone who participates in Dragon Boat activities is protected and kept safe from harm while they are with BDA coaches and other BDA club members. This applies particularly to children and vulnerable adults.

The BDA recognises that, as the National Governing Body for the sport of Dragon Boat Racing, it has a particular duty to ensure that that BDA Registered Clubs are able to provide the highest standards of care for those participating in Dragon Boat activities through their Club.

The BDA has a 'duty of care' to safeguard children and vulnerable adults from harm and abuse and is committed to providing help and support for Clubs, Coaches, Club Officers and volunteers with regard to this

In this respect all BDA Clubs, Officers and Coaches must have a clear understanding of operating within an appropriate code of ethics and be aware of what their 'duty of care' is with regard to providing dragon boat activities and being responsible for the participants.

### DEFINITIONS

A good definition of '**duty of care**' is 'the duty which rests upon an individual or organisation to check that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible'

A **child** is anyone under the age of 18 years (Children's Act 1989)

A **vulnerable adult** or an 'adult at risk' (Care Act 2014) is a person over 18 who has needs for care and support (whether or not these needs are being met) and as a result of these needs is unable to protect him/herself from the risk of abuse or neglect. An 'adult at risk' could include any adult given their circumstances at a particular time.

The guidelines which follow have been produced by the BDA to help you and your club/organisation enjoy all aspects of the sport of Dragon Boat Racing in a safe environment, to demonstrate how to protect children and vulnerable adults, and what you need to do if you have any concerns.

## 2. POLICY STATEMENT

***The BDA Executive Committee Policy states that:***

- The welfare of children and vulnerable adults is paramount.
- All children and vulnerable adults whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in the sport of dragon boat racing in a safe and enjoyable environment.
- Everyone involved in dragon boat activities has a responsibility in safeguarding the welfare of children and vulnerable adults.
- All reasonable steps will be taken to protect children and vulnerable adults from harm, discrimination and any form of abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- All Coaches, Club Officers and other BDA members who work with children and vulnerable adults are required to be DBS checked and will be provided with guidance and information about training in good practice and Safeguarding procedures.

### 3. PROMOTING GOOD PRACTICE

The abuse of children and vulnerable adults creates a very difficult situation for coaches, club officers and volunteers. Having the right systems in place can help all concerned. Abusers have great difficulty operating in a well-run club/organisation with good quality management and training.

Plan the activities of the Club/organisation to minimise situations where abuse can occur.

- Each Club **must** appoint a Club Welfare Officer
- Club Officers, Coaches and any other Club members who work with children or vulnerable adults must be DBS checked every 3 years.
- The BDA Safeguarding policy should be available at all times on the Club premises.
- The guidelines of the BDA Safeguarding policy should be followed.
- All Club members should know how to deal with complaints and concerns.
- The Club will adhere to the BDA anti-bullying policy.
- The Club will provide training opportunities for coaches and other personnel who work with children and vulnerable adults, including information about Safeguarding courses.
- The Club Welfare Officer and Coaches will be encouraged to attend a Safeguarding course.
- Training programmes should take the varying abilities of all Club members into consideration.
- Club members and parents/carers should be made aware of how the Club operates and also of the correct procedures if they wish to express a concern.
- Medical consent should be obtained in writing in the event where medication needs to be given in the absence of the parents/carers.

- The written consent of parents /carers should be obtained with regard to travel arrangements and overnight stays.
- Keep a written record of any Club business relating to children and vulnerable adults such as medical consent forms and written information from parents. This type of information should be stored in a secure place in case of any queries.
- Children and vulnerable adults should be contacted via the email of their parents or carers.
- **It is strongly advisable to have private settings on any Club communications via social media such as the Club website or Facebook page.**
- **Dragon Boat racing is a very visual sport and it is of the utmost importance to ensure that parental consent is obtained in written form for photographs and videos of children within the dragon boat team. Videos are often used for coaching purposes, but may also be used to promote the Club or the sport.**
- Clubs should provide coaches with feedback, in particular making sure that they are aware of good practice and poor practice.

#### **4. AWARENESS OF POOR PRACTICE**

Coaches, Club Officers and volunteers should **avoid**:

- spending time alone with children or vulnerable adults, away from other Club members
- taking children or vulnerable adults alone on car journeys, however short
- communicating with a child or vulnerable adult outside the Club sessions, including phoning, texting, emailing or contact via social media.

**Where any of these situations are unavoidable ensure they only take place with the full knowledge and consent of a Club Officer and/or the parent/carer. This will protect the child or vulnerable adult as well as the coach or other Club member.**

If you accidentally hurt a participant or cause distress in any manner, or the participant appears to respond in a sexual manner to your actions or misunderstands or misinterprets something you have done, report the incident to

the Club Welfare Officer or another Club Officer supported by a written report as soon as possible. Parents/carers should also be informed of the occurrence.

## **Practice that is prohibited by the BDA**

Individuals should NEVER

- Take children or vulnerable adults to their home or other secluded places where they will be alone.
- Engage in rough, physical games, or rough boisterous play.
- Share a room with a child or vulnerable adult (unless the individual is the parent/carer of that person).
- Allow any form of inappropriate touching.
- Make sexually suggestive remarks to a young person or vulnerable adult, even in fun.
- Use inappropriate language or allow young or vulnerable participants to use inappropriate language unchallenged.
- Allow allegations by a child or vulnerable adult to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for a child or vulnerable adult that they can do for themselves, unless you have been requested to do so by the parents/carer.
- Leave the Dragon Boat Club until all the safe dispersal of all children and vulnerable adults is completed.
- Cause a person to lose self-esteem by embarrassing, humiliating or undermining them.
- Treat some people more favourably than others.
- Agree to meet a child or vulnerable adult on your own on a one to one basis.

## **Positions of Trust**

Those who work with children and vulnerable adults are in a position of trust which has been invested in them by the parents/carers, the sport and the individual participants. This relationship might be regarded by some as one in which the person in charge is in a position of power. Instead it should be viewed as a position of responsibility.

In the sport of Dragon Boat Racing most adults in a position of trust recognise that there are certain boundaries which must not be crossed by coaches/volunteers who work with children and vulnerable adults. This relationship is no different to that between school teachers and their pupils.

In this respect it is important to remember that a person aged 16 or 17 is still legally a child.

## 5. RECOGNISING ABUSE

Abuse is a term used to describe ways in which children or vulnerable adults are harmed, usually by adults and often by someone that they know and trust. It can cause damage to a person's physical and mental health. Abuse can occur in many situations including home, school and in a sports or community environment. Some individuals will actively seek access to children through sport in order to harm them.

### **All children and adults have the right to live free from abuse and harm**

In order to provide young and vulnerable participants with the best possible experiences and opportunities in Dragon Boat Racing, it is imperative that all club members operate within an accepted ethical framework and demonstrate exemplary behaviour.

This not only ensures that Dragon Boat Racing makes a positive contribution to the development of young people and vulnerable adults and safeguards their welfare, but also protects all club personnel from false allegations of abuse or poor practice.

It is not always easy to differentiate between poor practice and abuse. It is not the responsibility of adults within the club to determine whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a child or vulnerable adult.

### **There are four main types of abuse:**

**Physical abuse** occurs where adults or other children

- hurt or injure another person e.g. by hitting, shaking, squeezing, burning or biting
- give a child or vulnerable adult alcohol, inappropriate drugs or poison
- attempt to suffocate or drown someone

It may also occur in sport where

- the nature or intensity of training or racing exceeds the capability of the participant.
- coaches, crew managers or volunteers expose competitors to excessive training or racing.

- the use of performance enhancing drugs is tolerated, recommended or encouraged.
- competitors are given the opportunity to drink alcohol when they are below the legal age

**Abuse by Neglect** occurs when adults fail to

- meet the basic needs of children or vulnerable adults such as the provision of food, warmth, adequate clothing or essential medication.
- protect children and vulnerable adults from harm
- give appropriate attention to children and vulnerable adult

While training or competing neglect may occur if children or vulnerable adults

- are left alone without proper supervision.
- are exposed to unnecessary heat or cold without fluids or protection
- are exposed to an unacceptable risk of injury

**Sexual abuse** occurs when children or vulnerable adults are used by adults (male or female) to meet their own sexual needs. This includes

- any form of sexual contact
- making sexually suggestive comments
- the use of pornographic material
- taking photos or making videos for pornographic purposes

In sports situations the close proximity of coaches and volunteers to children and vulnerable adults provides opportunities for potential abusers to exploit their position of trust which can lead to sexual abuse.

**Emotional abuse** occurs where

- there is a persistent lack of love and affection
- there is an absence of help and encouragement
- a person is constantly shouted at, taunted or ridiculed
- a child or vulnerable adult is over-protected and prevented from socialising
- there is neglect, physical or sexual abuse

Emotional abuse can occur in sport when coaches:

- continually provide negative feedback
- repeatedly ignore a person's efforts to progress
- repeatedly demand performance levels above those of which a person is capable
- over-emphasise the winning ethic

## Indications of Abuse

There are physical and behavioural signs that might raise concerns about the welfare and safety of a child or vulnerable adult. These are only indicators that abuse could be taking place, not confirmation.

Examples are where a child or vulnerable adult:

- Says that he/she is being abused (or another person says they believe, or actually know, that abuse is occurring).
- Has an injury with which the explanation does not seem to fit.
- Shows a change in behaviour pattern, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy.
- Appears not to trust adults, for example, a parent or coach with whom he/she would be expected to have or once had, a close relationship.
- Has an unreasonable reaction to normal physical contact.
- Has difficulty in making friends or socialising with others.
- Shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.
- Becomes increasingly neglected-looking in appearance or loses or puts on weight for no apparent reason.

Sometimes there are no specific signs. You may just become aware that something is wrong.

Abuse may not be happening within a Club situation but may have occurred at home or somewhere else that the person frequents.

Abuse in all its forms can affect a child of any age. The effects can be so damaging that without appropriate intervention they may continue to have a very negative impact upon an individual into adulthood. Abuse can equally have a devastating effect on the life of a vulnerable adult.

An individual who has been abused may find it difficult or impossible to maintain a stable or trusting relationship and may go on to abuse another person.

Children and adults with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, powerlessness to protect themselves, and the inability to communicate that abuse has taken place.

**Please remember that it is not your personal responsibility to decide whether a child or vulnerable adult is being abused, but you are required to fulfil your legal duty to act on your concerns. Make a detailed note of what you have seen or heard but do not delay in passing on the information to the appropriate people or organisations.**

## 6. ANTI-BULLYING POLICY

Bullying is the use of hostile or aggressive behaviour with the intention of hurting another person. It is usually repeated over a period of time, and can be very hard to identify. Victims of bullying invariably find it difficult to defend themselves. Both children and adults can be either the perpetrators or the victims of bullying.

### **Bullying occurs in a variety of forms:**

**Physical:** pushing, kicking, hitting, punching, or any use of violence or theft

**Verbal:** name-calling, persistent teasing, sarcasm, racial or homophobic taunts

**Sexual:** unwanted sexual contact or sexually abusive comments

**Emotional:** tormenting, ridiculing, spreading rumours, making gestures, humiliating or ignoring

**Cyber:** bullying by the use of electronic communication.

Bullying of any kind is unacceptable in our sport and it is our expectation that anyone who knows that bullying is taking place will tell the Club Welfare Officer (or BDA Welfare Officer).

### **Indicators of bullying**

A person who is being bullied may be too frightened to tell anyone, but may start to show signs in their behaviour.

Although these signs could also be an indicator of other problems, the possibility of bullying should be considered if a person, particularly a child:

- becomes reluctant to attend training sessions
- becomes withdrawn or anxious
- begins to lack confidence

- shows an unexplained drop off in performance
- has clothes torn or possessions damaged
- starts to lose possessions
- asks for money or starts to steal money (to pay the bully)
- has unexplained cuts or bruises
- becomes tearful but will not say what's wrong
- is afraid to use the internet or phone.

In more extreme cases:

- becomes aggressive, disruptive or unreasonable
- starts bullying others
- stops eating
- starts to have nightmares
- hides or runs away
- self-harms
- threatens or attempts suicide.

## **Recommended Actions:**

### **1. Reconciliation by a verbal apology**

- Speak separately to the (alleged) victim and the (alleged) bully to establish and note the facts.
- Ask the bully to make an apology in the presence of the Club Welfare Officer and one other Club Officer.
- Inform parents/carers of the situation (depending on the age and circumstances of those involved).
- Keep a written record of all these details, signed and dated.
- Continue to keep an eye on the situation.

### **2. Formal meetings in the Club**

- Set up two separate meetings to obtain the exact details of the allegations - one with the Club Welfare Officer, Club Chairperson (or another Club Officer), the (alleged) victim and parents/carers where appropriate, the other with the Club Welfare Officer, (alleged) bully, and parents/carers where appropriate.
- Take minutes at each meeting of each person's account of the allegation. Minutes should be agreed, signed and dated as a true account.

- If the Club Officers decide that bullying has taken place, the person should receive a warning and informed that there may be further action of temporary suspension from the Club.
- If it is considered appropriate after the meetings, the Club Officers may ask the bully to make both a verbal and written apology to the victim.
- In some cases, it may be considered appropriate to invite the parents/carers of the bully and the victim to attend some Club training sessions
- Club Coaches should be made aware of the concerns and sanctions.
- The Club Officers should continue to monitor the situation to check that the bullying is no longer taking place.
- If the person is suspended the BDA Welfare Officer should be informed and a BDA Welfare Incident form should be completed.

### **3. Referral to the BDA Welfare Officer**

- Incidents of bullying that are considered to be more serious should be referred immediately to the BDA Welfare Officer.
- The decision may be made to suspend the person from the Club, either on a temporary or permanent basis, depending on the circumstances.
- A BDA Welfare Incident report form should be completed and sent to the BDA Welfare Officer.

### **4. Contacting the Police**

- In the most serious cases the Club Welfare Officer and Club Chairman may decide that their immediate course of action is to seek advice from the police.
- The BDA Welfare Officer should be informed and a Welfare Incident form completed.

## **7. RESPONDING TO SUSPICIONS AND ALLEGATIONS OF ABUSE**

The BDA will take all suspicions and allegations of abuse seriously and appropriate action will be pursued.

Allegations will often relate to poor practice where an adult's behaviour is inappropriate and may be causing concern. Such concerns should be shared with a Club Officer so that necessary action can be taken to protect the child or vulnerable adult. This applies to suspected or alleged abuse both within the BDA and outside the BDA.

If a child or vulnerable adult indicates or tells you that they are being abused, you should:

- Stay calm
- Do not promise the child or vulnerable adult that you will keep it a secret.
- Reassure the child or vulnerable adult and stress that they are not to blame
- Listen to what the child or vulnerable adult says, showing that you are taking it seriously.
- Only ask questions if you need to establish a clear and accurate understanding about what you are being told.
- Make a detailed note as soon as possible of what the child or vulnerable adult has told you.
- Pass on the information to the appropriate person and/or organisation without delay.
- Maintain confidentiality - only share the information if it will help to protect the child/adult
- You can get help and guidance from the NSPCC helpline 0808 800 5000

Think before you act so that you do **NOT**

- rush into actions that may be inappropriate
- make promises you cannot keep
- ask inappropriate questions which may jeopardise an impending police investigation
- take sole responsibility – talk to the Club Welfare Officer or another Club Officer, so that you can begin to protect the child/vulnerable adult and gain support for yourself.

## 8. CONFIDENTIALITY

Information will be handled and disseminated on a need to know basis, though normally the Club Welfare Officer or another Club Officer should be informed.

It is important to have procedures in place for enabling a person to share, in confidence with a designated person (normally a Club Welfare Officer or another Club Officer), concerns they may have about a colleague's behaviour. All Club members are encouraged to talk to the Club Welfare Officer or one of the other Club Officers if they become aware of anything that makes them feel uncomfortable.

The BDA recognises that:

- It is often difficult for children vulnerable adults to disclose abuse. Children and vulnerable adults from ethnic minorities may have regularly experienced racism which may lead them to believe that certain groups including those in roles of authority do not really care about their well-being.
- Children or adults with disabilities may have to overcome additional barriers before feeling that that they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care. The abuse may be the only attention/affection they have experienced.
- There may be communication difficulties and they will almost certainly have to overcome prejudices which block our willingness to believe they may be a victim of abuse.
- It is possible that their disability or medical condition could be used to explain away indicators of abuse which would normally give cause for concern in a person who does not have a disability.

In all cases every effort must be made by the club to ensure that confidentiality is maintained. Information will be handled and disseminated on a need to know basis. This will include the following people:

- The Club Welfare Officer, Club Chairperson or another Club Officer
- The BDA Welfare Officer
- The person making the allegation
- Social Services and police
- Parents/carers of the child/vulnerable adult alleged to have been abused (only if they are not the alleged abuser).

Where there is a suspicion or allegation concerning a Club Officer or volunteer there may be three types of investigation:

- A criminal investigation in which case the Police are immediately involved.
- A Child Protection investigation (or Protection of Vulnerable Adults investigation) in which case Social Services and possibly also the Police will be involved.
- A disciplinary or misconduct investigation in which case the Club and also possibly the BDA will be involved.

The results of the police and social services investigation may influence the disciplinary investigation.

**NOTE:**

Allegations of abuse are sometimes made some time after the event. Where such allegations are made the same procedures should be followed and the matter reported to Social Services or the police. This is because other children or vulnerable adults within the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children or vulnerable adults is automatically excluded from working with them.

## 9. RECORDING INFORMATION

A detailed record of the suspicion or allegation should be made at the time, using only the facts.

- Try to make sure that you are in sight of another adult, but that your conversation won't be overheard.
- You also need to be careful of making physical contact during your conversation as the child or vulnerable adult may not want this.
- Remain positive and supportive throughout the conversation and let the child or vulnerable adult talk.
- The details should then be recorded on the BDA Welfare Incident report form.

Information should include the following:

- The name, age and date of birth of the child or vulnerable adult
- Their home address and phone number
- Whether the person making the report is expressing their own concern or someone else's
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury
- Any indirect signs such as behavioural changes

- Details of witnesses to the incidents
- The child's/vulnerable adult's account (if possible) of what has happened and how any injuries occurred
- Have the parents/carers been contacted? If so, what was said?
- Has anyone else been consulted? If so, what has been said?
- Has anyone been alleged to be the abuser? Record details.

When recording information, it is important that you do not carry the process beyond gathering information about the allegation. It is not your job to begin an investigation. Unnecessary interviews with a child or vulnerable adult with regard to a complaint could prejudice the integrity of evidence that may eventually have to be presented in court.

### **Records and Audits**

Records of all incidents or suspected incidents of abuse should not be destroyed, but securely stored by the Club Welfare Officer for a period of time to be advised by the BDA.

The BDA Welfare Officer may carry out an audit amongst BDA Clubs at which time all records should be produced.

## 10. REPORTING A CONCERN

It is important that Clubs have a means to address misconduct. Disciplinary procedures should be in place.

You may be upset about what a child or vulnerable adult has said or worry about the consequences of your actions, but you cannot ignore what you've been told, as the effects can be devastating if the child or vulnerable adult is left unprotected.

All suspicions and allegations must be reported as soon as possible, usually by contacting the Club Welfare Officer and/or the Club Chairperson or another Club Officer.

If these Club Officers cannot be contacted you can seek advice from the NSPCC, helpline 0808 500 8000.

You can also contact the Duty Officer at your local Social Services or the police.

### **If the issue appears to relate to poor practice:**

- compile full written record of what has been said, heard or seen as soon as possible.
- the Club Welfare Officer or another Club Officer should be informed immediately
- the Club Welfare Officer should report the matter to the BDA Welfare Officer
- following guidance that the issue is 'poor practice' then the Club should follow club disciplinary procedures for a first report of poor practice (see Club Procedures for Poor Practice)
- forward the written report and action taken to the BDA Welfare Officer
- if an individual is identified by the club as being guilty of poor practice on subsequent occasions, then the BDA Welfare Officer in consultation with the BDA Chairman may conclude that the issue constitutes abuse and should be referred to the BDA Executive Committee

**Non action is not an option. The welfare of children and vulnerable adults is paramount.**

If there is a report of behaviour by a Club member towards a child or vulnerable adult which constitutes abuse:

- decide if the child/vulnerable adult requires immediate medical attention
- call an ambulance if needed
- inform the paramedics that the concern relates to Child Protection/Protection of Vulnerable Adults
- refer the allegation to Police or Social Services who will give advice on whether to contact parents/guardians/carers
- inform the BDA Welfare Officer and forward a written report using the BDA Welfare Incident Report Form.

If the Club becomes aware of possible abuse at a location **outside** the dragon boat club:

- ensure the safety of the child/adult
- if he/she requires immediate treatment, call an ambulance
- inform the paramedics of your concerns that this a Child Protection issue (or an issue concerning the Protection of a vulnerable adult
- report the concern to the Club Welfare Officer
- seek advice from the NSPCC, Social Services or the Police
- if a formal referral is made, make it clear to Social Services that this is a Child Protection or vulnerable adult referral

Parents/carers should only be contacted following the advice from the Police or Social Services.

All police forces have Child Protection teams dealing with allegations of abuse in family settings and by people in a position of trust.

**Non-action is not an option "The welfare of the child or vulnerable adult is paramount." Delay in acting can increase the risk to the person being abused.**

Note: A member or volunteer reporting a case of abuse, particularly by a colleague, may undergo a very high degree of stress, including feelings of guilt for having reported the matter. It is important to ensure that appropriate counselling and support is available.

## 11 RECRUITMENT AND SELECTION OF PERSONNEL

It is important that all reasonable steps are taken to prevent unsuitable people from working with children and vulnerable adults. This applies equally to paid staff and volunteers.

### **Guidelines for Clubs with regard to members taking on a role of responsibility:**

- Photographic evidence of identity should be provided by applicants.
- The requirements and responsibilities of the role should be clarified.
- The applicant should be familiar with the BDA Safeguarding Policy and the Codes of Conduct and Codes of Practice.
- Coaches should be qualified through the BDA Coaching Scheme.
- Coaches, Club Officers and also volunteers who work with children and vulnerable adults must have a current DBS check.
- Anyone who works with children or vulnerable adults should be encouraged to do a Safeguarding course.

## 12. USEFUL CONTACT DETAILS

### **BDA Welfare Officer**

Barbara Keenan

Phone: 07776 182906

Email: [barbkeenan@hotmail.com](mailto:barbkeenan@hotmail.com)

### **BDA Chairman**

Neil Pickles

Phone: 07801 316711

Email: [neil.pickles@thebda.org.uk](mailto:neil.pickles@thebda.org.uk)

### **BDA President**

Mike Haslam

Phone: 07910 200331

Email: [mikehaslam@aol.com](mailto:mikehaslam@aol.com)

### **BDA Director of Coaching**

Dave Bangs

Phone: 07850 911697

Email: [davebangs@hotmail.com](mailto:davebangs@hotmail.com)

**NSPCC** helpline: 0808 800 5000

Text: 88858

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Childline:** 0800 1111

**Police** emergency number: 999

**Police** non-emergency number: 101

### **Local Social Services:**

Out of hours local duty officer:

### 13. ADDITIONAL INFORMATION FOR CLUBS

#### i) Club Welfare Policy

You may wish to write your own Club Policy based on the information in the BDA Policy, which could be displayed at your Club premises.

An example of what you might include a **Club Welfare Policy**:

..... Dragon Boat Club is committed to treating all members equally and with respect, regardless of their age, ability, gender, culture, racial origin, religion or sexual orientation. We want to make all activities related to Dragon Boat Racing an enjoyable experience for everyone who participates through our Club.

It is our hope that all our members will show respect and understanding for the rights, safety and welfare of others and will conduct themselves in a way that reflects the principles of the BDA and the Club.

- We have a Club Welfare Officer
- We will follow the guidelines of the BDA Safeguarding Policy.
- A copy of the BDA Safeguarding policy is available at the Club.
- Club members should be members of the BDA and renew their membership each year.
- Our Club Officers and Coaches will be DBS checked.
- The Club will encourage and support members to obtain helming and coaching qualifications.
- The Club has an anti-bullying policy.
- If you have a concern about anything or any person in the Club please speak to our Welfare Officer or another Club Officer.

Club Welfare Officer ..... Phone.....

Club Chair/Manager..... Phone.....

Club Coach..... Phone.....

BDA Welfare Officer: Barbara Keenan Phone: 07776 182906

## ii) Codes of Conduct and Codes of Practice

You may wish to display these for Club members or create your own Club Code of Conduct or Code of Good Practice based on the BDA information.

### **Code of Good Practice**

#### **A Guide for BDA Clubs and all BDA members**

1. Always be publicly open when working with children and vulnerable adults. Avoid situations where a coach and an individual child or vulnerable adult are completely unobserved.
2. Physical contact should only be used for safety reasons or when it is the most logical way of coaching an aspect of the technique (contact should only be used with the participant's consent).
3. Contact or touching which is inappropriate or aggressive, will not be tolerated
4. If groups are to be supervised in changing rooms, ensure that individuals work in pairs, and that gender is appropriate.
5. Ideally young people and vulnerable adults should not have to change at the same time or in the same place as other Club members.
6. When junior mixed crews are at training or at a race event, they should always be accompanied by at least one male and one female adult.
7. The well-being and safety of the competitor should be placed above the development of performance.
8. All competitors need and deserve the opportunity to race.
9. Remember that club members race for fun and enjoyment and that winning is only
10. a part of it. This applies particularly to children and vulnerable adults.
11. Avoid over-racing competitors.
12. Motivate participants with positive feedback and constructive criticism.
13. Do not allow children and vulnerable adults to train or race when injured.

14. Ensure equipment and facilities are safe and appropriate.
15. A risk assessment should be conducted before undertaking any dragon boat related activity (refer to the BDA Water Safety Policy).
16. Members who have a role of responsibility in the Club should display high standards of personal behaviour and appearance.
17. Members who have a role of responsibility in the Club should never overtly criticise other members or use language or actions which may cause an individual to lose self-esteem or confidence.

## **Code of Conduct for Coaches**

1. All dragon boat coaches must respect the rights, dignity and worth of every person they work with and treat them equally. This is particularly important with regard to children and vulnerable adults.
2. All coaches must place the physical and emotional well-being of children and vulnerable adults above all other considerations, including the development of performance.
3. The relationship that a coach develops with the paddlers, helms and drummers with whom they work must be based on mutual trust and respect.
4. Coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the people they are coaching.
5. Coaches must encourage all participants to accept responsibility for their own behaviour and performance.

6. All coaches should clarify with the participants (and their parents/carers) what is expected of them both in training and competition and also what they are entitled to expect from the coach.
7. Coaches should work in partnership with others within the sport, including race officials, to ensure the well-being, safety and enjoyment of all participants.
8. Coaches must promote the positive aspects of the sport including fair play. Violation of the Racing Rules and Regulations, behaviour contrary to these rules and regulations or the use of prohibitive techniques or substances will never be condoned.

### **BDA Code of Conduct on the Abuse of Trust**

1. Any behaviour, which encourages a physical or emotional dependent relationship to develop between the people in a position of trust and the young person (child) or vulnerable adult in their care must be avoided.
2. All those within the club have a duty to raise concerns about any behaviour by coaches, club officers, volunteers, or other BDA members which may harmful to children or vulnerable adults in the club, without prejudice to their own position.
3. Allegations relating to a breach of the code of conduct will be investigated according to BDA disciplinary procedures.

### **iii) Qualifications, training and expectations for BDA Coaches and Club Officers**

- Coaches should be trained and qualified through the BDA coaching scheme.
- Coaches and Club Officers must renew their BDA Individual membership annually.
- Coaches and Club Officers should be DBS checked every 3 years.
- Coaches should keep up to date with knowledge and technical skills.
- Coaches should work within the limitations of their knowledge
- It is recommended that coaches and club officers attend a Safeguarding course.

### **Coaching courses**

For information about BDA coaching courses contact the BDA Director of Coaching.

### **DBS checks**

Club Officers and Club Coaches must be DBS checked every 3 years. This applies to the Club Chair and/or the Club Manager, the Club Welfare Officer, the Treasurer and Secretary, and all Club Coaches. Some Clubs may also decide that other Club Officers should be DBS checked, for example, if they have a Youth Development Officer. Some Club volunteers may also need to be DBS checked if they work with children or vulnerable adults in the Club.

For more information contact the BDA Welfare Officer.

### **Safeguarding courses.**

UK Coaching run an informative course on Safeguarding and Protecting Children on a regular basis at locations throughout the UK. The content of the course is devised in conjunction with the NSPCC and Child Protection in Sport Unit.

UK Coaching will run a course on request if there for a minimum of 6 and a maximum of 20 people.

Phone 0113 274 4802. Website: [www.ukcoaching.org](http://www.ukcoaching.org)

Other courses on Safeguarding children and also courses on the Safeguarding of vulnerable adults can be found online and there are also police 'Prevent' courses online to provide information and advice on safeguarding and protecting those vulnerable to radicalisation.

#### **iv) The Club Welfare Officer**

The Club Welfare Officer should be a person well known in the club and approachable for both children and adults, but not someone involved directly in the coaching or organisation of training programmes. The Club Welfare Officer **must** be an individual member of the BDA.

The Club Welfare Officer should:

- promote awareness of the BDA Safeguarding policy
- provide information and advice on the protection of children and vulnerable adults within the Club
- inform the Club of Safeguarding training opportunities
- verify the identity of individuals completing DBS forms
- consult with another Club Officer if there are concerns about a child or vulnerable adult
- make a referral to social services or the police if required.

#### **When dealing with concerns the Club Welfare Officer should:**

- receive and record information from Club Officers, coaches, volunteers, and any other Club members or parents/carers who have a concern about the welfare of a child or vulnerable adult.
- assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- make a formal referral to Social Services or the Police if appropriate

- report any referrals or concerns to the BDA Welfare Officer as soon as possible
- ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, confidentially, using the BDA Welfare Incident Report Form
- keep the details of the incident in a secure place for a period of time to be specified by the BDA or the police.

#### v) **Club Procedures to Manage Cases of Poor Practice**

Poor practice is defined as any behaviour which contravenes the guidelines provided in the BDA Safeguarding Policy or Code of Good Practice for Clubs.

**If you have a concern about something or someone within the Dragon Boat Club it is your responsibility to speak to the Club Welfare Officer or one of the other Club Officers as soon as possible.**

1. Once an incident is reported to the Club Welfare Officer, he/she should consult with the BDA Welfare Officer to ascertain whether the allegation relates to poor practice, bullying or another type of abuse.
2. If and when the incident has been identified as poor practice, and in consultation with senior Club Officers (such as the Club Chair or Secretary), a decision will be made whether or not to temporarily suspend the person concerned. Each case will be considered on its merits.
3. A disciplinary hearing may be called. The panel should be made up of three club members with regard to the following criteria:
  - No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel.
  - Senior Officers of the club must be represented.
  - If the case relates to poor coaching practice, experience in this field must be represented

4. The person against whom the allegation has been made will be advised of receipt of the report and provided with copies.
5. He/she will be invited to attend the hearing which must be held at a time convenient to them.
6. He/she must be given sufficient advance notice.
7. He/she must be given the opportunity to offer his/her side of the story and call witnesses.
8. Once the disciplinary panel reaches a decision it should be communicated to the person concerned and confirmed in writing.
9. A copy of the finding should be sent to the BDA Welfare Officer.

It is the responsibility of the Club Disciplinary Panel to decide if:

- A temporary suspension should be imposed or continued.
- The person in question can continue to coach under supervision.

The Club Disciplinary Committee is also responsible for ensuring that:

- the person concerned follows the guidelines of the Safeguarding Policy and adheres to the Coaches Codes of Conduct.
- attends a Safeguarding course.

#### **vi) Club Anti-Bullying Policy**

The competitive nature of Dragon Boat Racing, as in many other sports, creates a potential environment for the bully.

Clubs are required to have an anti-bullying policy, which all Club members, parents and supporters subscribe to and accept.

Clubs may adopt the BDA Anti-Bullying Policy (Section 6) or may prefer to create their own policy based on the BDA guidelines.

Dragon Boating should be fun and enjoyable and when you are at the Club and taking part in the boats we want you to feel safe and happy.

In contrast to this, a person who is being bullied is likely to be feeling insecure and isolated and too frightened to tell anyone.

If you become aware of any incident of bullying which involves a member of your Club, tell your Club Welfare Officer or an adult you can trust. It is important that Club members look after each other.

The Club has a responsibility to respond promptly and effectively to any form of bullying and will follow the recommendations of the BDA anti-bullying policy.

When a bullying issue is reported to the Club Welfare Officer, he/she will share the information with another Club Officer and decide what action to take.

It may be possible for Club Officers to resolve the situation within the Club e.g. the bully may make a genuine apology for their behaviour and with help and support, may change their behaviour.

The Club Welfare Officer and Club Chairperson may decide to set up separate meetings with the victim and the bully, along with parents/carers if appropriate, to obtain information about the allegation from both parties. Details will be noted, agreed and signed.

The Club Officers will continue monitor the situation to ensure that the bullying has stopped.

Club Coaches should be made aware of concerns and sanctions.

If the bully is not willing to change their behaviour they may be suspended from the Club on a temporary or permanent basis.

More serious cases should be referred immediately to the BDA Welfare Officer.

If necessary and appropriate, the Club Officers will seek advice from the police.

The BDA Welfare Incident form should be completed for issues of bullying within the Club.

**It must be made clear that bullying will not be tolerated within the Club**

KIDSCAPE provides Anti-Bullying Advice for Parents/Carers

Tel: 020 7823 5430 <http://www.kidscape.org.uk>

The Childline contact number is 0800 1111

In an emergency phone 999

## **vii) Staying Safe - information for young people**

We want you to like what you are doing and enjoy spending time with other young people and the adults who are there to help.

You can't always do this if you feel unhappy from someone bullying, upsetting or hurting you.

### **You should always tell someone you know and trust if someone:**

- Constantly teases you, shouts at you or calls you names
- Threatens you, your family or friends
- Hits, kicks, punches or hurts you
- Asks you to do, or does, anything in a way that makes you feel uncomfortable
- Makes suggestive remarks or tries to pressure you into something you don't want to do
- Damages or steals your belongings
- Does anything that makes you feel lonely, worried, unsafe or embarrassed
- Always tries to be alone with you or asks you to meet them alone
- Asks you to send them photos or videos of yourself
- Asks you to move or go onto a specific chat room or social media site
- Asks or threatens you not to tell anyone

### **If any of this is happening to you:**

- Remember it is not your fault
- Always tell someone you know and can trust
- If you don't know who to trust, call Childline **0800 1111** or NSPCC **0808 800 5000**
- Try to keep a record of what upset or hurt you, the date, time and place of when it happened, how you felt and the name of anyone who may have seen what happened
- Do not delete any hurtful or upsetting messages, emails, texts, pictures or videos that you may have been sent or have seen

### **Do not ignore it – always tell someone**

Go to your Club Welfare Officer or another adult in your Club if you are concerned or worried.

The BBC's '*staying safe online*' website also provides useful information.

**14. WELFARE INCIDENT REPORT FORM**

<b>BDA CLUB WELFARE INCIDENT RECORD FORM</b>  Copy to be submitted to the BDA Welfare Officer with the Summary Sheet		
Your Name	Your Position	
Child's Name	D.O.B.	Male or Female
Child's address	Parents/carers names & address:	
Ethnic Group <i>Select from list below this form</i>	Disability (if applicable)	
Time and date of any incident:		
Your observations:		
State Exactly what the child said and what you said: remember do not lead the child - record actual details		
Action taken so far:		
Name of Accused	Position in Sport	
Relationship between the accused and child		

Ethnic origin <i>Select from list below this form</i>	Marital status	Age
<p>Address:</p>  <p>Telephone Number..... Email contact .....</p>		
External Agencies contacted (date and time)		
Police yes/no	<p>If yes - which: Name and contact number</p>  <p>Details of Advice given</p>	
Social Services	<p>If yes - which: Name and contact number</p>  <p>Details of Advice given</p>	
BDA	<p>If yes - which: Name and contact number</p>  <p>Details of Advice given</p>	
Local Authority	<p>If yes - which: Name and contact number</p>  <p>Details of Advice given</p>	
Other (e.g. NSPCC)	<p>If yes - which: Name and contact number</p>  <p>Details of Advice given</p>	

**List of ethnic origins – select one only**

<b>White British</b>	<b>Asian or Asian British Pakistani</b>
<b>White Irish</b>	<b>Asian or Asian British Bangladeshi</b>
<b>White Other please specify</b>	<b>Other Asian background please specify</b>
<b>Mixed White/Black Caribbean</b>	<b>Black or Black British Caribbean</b>
<b>Mixed White/Black African</b>	<b>Black or Black British African</b>
<b>Mixed White/Asian</b>	<b>Other Black background please specify</b>
<b>Mixed Other mixed background</b>	<b>Chinese or another oriental group:Chinese</b>
<b>Asian or Asian British Indian</b>	<b>Chinese or another oriental group:other</b>
	<b>Any other group not included here please specify</b>

**Welfare Incident Report Form – SUMMARY SHEET**

(To be submitted to the BDA Welfare Officer, when completed)

Try and keep the process friendly rather than formal – you want the person to feel as comfortable as possible during this stressful process.

*Interviewer's Details*

Name \_\_\_\_\_

Position: \_\_\_\_\_

*Child/Adult's Details*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parents/Guardians' names: \_\_\_\_\_

Address (if different to above): \_\_\_\_\_

\_\_\_\_\_

*A copy of the Club Welfare report should be attached to this summary sheet and submitted to the BDA*

*Use this space to note the agencies involved, as recorded on the Report Form.*

Date:

**Summary of Action taken:**

**Police:**

Reported to which police station?

Officer reported to:

Date/time incident reported:

Details of advice received:

\_\_\_\_\_

**BDA:**

Reported to BDA Welfare Officer? Yes/No

Date/time incident reported:

Details of advice received:

**Other:**

Contacted other organisations for advice? Yes/No

Date/time of call:

Which organisation/s: \_\_\_\_\_

Person advice received from: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

Signed by interviewer, as above: \_\_\_\_\_ Date:

**15 MEDICAL CONSENT FORM**

Club .....

Club Welfare Officer .....

Club Welfare Officer's phone number.....

I, the parent/guardian/carer of:

\_\_\_\_\_

give permission to the coaches participating in activities on the following date(s)

\_\_\_\_\_

to administer any relevant treatment or medication to the named participant, when/if necessary. I shall inform the BDA of any known conditions and medication requirements.

In addition, if the case arises, I authorise the Club Welfare Officer or another Club member to take my son/daughter to hospital and give full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

***Parent/Guardian/Carer's consent***

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

Phone number .....