

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 (BDA) is determined to make sure that everyone who participates in its 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 adults at risk.

The BDA recognises that, as the National Governing Body for the sport, it has a particular duty to ensure that BDA Registered Clubs can 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 adults at risk from harm and abuse and is committed to providing help and support for Clubs, Coaches, Club Officers, and volunteers regarding this.

In this respect, all BDA Clubs, Officers and Coaches must have a clear understanding **of how to operate** 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)

An '**adult at risk**' – previously vulnerable adult – (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 in a safe environment, to demonstrate how to protect children and adults at risk, 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 adults at risk is paramount;
- All children and adults at risk, 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 for safeguarding the welfare of children and adults at risk;
- All reasonable steps will be taken to protect children and adults at risk 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 are required to be DBS checked. Those who work only with adults are strongly advised to apply for a DBS check. Coaches and Club Officers will be provided with guidance and information on Safeguarding procedures and good practice.**

3 PROMOTING GOOD PRACTICE

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

Plan the activities of the Club 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 must be DBS checked every 3 years, and it is advisable for those working only with adults to apply for a DBS check;**
- The BDA Safeguarding policy should be available at all times on the Club premises, either as a hard copy or electronically;
- 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 adults at risk, 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 of medication needing 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 adults at risk 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 strong privacy 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 and poor practice.

4 AWARENESS OF POOR PRACTICE

Coaches, Club Officers and volunteers should:

- **avoid** spending time alone with children or adults at risk, away from other Club members;
- **avoid** taking children or adults at risk alone on car journeys, however short;
- **avoid** communicating with a child or adult at risk 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 adult at risk 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, **backed up as soon as possible by a written report**. Parents/carers should also be informed of the occurrence.

4.1 Practice that is prohibited by the BDA

Individuals should:

- **Never** take children or adults at risk to their home or other secluded places where they will be alone;

- **Never** engage in rough, physical games, or rough boisterous play;
- **Never** share a room with a child or adult at risk (unless the individual is the parent/carer of that person);
- **Never** allow any form of inappropriate touching;
- **Never** make sexually suggestive remarks to a young person or adult at risk, even in fun;
- **Never** use inappropriate language or allow young or vulnerable participants to use inappropriate language unchallenged;
- **Never** allow allegations by a child or vulnerable adult to go unchallenged, unrecorded, or not acted upon;
- **Never** do things of a personal nature for a child or adult at risk that they can do for themselves, unless you have been requested to do so by the parents/carer;
- **Never** leave the Dragon Boat Club until all the safe dispersal of all children and adults at risk is completed;
- **Never** cause a person to lose self-esteem by embarrassing, humiliating or undermining them;
- **Never** treat some people more favourably than others;
- **Never** agree to meet a child or adult at risk on your own on a one-to-one basis.

5 Positions of Trust

Those who work with children and adults at risk 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. This is incorrect. Rather, it should be viewed as a position of responsibility.

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

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

Sports coaches who are over 18, and any other adults in sports organisations who have responsibility for children under the age of 18, are legally recognised as being in a position of trust, in the same way as teachers, medical professionals, social workers and carers.

This means that it is illegal for anyone in a position of trust in a sports organisation to engage in sexual activity with a child that they coach, teach, train, supervise or instruct, even if that child is 16 or 17 years old (which is above the age of consent).

It is important that we have clear boundaries in place for the safety of both our young people and the adults who are responsible for them, so that everyone can feel relaxed and enjoy taking part in our sport.

If you would like more information or if you have any questions on Safeguarding, you can email barbara.keenan@thebda.org.uk

6 Disclosure and Barring Service checks for BDA members

Information regarding Disclosure and Barring Service (DBS) checks has been collected together into a separate section – see Appendix D.

7 RECOGNISING ABUSE

Abuse is a term used to describe ways in which children or adults at risk 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 to harm them.

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

In order to provide young and at-risk 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 adults at risk 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 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 adult at risk.

There are four main types of abuse:

Physical abuse occurs if 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 or 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:

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

Neglect may occur if children or vulnerable adults:

- are left alone without proper supervision while training or competing;
- 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 adults at risk 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 adults at risk 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 adult at risk 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.

7.1 Indications of Abuse

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

Examples are where a child or an adult at risk:

- Says that they are 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 they 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 their 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 an adult at risk.

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 adult at risk 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.

8 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).

8.1 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;

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- 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.

8.2 Recommended Actions when bullying is reported

8.2.1 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.

8.2.2 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, Club Chairperson or another Club 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 both 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.

8.2.3 Referral to the BDA Welfare Officer

- Incidents of bullying that are 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.

8.2.4 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.

9 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 adult at risk. This applies to suspected or alleged abuse both within the BDA and outside the BDA.

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

- Stay calm;
- Do not promise the child or adult at risk that you will keep it a secret;
- Reassure the child or adult at risk and stress that they are not to blame;
- Listen to what the child or adult at risk 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 adult at risk 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;
- **Do NOT** make promises you cannot keep;
- **Do NOT** ask inappropriate questions which may jeopardise any potential police investigation;

- **Do NOT** 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.

10 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 and adults at risk to disclose abuse. Children and adults at risk, 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 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 **that** 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 may include the following people:

- The Club Welfare Officer, Club Chairperson or another Club Officer

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- The BDA Welfare Officer
- The person making the allegation
- Social Services and police
- Parents/carers of the child/adult at risk 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 a Safeguarding 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 adults at risk is automatically excluded from working with them.

11 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 adult at risk may not want this.
- Remain positive and supportive throughout the conversation and let the child or 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 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/adult at risk'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 adult at risk a complaint could prejudice the integrity of evidence that may eventually have to be presented in court.

11.1 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.

12 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 adult at risk 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 **adult at risk** 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, or the police.

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;

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- 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.

Taking no action is not an option. The welfare of children and adults at risk is paramount.

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

- decide if the child/adult requires immediate medical attention;
- call an ambulance if needed;
- inform the paramedics that the concern relates to Child Protection or a Safeguarding Adults issue;
- 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 is a Child Protection issue (or is a Safeguarding Adults issue);
- 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 a Safeguarding Adults 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.

Taking no action is not an option. The welfare of children and adults at risk 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.

13 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 regarding 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 must have a current DBS check and those who only work with adults are strongly advised to apply directly to the Disclosure and Barring service for a DBS check;
- Anyone who works with children or adults at risk should be encouraged to do a Safeguarding course.

14 USEFUL CONTACT DETAILS

BDA Welfare Officer

Barbara Keenan

Phone: 07776 182906

Email: barbara.keenan@thebda.org.uk

BDA Chairman

Neil Pickles

Phone: 07801 316711

Email: neil.pickles@thebda.org.uk

BDA President

Mike Thomas

Email: mike.thomas@thebda.org.uk

BDA Director of Coaching

Dave Bangs

Phone: 07850 911697

Email: dave.bangs@thebda.org.uk

NSPCC helpline: 0808 800 5000

Text: 88858

Email: help@nspcc.org.uk

Childline: 0800 1111

Police emergency number: 999

Police non-emergency number: 101

The contact number for **your Local Social Services**

and the number for their **Out of hours Duty Officer:**

Appendix A: ADDITIONAL INFORMATION FOR CLUBS

14.1 Club Welfare Policy

You may wish to write your own Club Policy based on the information in the BDA Policy, which should 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 Coaches and other Club personnel who coach and supervise children 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

14.2 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.

i. Code of Good Practice

A Guide for BDA Clubs and all BDA members

1. Always be publicly open when working with children and adults at risk. 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 adults at risk 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 wellbeing 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 a part of the sport. This applies particularly to children and adults at risk.
10. Avoid over-racing competitors.
11. Motivate participants with positive feedback and constructive criticism.
12. Do not allow children and [adults at risk](#) to train or race when injured.
13. Ensure equipment and facilities are safe and appropriate.
14. A risk assessment should be conducted before undertaking any dragon boat related activity (refer to the BDA Water Safety Policy).
15. Members who have a role of responsibility in the Club should display high standards of personal behaviour and appearance.
16. 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.

ii. 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 adults at risk.
2. All coaches must place the physical and emotional wellbeing of children and adults at risk 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 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.

iii. BDA Code of Conduct on the Abuse of Trust

1. Any behaviour, which encourages a physical or emotionally dependent relationship to develop between the people in a position of trust and the young person (child) or an adult at risk 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 be harmful to children or adults at risk 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.

14.3 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 other Club members who coach or supervise children must 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.

14.4 Coaching courses

Contact the BDA Director of Coaching for information about BDA coaching courses.

14.5 DBS checks

Coaches and other Club members who supervise children must be DBS checked every 3 years,

The BDA strongly recommends that all Coaches and other Club members who hold a position of responsibility should be DBS checked every 3 years even if there are no Under 18 members in their Club.

For more information refer to Section 6 in the main policy or contact the BDA Welfare Officer.

14.6 Safeguarding courses

The BDA strongly advises that Coaches and Club Welfare Officers attend a Safeguarding course.

The following course providers are recommended as their courses provide specific advice and information on Safeguarding for Sports Club Welfare Officers and Sports Coaches. All courses are available to book online.

14.7 UK Coaching

Provides an informative course on Safeguarding and Protecting Children

Contact details for UK coaching:

Website: <https://www.ukcoaching.org>

Phone: 0113 274 4802

14.8 Ann Craft Trust

This is the UK's leading agency for safeguarding adults. One of the courses, Essential training, offers advice and training for Club Welfare Officers 'Safeguarding Adults in Sport and Activity'

Contact details for the Ann Craft Trust:

Website: <https://www.anncrafttrust.org>

Email: ann-craft-trust@nottingham.ac.uk

Phone: 0115 951 5400

14.9 Virtual College

Safeguarding of both children and adults.

There is a course specifically on safeguarding in a sporting context.

Website: www.virtualcollege.co.uk

As Club Welfare Officers, Coaches and Club members with a role of responsibility, we have a duty of care to safeguard and protect the children and adults in our Clubs.

14.10 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:

BDA Safeguarding Policy and Procedures

- promote awareness of the BDA Safeguarding policy;
- provide information and advice on the protection of children and adults at risk 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 adult at risk;
- 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 adult at risk;
- 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.

14.11 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.

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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 another Club Officer (such as the Club Chairperson), 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;
 - Club members with roles of responsibility 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. They will be invited to attend the hearing which must be held at a time convenient to them;
6. They must be given sufficient advance notice;
7. They must be given the opportunity to offer their 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.

14.12 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 (See Section 8) 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.

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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
Website: <http://www.kidscape.org.uk>

Phone: 0300 102 4481

WhatsApp: 07496 682785

The Childline contact number is 0800 1111

In an emergency phone 999

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 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 0800 800 5000**
- **Try to keep a record of what upset or hurt you, the date, time and place 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.

Information and advice about 'staying safe online' can be watched on videos created by the NSPCC, Childline, the BBC and others.

Appendix B: WELFARE INCIDENT REPORT FORM

BDA CLUB WELFARE INCIDENT RECORD FORM 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 Select from list below this form	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			

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Action taken so far:	
Name of Accused	Position in Sport
Relationship between the accused and child	

Ethnic origin Select from list below this form	Marital status	Age
Address:		
Telephone Number..... Email contact		
External Agencies contacted (date and time)		
Police yes/no	If yes - which: Name and contact number Details of Advice given	
Social Services	If yes - which: Name and contact number Details of Advice given	

BDA Safeguarding Policy and Procedures

BDA	If yes - which: Name and contact number Details of Advice given
Local Authority	If yes - which: Name and contact number Details of Advice given
Other (e.g. NSPCC)	If yes - which: Name and contact number Details of Advice given

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: _____

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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:

BDA Safeguarding Policy and Procedures

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:

Appendix C: 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

Appendix D: DISCLOSURE AND BARRING SERVICE (DBS)

Who needs them?

The Club Welfare Officers, Club Coaches and any other Club members who have responsibility for children in the Dragon Boat Club.

Remember that anyone under 18 is legally a child.

If there are children in a Club or if groups of Under 18 paddlers such as Scouts, Cadets or school groups book dragon boat sessions at a Club, the Club Welfare Officer, Coaches and other Club members with responsibility for children are eligible to apply for an enhanced DBS check for the Child Workforce.

DBS checks need to be renewed every 3 years within the BDA

What if a Club does not have Under 18 members and does not take out groups of Under 18s?

The Club Welfare Officer and Coaches will not be eligible to apply for an enhanced DBS check for either the Child or Adult workforce. The Disclosure and Barring Service have very specific guidelines regarding DBS checks for people working with adults who are in the 'at risk' category.

The BDA strongly recommends that CWOs and Coaches, who are not eligible to apply for an enhanced check, should apply directly to the Disclosure and Barring Service for a Basic DBS check.

Where are the eligibility guidelines for DBS checks?

DBS eligibility guidance leaflets for DBS checks can be accessed online. The relevant information can be found in:

DBS checks in sport – working with children

DBS checks in sport – working with adults

How do BDA Club members get a DBS check?

If you already have a DBS disclosure issued within the last 3 years from your workplace or from another organisation, you can use this, as DBS checks are now portable.

The BDA is registered with an agency called The Teaching Executives for DBS checks. Please contact Barbara Keenan for DBS application forms. Email: barbara.keenan@thebda.org.uk

Basic Checks can be applied for online through the Disclosure and Barring Service.

How much does it cost to apply for a DBS check?

Applicants pay an admin fee of £18 to the Teaching Executives for an enhanced check.

The Disclosure and Barring Service also charge £18 for a Basic check.

Tracking your application

You can do this through the DBS tracking system by entering your application form reference number and your date of birth.

Who checks your DBS disclosure certificate?

You must bring the original disclosure certificate to your Club Welfare Officer who will check it and make a note of the certificate number and the date of issue.

If there are any issues with the information recorded on a disclosure certificate, the Club Welfare Officer should ask the person concerned for more clarification and/or contact the BDA Welfare Officer.

The CWO's own disclosure certificate will be checked by the Club Chairperson or by another Club Committee member.

A Club Welfare Officer's DBS check form is in the Documents section on the BDA membership platform. The CWO signs this form for the applicant and adds the date of issue from the disclosure. This can then be added to a person's credentials on their profile, where the disclosure number is also required.

DBS update service

You can register for the DBS update service online within 28 days of receiving your DBS disclosure certificate. This service is free of charge for volunteers. (Dragon Boat Club members are classed as volunteers).

A Club Welfare Officer's DBS check form is in the Documents section on the BDA membership platform. The CWO signs this form for the applicant and adds the date of issue from the

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disclosure. This can then be added to a person's credentials on their profile, where the disclosure number is also required.