



# Castle Semple Rowing Club

## Child Protection Policy.

### Introduction;

Castle Semple Rowing Club is governed by Scottish Rowing.

Castle Semple Rowing Club operates on the basis of acknowledging the rights of children under child protection legislation and through strict adherence to the **Scottish Rowing Child Protection Policy**.

The aim of the club's child protection policy is to promote good practice by:

- Providing children with appropriate safety and protection whilst in the care of the club.
- Making the sport of rowing fun, enjoyable and promoting fair play.
- Recognising the developmental needs and capacities of children and avoid giving them excessive training or competition.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Always working in an open environment.
- Understanding that all children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual identity has the right to protection from abuse.
- Requiring and encouraging all members to adopt and abide by this Child Protection Policy alongside all SR recommendations on Child Protection issues.
- Allowing all members to make informed and confident responses to specific Child protection issues and to report any concerns about abuse.

### Child

A child is defined as a young person under 16 years old, however for the purposes of Part V of the Police Act 1997, a child is defined as anyone under the age of 18.

### Documents for Reference.

Scottish Rowing Child and Vulnerable Adult Protection Policy.

## **The Club Environment**

Castle Semple Rowing Club encourages rowing as both a recreational and competitive sport. It is a family centred Club which encourages Junior as well as adult membership and therefore keeps Child Protection issues under close scrutiny.

Reviews and evaluations of the Child Protection Policy will be carried out on a regular basis in accordance with changes in legislation and guidance on the protection of children or changes in CSRC

CSRC strongly believes that the new skills learned through rowing allow children to become more confident and maximise their own potential. Skills and positive opportunity are developed through pre organised training sessions, water outings, attendance at regattas, trials and club social activities which are all implemented with the full knowledge and support of each child's parent(s)/legal guardian.

## **Safeguards**

To provide assurance for young people, their parents/legal guardians, approved members of the club coaching team and parent helpers, Castle Semple Rowing Club has the following safeguards in place.

CSRC has been registered with the Central Registered Body in Scotland. (**CRBS**) A Child Protection Officer has been appointed to implement procedure and liaise with SR, CRBS and other relevant organisations for protection guidelines.

All members of the Coaching staff, Committee Members and Parent Helpers are vetted under the Central Registered Body Scotland (**CRBS**) to include Scottish Criminal Records (**SCRO**) checks via the Club's Child Protection Officer or the SR Child Protection Officer.

The CSRC Child Protection Officer will co-ordinate the need for Disclosures amongst coaches and parent helpers and keep a record on behalf of the club.

All personal data will be processed in accordance with the requirements of the **Data Protection Act 1998** (See Secure Handling, Use and Storage of Disclosure Information Policy)

Members of the Club Coaching Team have been assessed and certified to at least Scottish Rowing Basic Instructor's Certificate.

### **Documents for Reference.**

CSRC Secure Handling, Use and Storage of Disclosure Information Policy.  
Disclosure Scotland. Explanatory Guide on the Code of Practice.

[www.crbs.org.uk](http://www.crbs.org.uk)

## **Best Practice Procedures**

CSRC will endeavour at all times to ensure that a minimum of two adults are present at all training times. Training/coaching sessions will usually be carried out with other accredited members of the club in the vicinity. Due to the family nature of the club, training sessions normally operate with more than the minimum number of adults present. **All Parent Helpers will have up to date Disclosure Scotland checks in accordance with CSRC and SR Child Protection Policies.**

Young people training for specific events may occasionally be in a one to one situation with their own coach or a member of the coaching team. This would be most likely to happen on a water based training session which is held in an open environment at a time when other club members are also doing water based training. Indoor ergo sessions on a one to one basis would not take place unless other club members were present in the clubhouse.

These sessions will be done with full parental/ legal guardian awareness and approval.

At no time shall a coach require to come into direct personal contact with anyone in their charge (except in a first aid or emergency situation).

Technique/positioning should always be demonstrated in a manner that avoids any form of personal contact and should always be done in an open environment to allow protection for both child and coach.

Educational training should be delivered first verbally, secondly role modelled and thirdly, and only if absolutely necessary, with hands on. This must be accompanied by telling the child where you are putting your hands, why it is necessary and most importantly gaining their consent. This should always be done in an open environment.

Separate changing facilities including toilets and showers are provided for females/males.

Junior training times run separately to adult training times to allow for clear boundaries in the use of facilities within the club.

Parental/legal guardian consent, should be in place to cover the day to day aspects of coaching and training.

*(signing of the attached document, **Child Protection- Statement of understanding provides that consent.**)*

### **First Aid and Treatment of Injuries:**

If, in your capacity as a member of CSRC, a child requires First Aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- Where practicable all parents/guardians of children under 18 must complete a SR Medical Consent Form before participating in rowing.
- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep written record of any injury that occurs, along with details of any treatment given.
- Only those with current, recognised First Aid qualifications should respond to any injuries.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The Child's parent/guardian must be informed of any injury and any action taken as soon as possible unless professional advice is given not to do so.
- A Notification of Accident Form must be completed and signed and passed to the Organisation as soon as possible.

### **Regattas and Racing Events:**

Our aim is to allow all members to compete safely and enjoy participating at regattas and racing events held throughout the year.

. It is important to note that Regattas will usually involve at least a full day's commitment from each member involved and presents a less protected and controlled environment than the normal training sessions at Castle Semple Loch. Sometimes overnight accommodation will be required. We therefore urge all parents/Guardians to attend a regatta/race early on in their child's rowing career so that you are aware of how they operate and have satisfied yourself that you are happy for your child to participate under these conditions.

- Transport to and from Regattas and over night accommodation if required must be organised by the athlete and their Parent/Guardian and is not the responsibility of the Coaching Team.
- Ensure, where possible, a male and female accompany mixed groups.
- Ensure all vehicles are correctly insured.
- Always tell another member that you are transporting a child, give details of the route and anticipated length of the journey.

Should you or your child not wish to participate in any regattas or racing activities, please let the coaches or Club Captain know if this is the case.

### **Documents for Reference:**

CSRC Participation of Sporting Events.

SR Appendix G: The SARA Medical Consent Form.

SR Appendix H: The Law and Medical Consent: Children and Vulnerable Adults.

SR Appendix I: Notification of Accident Form.

## **Recruitment and selection of coaching team members.**

The advertising and selection process will follow the SR Recruitment and Employment procedures from their Child and Vulnerable Adult Protection procedures.

- **CSRC** recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.
- Members of the Coaching Team will normally be restricted to existing members of the Club.
- All prospective coaches should complete an application form which will seek information about an applicant's past and encourage self disclosure about any criminal record.
- Consent will be obtained from an applicant to seek information from SCRO.
- Identity evidence will be requested (passport or driving license with photo)

The Club Captain and the Child Protection Officer will be responsible for requesting SCRO checks and receiving the results. Once the results are received, the Club Captain will discuss each application with the President and Vice President and a decision taken on the applicant's suitability.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children and hence from the coaching team.

### **Documents for Reference.**

SR appendix B: Example application Form

SR appendix C: Example References Form.

SR appendix D: Example of Self Declaration Form.

Appendix E: Guidance Notes for completing Self-Declaration Form.

Appendix F: Guidance on Disclosure Scotland Checks.

CSRC Recruitment of Ex Offender's Policy.

CSRC Task and Job Descriptions of Coaching and Committee Positions.

## **Photography**

The use of any photographic equipment including mobile phones with a built in camera or camera attachments within the changing rooms of the club is strictly prohibited.

All Club Members should be extra vigilant at sporting events in the event that inappropriate photographs or film footage of young sports people may be taking place. Any concerns should be reported to the Child Protection Officer.

Club officials may, from time to time, use photographic and video equipment as a coaching aid and for publicity purposes. Parents/carers will be asked to fill in a permission slip regarding the use of photography each year at renewal of membership. Details will be kept on file of the designated photographer including reasons for photography, description of how the photograph, film, video will be processed, where the photographs will be kept and for how long and who will have access to them.

### **Documents for Reference:**

SR Appendix L: Example Consent Form for the Use of Photographs, Film or Video Recordings of Children or Vulnerable Adults.

SR Appendix M: Example Application Form to Photograph, Film, or Video a Sporting Event or Activity involving Children or Vulnerable Adults.

SR Children or Vulnerable Adults in Publications and on the internet Policy

**Important Note:** Any concerns or enquiries about publications or Internet information should be reported to the CSRC Child Protection Officer.

## **Responding to suspicions or allegations.**

CSRC assures that it will fully support and protect anyone who in good faith reports his or her concerns regarding Child Abuse/ inappropriate behaviour.

CSRC accepts that there are generally four forms of abuse however, in some cases, negative discrimination and bullying can have severe and adverse effects on a child. CSRC are committed to protecting children from all forms of abuse.

### **Emotional Abuse./ Emotional Abuse in Sport.**

The persistent emotional ill treatment of a child, conveying that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person. Signs of possible emotional abuse. In sport this may include the persistent failure to show self respect, build self esteem and confidence possibly caused by

- Exposure to humiliating or aggressive behaviour or tone
- Failure to intervene where self confidence and worth are challenged or undermined

### **Neglect/Neglect in Sport.**

The persistent failure to meet a child's basic physical and /or psychological needs. In Sport this could mean the lack of care, guidance, supervision or protection caused by:

- Exposure to unnecessary cold or heat.
- Exposure to unhygienic conditions, lack of food, water or medical care.
- Non intervention in bullying or taunting.

### **Physical Abuse/Physical Abuse in Sport.**

Physical Abuse may involve the actual or attempted physical injury to a child including hitting, shaking, throwing, poisoning, and burning, drowning, suffocating or otherwise harming them. In sport this may include bodily harm caused by lack of care, attention or knowledge that may be caused by:

- Over training or dangerous training of athletes.
- Over playing of an athlete.
- Failure to do a risk assessment of physical limits or pre existing medical conditions.
- Administering, condoning or failure to intervene in drug use.

### **Sexual Abuse/ Sexual Abuse in Sport.**

Sexual abuse involves forcing or enticing a child to take part in sexual activities whether or not they are aware or consent to what is happening. The activities may include physical or non physical acts

Sexual Abuse in sport may include contact and non contact activities and may be caused by:

- Exposure to sexually explicit inappropriate language, jokes, or pornographic materials.
- Inappropriate touching.
- Having any sexual activity or relationship.
- Creating opportunities to access children's bodies.

**Negative Discrimination.**

Children may experience harassment or negative discrimination because of their race, ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, CSRC considers that this discriminatory behaviour be classed as Emotional Abuse and will be dealt with as such.

**Bullying.**

CSRC has a responsibility to intervene in all cases of bullying and recognises that not all bullying will be adult/child but that young people can also be responsible for abuse and bullying of each other. Bullying can take many forms and is usually repeated over a period of time and may include.

- Physical e.g. Hitting, kicking, theft.
- Verbal including teasing, racist remarks, spreading rumours, threats or name calling.
- Emotional e.g. isolating a child from activities or social acceptance of the peer group.

It is not the responsibility of any club member to take responsibility or to decide whether or not child abuse has taken place.

There is, however a responsibility to act on any concerns and as such CSRC has fully implemented SR'S responding to disclosures Policy.

**Documents for Reference:**

SR Appendix A : Definition of Terms

SR Appendix K: Child and Vulnerable Adult Protection Good Practice.

SR Appendix N: The SARA Referral Form for Suspicions or Allegations of Abuse of a Child or Vulnerable Adult

SR Appendix O: Legal Framework.



## **Points of Contact**

The following points of Contact are available to young persons should they wish to discuss further any aspect of Child Protection.

A junior Member's first point of contact should be their coach but if preferred the undernoted can be contacted at any time.

### **Performance Coach.**

Duncan Walker.  
Holmhurst.  
Hazelwood Road  
Bridge or Weir  
PA11 3DJ  
01505- 612495

### **Junior's Coach**

Lesley Afuakwah  
Drumbuie Farm  
Kilwinning Road  
Barrmill nr Beith  
KA15-1JZ  
01505-504342  
07710429946

### **Child Protection Officer**

Lesley Afuakwah  
Drumbuie Farm  
Kilwinning Road.  
Barrmill nr Beith.  
KA15-1JZ.  
01505-504342  
07710429946.

### **Junior's Secretary**

Karen Sanders.  
32, Ranfurly Road  
Bridge of Weir.  
PA11-3EL  
01505-612153

# **CASTLE SEMPLE ROWING CLUB**

## **CHILD PROTECTION POLICY**

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## **Castle Semple Rowing Club Child Protection Policy 2008.**

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### **Appendices:**

CSRC Secure Handling, Use and Storage of Disclosure Information Policy.

Disclosure Scotland. Explanatory Guide on the Code of Practice.

CSRC Child Protection-Statement of Understanding.

CSRC Participation at Sporting Events Guide.

CSRC Recruitment of Ex Offenders Policy.

CSRC Task and Job Descriptions of Coaching and Committee Positions.

**SR** Child and Vulnerable Adult Protection Policy.

SR Appendix A: Definitions of Terms.

SR Appendix B: Example Application Form.

SR Appendix C: Example of References Form.

SR Appendix D: Examples of Self Declaration Form.

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SR Appendix J: Notification of Incident Form

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# CHILD PROTECTION

## STATEMENT OF UNDERSTANDING

I/we, *(insert name)*.....  
have read the **Castle Semple Child Protection Policy 2009/2010** and fully understand all the areas covered within the document.

Signed.  
Date.

Please state position in club ie Parent, Parent helper, Adult member, Junior Member Coach ...

Position in Club.....

Signed.  
Date.

Please state position in club ie Parent, Parent helper, Adult member, Junior Member Coach ...

Position in Club.....

Signed.  
Date.

Please state position in club ie Parent, Parent helper, Adult member, Junior Member Coach ...

Position in Club.....

Signed.  
Date.

Please state position in club ie Parent, Parent helper, Adult member, Junior Member Coach ...

Position in Club.....

