



SEAPOINT CANOE CENTRE SAFEGUARDING POLICY APRIL 2023

Adopted by Trustees:

To be reviewed : April 2025

Rachel Harris- Safeguarding & Welfare Officer
Rachel_c_harris@sky.com

SEAPOINT CANOE CENTRE SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY STATEMENT

Safeguarding children is the action that is taken to promote the welfare of children and protect them from harm. (NSPCC 2022)

DUTY OF CARE

Seapoint Canoe Centre, in-line with British Canoeing regulations, recognises the need to promote the welfare and interests of children and vulnerable adults in all circumstances. This policy aims to ensure that Seapoint Canoe Centre is inclusive of age, ability or disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation. It aims to ensure that ALL children are able take part in paddlesports safely and are protected from ANY form of bullying, harassment, discrimination and abuse. Seapoint Canoe Centre is fully committed to ensuring that all those taking part in paddle sports are able to do so protected and kept safe from harm.

Safeguarding is a collective responsibility. Everybody involved in paddlesports has a duty of care to safeguard and protect children and vulnerable adults, both inside and outside our sport. British Canoeing has a safeguarding team, policies and procedures and safer recruitment procedures in place to underpin this. Safeguarding training is mandatory for anyone working with children and Seapoint Canoe Centre will ensure that all those working or volunteering in regulated activity have access to appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.

Policies and procedures relating to safeguarding will be widely promoted and are mandatory for everyone involved in paddlesports. Failure to comply with these policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

We **all** have a duty to show respect to safeguarding and protecting children and vulnerable adults to ensure they can participate and enjoy our centre with the highest possible standards of care. All coaches, volunteers and hire team should have a clear understanding of operating within an appropriate code of ethics (APPENDIX I), aware of what their 'duty of care' is and how this relates to their position in providing activities and being responsible for others.

We will respond effectively to any safeguarding concerns transparently, consistently and fairly. We are committed to ensuring compliance with dynamic statutory frameworks, government guidance, codes of conduct and best practise and will manage any breach of these in line with British Canoeing Safeguarding Procedure and/or HR policies where applicable. We acknowledge that some children and adults can be particularly vulnerable to abuse and we will take reasonable and appropriate steps to protect their welfare, ensuring that everyone has a positive, enjoyable experience in our sport in a safe and inclusive environment.

PADDLESAFE

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting a child from abuse.

This policy will help to ensure that we provide individuals with access to confidential advice, guidance and support, provided separately to that provided for those with concerns that abuse may be taking place.

These safeguarding procedures stem from the following principles:

- ⇒ The children and vulnerable adults' welfare is paramount.
- ⇒ Anyone under the age of 18 is classed as a child.
- ⇒ All children and vulnerable adults, regardless of age, disability, gender, race, religion or belief, marital status, pregnancy, maternity and sexual orientation have a right to be protected from abuse.
- ⇒ To respect and promote the rights, wishes and feelings of young people in line with the UN Convention on the Rights of the Child.
- ⇒ The Care Act 2014 where every Local Authority is required to set up a Safeguarding Adults Board (SAB) and must make enquiries, or ask others to make enquiries on their behalf, about any adult in their area, who they are concerned is, or is at risk of being abused or neglected in order to assess their care and support needs and consider if further action is required.
- ⇒ Coaches, clubs and centres need to be provided with advice to raise awareness of best practice and guidance and support should they become involved in an abuse situation.

Seapoint Canoe Centre recognises that some children and vulnerable adults may have additional vulnerabilities and be at an increased risk of abuse or neglect.

INDICATIONS OF ABUSE

There are physical and behavioural signs that might raise your concern about the welfare or safety of a child or vulnerable adult.

- ⇒ Says that she/ he is being abused, or another person says they believe (or actually know) that abuse is occurring.
- ⇒ Has an injury for which the explanation seems inconsistent.
- ⇒ Behaviour changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy.
- ⇒ Children may appear not to trust adults, e.g. a parent or coach with whom she/ he would be expected to have, or once had, a close relationship.
- ⇒ Children may show 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.

WHO ABUSES AND NEGLECTS CHILDREN OR ADULTS?

- ⇒ Parents of children
- ⇒ Spouses/ partners or other family members
- ⇒ Neighbours or local residents

- ⇒ Friends or acquaintances
- ⇒ People who deliberately exploit adults they perceive as vulnerable
- ⇒ Paid staff or professionals
- ⇒ Volunteers
- ⇒ Strangers

Below are signs that the NSPCC have highlighted that **may** indicate something concerning happening in a child's life:

- ⇒ being afraid of particular places or making excuses to avoid particular people
- ⇒ knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- ⇒ having angry outbursts or behaving aggressively towards others
- ⇒ becoming withdrawn or appearing anxious, clingy or depressed
- ⇒ self-harming or having thoughts about suicide
- ⇒ showing changes in eating habits or developing eating disorders
- ⇒ regularly experiencing nightmares or sleep problems
- ⇒ regularly wetting the bed or soiling their clothes
- ⇒ running away or regularly going missing from home or care
- ⇒ not receiving adequate medical attention after injuries

These are only indications, there may be other explanations and children may have learned to hide their signs of abuse and harm.

WHAT TO DO IF YOU HAVE A CONCERN

It is not your responsibility to decide whether a child or vulnerable adult is being abused, or to investigate it, but it is your responsibility to pass the information on to the appropriate person within 24 hours. EVEN IF YOU FEEL IT IS LOW LEVEL – REPORT IT.

Make a detailed note of what you have seen or heard using the [forms located in the coaches' office](#) but do not delay passing on the information.

The Concern – Did you witness it or is this a report from the individual or someone else? Times, dates, people, circumstances. How did the child present? Scared? Under the influence of substances? What makes you think this? Try to use exact words/phrases when recording.

Any evidence of harm or abuse? Bruises - what size, location, colour? (Don't take photos of the child or ask to see bruises in places usually covered by clothes) Has the child got evidence on their devices or at home? Advise them to keep it and not destroy/delete it.

How was it responded to? What did you say/do? Did you ring anyone such as a parent or CWO or NSPCC? What advice were you given? How did you make sure the child was safe when they left you? What advice or support did you give them?

Remember - your report may be required as part of legal/disciplinary procedures. In all recording, proper consideration must be given to the requirements of current data protection legislation.

- ⇒ Tell the person appointed Club Welfare Officer / Safeguarding Lead Officer
RACHEL HARRIS 07843 670685 rachel.c.harris@sky.com

- ⇒ If you need urgent advice contact the NSPCC Child Protection 24 hours Help Line 0808 800 5000

DEALING WITH DISCLOSURES IF A CHILD OR ADULT TELLS YOU THAT HE OR SHE IS BEING ABUSED

- ⇒ Stay calm.
- ⇒ Do not promise to keep it to yourself.
Listen carefully to what is said, allowing the child or adult to continue at their own pace, and take it seriously.
- ⇒ Only ask questions if you need to identify what the child or vulnerable adult is telling you – do not ask about explicit details.
- ⇒ Make a detailed note of what the child has told you but, as advised in the previous section, please do not delay passing on the information.
- ⇒ Explain that it is likely the information will have to be shared with others- do not promise to keep secrets.
- ⇒ Reassure the person that they have done the right thing in revealing the information.

ADULTS ONLY

- ⇒ Ask them what they would like to happen next.
- ⇒ Consent from the adult must be granted before reporting any concerns (*except for the exceptions listed below*).
- ⇒ You must respect the decision of the adult.
- ⇒ You must assume an adult has capacity unless proven otherwise*
- ⇒ The adult must be involved in any discussion and decision making process about their welfare (if they have capacity) and be given the opportunity to make their own choices, whether or not you consider these to be wise.

The term 'lacks capacity' means a person cannot make a specific decision or take a particular action for themselves at a particular point in time, even if they are able to make other decisions.

The exceptions that override the decision of the person are when:

- ⇒ An adult is assessed not to have the 'capacity' to make their own decision
- ⇒ When there is an overriding public duty to intervene due to others who may be at risk.
- ⇒ Where not acting would put the person at further risk of harm.

If an adult is reluctant for you to report the concern and the above do not apply, explain the reasons why it may be in their best interests (and others) if the matter is referred. Ensure that they understand all the options available and empower them to make an informed decision

WHAT SHOULD YOU DO IF YOU HAVE ALLEGATIONS MADE AGAINST YOU?

If, as a coach or volunteer, you have had allegations made against you and you wish to discuss the matter with an impartial adviser you could contact the Safeguarding Officer / Welfare Officer who will advise you of what support may be available.

APPENDIX A - DEFINITIONS OF TYPES OF ABUSE

The NSPCC (2022) identifies a number of types of abuse that may affect children, including: bullying and cyberbullying, child sexual exploitation (CSE), child trafficking, criminal exploitation and gangs, domestic abuse, emotional abuse, female genital mutilation (FGM), grooming, neglect, non-recent abuse, online abuse, physical abuse, sexual abuse. Some of these are expanded below:

EMOTIONAL ABUSE - threats of harm or abandonment, humiliation, controlling, intimidation. This could include a parent/carer or coach ridiculing or punishing a child/vulnerable adult for not achieving or performing well or using threats, aggressive/inappropriate language as an attempt to motivate them.

EXPLOITATION (CSE and CRIMINAL) – by individuals or by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation, county lines, and the influences of extremism leading to radicalisation. A young person may start missing coaching sessions or competitions, they may have money/possessions they didn't previously. They may gain new ideologies/beliefs or may start to get into trouble with parent or at school or with the Police.

GROOMING - Children and young people can be groomed online or in the real world, by a stranger or by someone they know. Attempts to befriend and isolate young people in order to exploit them. Gaining their trust and building a relationship for ulterior motives, sexual or criminal.

NEGLECT - the persistent failure to meet a child's/vulnerable adult's basic physical and/or emotional/psychological needs. It may involve a parent/carer failing to provide adequate food, clothing and shelter, failing to protect a child from physical/emotional harm/danger (forcing a child/vulnerable adult to train when injured or in adverse/unsafe conditions).

SEXUAL ABUSE - can be contact offences such as rape and sexual assault. Or non-contact offences such as grooming, forcing or encouraging children/vulnerable adults to watch sexual content, or filming children/vulnerable adults in sexual content. Sexual abuse can be perpetrated by males and females and by adults and other children.

SEXTING - when someone sends or receives a sexually explicit text, image or video. This includes a child (under 18) taking the images of themselves or forwarding images to others. Sending explicit material can be a sign of serious crimes such as grooming and sexual exploitation. **Sending, receiving, or possession of ANY indecent images of children under the age of 18 is an offence.**

DOMESTIC ABUSE - Can include all the different types of abuse, emotional, sexual, financial and physical and is prevalent across the 16-19 age group.

PHYSICAL ABUSE - for example hitting, pushing, punching, shaking or strangling. There may be signs of harm, such as bruises or marks that can't easily be explained or there

is no consistent explanation. A child/vulnerable adult may also show fear/dislike of a coach or parent, where a positive relationship could be assumed.

BULLYING: The bully in Paddlesport can be an adult - the parent/carer/spouse who pushes too hard, the coach who adopts a win-at-all-costs philosophy or adult paddlers who attempt to assert unacceptable behaviour on younger paddlers to make them unwelcome or prevent them using club equipment.

APPENDIX B - GOOD PRACTICE GUIDELINES

By following these guidelines you will help to protect both the children and vulnerable adults in our sport and our coaches/helpers from wrongful allegations.

- ⇒ Avoid situations where you are alone with one child or a vulnerable adult.
- ⇒ If any form of physical support is required, ask the paddler's permission, explain what you are doing and why to both the child and their parents/carers/spouse.
- ⇒ Where possible, there should not be a time when one adult is alone in a changing room with a child or vulnerable adult.
- ⇒ Where there are mixed teams/groups away from home, they should always be accompanied by an adult male and female coach/helper.
- ⇒ Do not allow physically rough or sexually provocative games, or inappropriate talking or touching.
- ⇒ If it is necessary to do things of a personal nature for a child or vulnerable adult, make sure you have another adult accompanying you. Get the consent of the parent/carer/spouse and if possible the child or vulnerable. Ensure that the nature and intensity of training does not exceed the capacity of a child's immature growing body and ability.
- ⇒ Follow the guidelines for photography and video.
- ⇒ What if you accidentally hurt a child or vulnerable adult? - You should report such an incident immediately to another club coach/official and make a written note of it. You should also inform the parents/carers/spouse, in person.
- ⇒ Is touching OK? If a coaching technique would benefit from physical contact or support then first asks the paddler's permission (e.g. would you mind if I held your shoulders to show you what I mean?). It is useful to take time to explain why and how this is used to the paddler and their parent or carer.

APPENDIX C - RECRUITING AND MANAGING COACHES VOLUNTEERS AND HELPERS

Having good standards of practice within Seapoint Canoe Centre is likely to encourage more people to join. This includes:

- ⇒ The requirements for coaches and helpers to have undergone appropriate safeguarding training.
- ⇒ Screening and completion of DBS (Disclosure and Barring Service), safer recruitment procedures and references obtained – see below from BC.
- ⇒ <https://www.britishcanoeing.org.uk/uploads/documents/P7-British-Canoeing-Safer-Recruitment-of-Volunteers-Policy-January-2023.pdf>
- ⇒ Induction procedures for all
- ⇒ Clear information about clubs rules /operating procedures and code of conduct

APPENDIX D Recording Concerns Report Form

It is important to keep an accurate record of the information you know and who you passed it on to. Complete as much information as possible. **Continue onto a separate sheet or additional form if necessary.**

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child or adult at risk. The form must be passed to the Welfare Officer as soon as possible after completion; do not delay in attempting to obtain information to complete all sections.

PERSON(S) AGAINST WHOM ALLEGATIONS HAVE BEEN MADE (if applicable)	
Full name:	Age:
Address:	
Postcode:	
Phone numbers:	
Club/ Centre/ Team/ Event:	
Position in Club/Centre/Team/ Event/:	
CHILD/ ADULT INVOLVED (Please complete separate forms for each person involved- if more than one)	
Full name:	
Age/ Date of birth:	Gender:
Ethnicity:	
Parent or carer name(s):	
Address:	
Postcode:	
Phone numbers:	
Relationship with the Club/Centre/Team/Event:	

YOUR DETAILS

Full name:

Position in Club/Centre/Team/Event :

Address:

Postcode:

Phone numbers:

DETAIL BELOW THE NATURE OF THE CONCERN: (include all dates, times and venues)
IT IS IMPORTANT NOT TO ADD DETAILS THAT ARE NOT ACCURATE OR TO ASK LEADING QUESTIONS

HAVE YOU SPOKEN TO THE CHILD/ ADULT?

YES / NO

If yes, detail exactly what was said including dates, times and locations

WERE THERE ANY WITNESSES TO THE INCIDENT OR CAUSE FOR CONCERN?

YES / NO

(If yes, provide their name, role, relationship (if any) to the child or others involved and contact details)

HAVE YOU SPOKEN TO THE PARENTS/ CARERS?

YES / NO

If yes, provide details of what was said

HAVE YOU SPOKEN TO THE PERSON THE ALLEGATIONS ARE BEING MADE AGAINST?

YES / NO

Note: In some circumstances it might not be appropriate to discuss any allegations with the person the allegations are being made against. If a discussion has taken place please provide the details of what was said:

HAVE YOU INFORMED ANY STATUTORY AGENCIES?

Agency	YES / NO	Name if person you spoke to	Reference No
Police Contact Details			
Children's Social Care Contact Details			
Adult Social Care Contact Details			
LADO Contact Details			

PRINT NAME:

SIGNATURE:

DATE/ TIME:

Please return this form via email or in an envelope marked **PRIVATE** and **CONFIDENTIAL** to:

Rachel Harris- Safeguarding & Welfare Officer, Seapoint Canoe Centre
rachel_c_harris@sky.com who will inform:-

Lead Safeguarding Officer, British Canoeing, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU or email safeguarding@britishcanoeing.org.uk

LISTEN – carefully to what is said, allowing the person to continue at their own pace.

Present as believing what is being said and show that you are taking concerns seriously.

Be open and encouraging, use body language to show that you are listening.

EXPLAIN – that you can't keep the information secret and you have a duty to report this but that you will not tell anyone other than people you need to tell, this may be a parents or social care or the police.

If there is any evidence of abuse either physical or virtual, ask the young person to keep it and not delete or destroy.

CLARIFY – Check the person's account and that you have correctly understood what they have told you.

REASSURE – the person that they have done the right thing by talking to you and it's a step towards making things better. Before they leave you, try to make sure they are calm and to the best of your understanding, are not at a risk of harm from others or themselves.



AVOID showing any negative feelings.

DON'T interrupt, ask lots of questions, or leading questions.

DON'T dismiss the concern, minimize it or attempt to explain it on behalf of someone else.

AVOID doubting the person, looking bored or disinterested, you may prevent them from fully disclosing something very painful.

DON'T allow any previous negative experiences with statutory agencies to influence reporting or sharing concerns.

DON'T panic or allow shock or distaste to show.

AVOID probing for more information than is offered, or conducting an investigation of the case.

AVOID allowing any personal feelings/experiences towards the person reporting or person of concern.



APPENDIX E SCHOOL VISITS SAFEGUARDING CONCERNS

Are you a part of the Seapoint Canoe Centre?

Yes

Call Rachel Harris
07843 670685
Email
rachel_c_harris@sky.com

No

Is the concern about a
child from your
school?

Yes

Contact your
school's
safeguarding
officer
immediately

No

Call Rachel Harris
07843 670685
Email
rachel_c_harris@sky.com

Is the concern about a
member of the
Seapoint Canoe
Centre?

Yes

No

British Canoeing Safeguarding Lead
For anyone wishing to report a Safeguarding
incident or concern.
Cath Cooke Tel: 0115 6660197*
Email: safeguarding@britishcanoeing.org.uk

APPENDIX F - SELF DECLARATION FORM WORKING WITH CHILDREN & ADULTS AT RISK

Full Name:	
Any surname previously known by:	
Address:	
Postcode:	
Telephone number(s):	
Date of Birth:	British Canoeing Number:
To be completed by the individual named above	
Name of club/ organisation where you will be carrying out your role:	
Role you be carrying out:	
Have you ever been known to any Children or Adult Services department or Police as being a risk or potential risk to children or adults? YES / NO <i>(if Yes, please provide information below)</i>	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or adults? YES / NO <i>(if Yes, please provide information below)</i>	
Do you have any unspent criminal cautions or convictions? YES / NO <i>(if Yes, please provide information below)</i>	
Please provide any relevant information:	
Confirmation of Declaration (tick box below)	TICK
I confirm that I have read and understand the Seapoint Canoe Centre Safeguarding Children and Safeguarding Adult Policies and the Code of Conduct for the Coaching Workforce; that I am committed to the Safeguarding policies of this organisation and I accept my responsibility to care for those whom I come into contact with. I can confirm that there is no reason why I should not have unsupervised access to children, young people or adults whilst working with the organisation.	

I agree to undertake and provide evidence of satisfactory completion of any safeguarding training that is required of me in order to undertake my role.		
I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment/ voluntary role may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation's attention.		
In accordance with the organisation's procedures, if required, I agree to provide a valid Disclosure and Barring Service (DBS) certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.		
I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or adults.		
I understand that the information contained on this form, the results of a DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children and adults.		
Signature		
Print Name	Date	

APPENDIX G

SEAPOINT CANOE CENTRE CHANGING ROOM POLICY

Seapoint Canoe Centre is fully committed to safeguarding the wellbeing of its members and guests. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the centre.

The centre provides facilities for members and guests to change clothing. The following guidelines will minimise the likelihood of issues arising from the use of these facilities:

- Gender specific changing rooms are provided. There are no age specific changing rooms.
- This Changing Room policy and contact details of who to report concerns or breach of the policy to, should be clearly posted in each changing room for all users to see.
- Parents of U18s should know and agree to the Changing Room Policy and be aware they are for mixed age group use.
- There should not be a time when one adult is alone in the changing room when U18's are present and there should not be a time where an U18 is alone in the changing room when there are adults present (unless when the U18 is accompanied by their parent).
- Parents of U18s are allowed to supervise their child (of the same gender) whilst in the changing room.
- Children under the age of 8 can change, when accompanied by their parent, in the changing room of the opposite gender.
- **MOBILE PHONES, CAMERAS OR ANY OTHER RECORDING DEVICES MUST NOT BE USED IN CHANGING ROOMS AT ANY TIME.**

Not everyone (adult or child), will be comfortable using these group changing facilities. No pressure will ever be put on someone to use the facilities and the option to change at home or for an individual to find an alternative provision is always available.

The centre will review this policy annually.

DATE _____

SIGNED _____

CENTRE POSITION _____

Updated November 2021

APPENDIX H

SEAPOINT CANOE CENTRE UNDER 18 COACHES

Seapoint Canoe Centre is fully committed to safeguarding the wellbeing of its members, coaches and guests. All stakeholders should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the centre.

All Coaches/ Leaders working independently must have appropriate first aid, appropriate disclosure, and be over 18 years old.

Under 18s can complete coaching and instructor qualifications however they cannot, by law, run their own unsupervised sessions until over 18.

Qualified British Canoeing (UKCC) Level 1 Coaches (or equivalent) who are under 18, must work under the direct supervision of a higher qualified British Canoeing Coach. (British Canoeing recommendations state that in swimming pools, this supervision may be in the form of a Pool Lifeguard who is over 18)

The British Canoeing recommended ratios must not be compromised in a way that would affect the safety of participants. In swimming pools or very sheltered waters, the recommendation is 1:8. The supervising coach must take into account an under 18 coach when considering ratio and take responsibility for the entire group. The under 18 coach must be visible to the supervising coach at all times and within a safe distance at the lead coach's discretion.

DATE _____

SIGNED _____

CENTRE POSITION _____

Updated March 2022

APPENDIX I

SEAPOINT CANOE CENTRE CODE OF ETHICS

Seapoint Canoe Centre following British Canoeing guidelines, want to ensure that children and adults are protected and kept safe from harm while they are with staff, coaches and/or volunteers. We do this by requiring all to operate under this general Sport and Recreation Code of Ethics.

Coaching, Teaching and Instructing

Even though these standards focus on and describe work functions, they are based on a number of accepted assumptions and values that underpin good practice in coaching, teaching and instructing.

These have been articulated into a Code of Ethics, developed by the British Institute of Sports Coaches and it is incorporated in its entirety into this guide.

The purpose of this Code of Ethics is to establish and maintain standards for sports coaches and to inform and protect members of the public using their services.

Ethical standards comprise such values as integrity, responsibility, competence and confidentiality.

Members of Seapoint Canoe Centre, in assenting to this Code, accept their responsibility to performers, colleagues, British Canoeing, and to society. In pursuit of these principles, sports coaches subscribe to standards in the following areas:

1 Issues of Responsibility

2 Issues of Competence

This code of ethics is a framework within which to work. It is a series of guidelines rather than a set of instructions.

1 ISSUES OF RESPONSIBILITY

Sports coaching is a deliberately undertaken responsibility, and sports coaches are responsible for the observation of the principles embodied in this Code of Ethics.

Humanity

1.1 Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches must treat everyone equally, within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion.

Relationships

1.2 The good sports coach will be concerned primarily with the well being, health and future of the individual participant and only secondarily with the optimisation of performance.

1.3 A key element in a coaching relationship is the development of independence. Participants must be encouraged to accept responsibility for their own behaviour and performance in training/participation, in competition, and in their social life.

1.4 Sports coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their participants. This is particularly important when the coach and participant are of the opposite sex and/or when a participant is a young person. The coach must realise that certain situations or friendly actions could be misinterpreted, not only by the participant, but also by outsiders motivated by jealousy, dislike or mistrust, and could lead to allegations of sexual misconduct or impropriety.

1.5 The relationship between sports coach and participant relies heavily on mutual trust and respect. In detail this means that the participant should be made aware of the coach's qualifications and experience and must be given the opportunity to consent to or decline proposals for training and performance.

Commitment

1.6 Sports coaches should clarify in advance with participants and/or employers the number of sessions fees (if any) and method of payment. They should also explore with participants and/or employers the expectation of the outcome(s) of coaching.

1.7 Sports coaches have a responsibility to declare to their participants and/or employers any other current coaching commitments. Sports coaches should also find out if any prospective client is currently receiving guidance from another teacher/coach. If so, that teacher/coach should be contacted to discuss the situation.

1.8 Sports coaches who become aware of a conflict between their obligation to their participants and their obligation to Seapoint Canoe Centre and British Canoeing or other organisation employing them must make explicit the nature of the conflict, and the loyalties and responsibilities involved, to all parties concerned.

Co-operation

1.9 Sports coaches should communicate and co-operate with other sports and allied professions in the best interests of their participants. An example of such contact would be the seeking of educational and career advice/counselling for young paddlers whose training impinges or is likely to impinge, upon the performance of their studies.

1.10 Sports coaches must communicate and co-operate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their participant's medical and psychological problems.

Advertising

1.11 Advertising by sports coaches in respect of qualifications and or services shall be accurate and professionally restrained.

1.12 Sports coaches shall not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

Integrity

1.13 Sports coaches should refrain from public criticism of fellow coaches. Differences of opinion should be dealt with on a personal basis and more serious disputes should be referred to the centre manager at Seapoint Canoe Centre.

1.14 Sports coaches must not encourage participants to violate the rules of their sport and should actively seek to discourage such action. Furthermore coaches should encourage participants to obey the spirit of such rules.

1.15 Sports coaches must not compromise their performers by advocating measures, which could be deemed to constitute seeking to gain an unfair advantage. Above all, coaches must never advocate the use of prescribed drugs or other banned performance enhancing substances.

1.16 Sports coaches must treat opponents and officials with due respect both in victory and defeat and should encourage their participants to act in a similar manner.

1.17 Sports coaches must accept responsibility for the conduct of their participants insofar as they will undertake to discourage inappropriate behaviour.

Confidentiality

1.18 Sports coaches inevitably gather a great deal of personal information about participants in the course of a working relationship. Coach and participant must reach agreement as to what is to be regarded as confidential information, i.e. not divulged to a third party without the express approval of the participant.

1.19 Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a "Right to Know", relating to participants when relevant to the following:

- a) Evaluation of the participant within the sport for competitive selection purposes.
- b) Recommendations concerning participants for professional purposes.
- c) Pursuit of disciplinary action involving participants within the sport.
- d) Pursuit of disciplinary action by Seapoint Canoe Centre with British Canoeing involving fellow coaches in alleged breaches of this Code of Ethics and Conduct.

Abuse of privilege

1.20 The sports coach is privileged, on occasion, to have contact with participants and to travel and reside with participants in the course of coaching and competitive practise. A Coach must not attempt to exert undue influence over the participant in order to obtain personal benefit or reward.

Personal Standards

1.21 The sports coach must consistently display high personal standards and project a favourable image of their sport and of coaching - to participants, other coaches, officials, spectators, the media and the general public.

1.22 Personal appearance is a matter of individual taste but the sports coach has an obligation to project an image of health, cleanliness, and functional efficiency.

1.23 The sports coach should never smoke when coaching.

1.24. Coaches should not drink alcohol so soon before coaching that the smell will still be on their breath when working.

Safety

1.25 Sports coaches have a responsibility to ensure the safety of the participants with whom they work as far as possible within the limits of their control.

1.26 All reasonable steps should be taken to establish a safe working environment.

1.27 The work done and the manner in which it is done should be in keeping with regular and approved British Canoeing practises within the sport.

1.28 The activity being undertaken should be suitable for the age, experience and ability of the participants.

1.29 The participants should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.

2 ISSUES OF COMPETENCE

2.1 Sports coaches shall confine themselves to practise in those fields of sport in which they have been trained/educated, and which are recognised by British Canoeing to be valid. Valid areas of expertise are those directly concerned with coaching paddlesport. Training includes the accumulation of knowledge and skills through both formal coach education courses and by experience at a level of competence acceptable for independent coaching practice.

2.2 Sports coaches must be able to recognise and accept when to refer participants to other agencies. It is their responsibility, as far as possible, to verify the competence and integrity of the person to whom they refer a participant.

2.3 Sports coaches should regularly seek ways of increasing their professional development and self- awareness, particularly with regard to new British Canoeing courses.

2.4 Sports coaches should welcome evaluation of their work by colleagues and be able to account to participants, employers, Seapoint Canoe Centre, British Canoeing and other Governing Bodies and colleagues for their actions.

2.5 Sports coaches have a responsibility to themselves and their participants to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or to withdraw from coaching, whether temporally or permanently.

Other policies to be referred to and noted alongside this Seapoint Canoe Centre Safeguarding policy.

British Canoeing Safer Recruitment

<https://www.britishcanoeing.org.uk/uploads/documents/P7-British-Canoeing-Safer-Recruitment-of-Volunteers-Policy-January-2023.pdf>

British Canoeing Whistleblowing Policy

<https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P2-British-Canoeing-Whistle-Blowing-Policy-2905188.docx.pdf>