



SAFEGUARDING AND PROTECTING CHILDREN

Doncaster Rowing Club and Doncaster Schools Rowing
Association

Abstract

This document will explain the safeguarding strategies in place at Doncaster Rowing Club.

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Safeguarding Policy and Procedures

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Section Heading	Section Content
Introduction	<p>Doncaster Rowing Club makes a positive contribution to a strong and safe community and recognises the right of every individual to be safe.</p> <p>Adult members of Doncaster Rowing Club come into contact with children and / or vulnerable adults at the club through the following activities: Coxing, coaching and assisting with boats and associated equipment and apparatus.</p> <p>The types of contact with children and / or vulnerable adults will be coxing, coaching and assisting with associated equipment and apparatus. This may be in a regulated and / or controlled way, residential and / or regular training sessions. The policy is also relevant to trustees who carry out data collection and IT coordinators who have access to club members' personal details, i.e. e-mail addresses and telephone numbers. Ancillary workers are also required to be covered by the safeguarding policy.</p> <p>This policy seeks to ensure that Doncaster Rowing Club undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
Confirmation of Reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Doncaster Rowing Club.</p> <p>Please complete the details below and return this completed form to Deborah Webb – Club Welfare and Safeguarding Officer.</p> <p>Employee / <u>Volunteer</u>, Name :</p> <p>Employee / <u>Volunteer</u>, Signature:</p> <p>Date:</p>
Legislation	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none">○ Working together to safeguard Children 2010○ The Children Act 1989○ The Adoption and Children Act 2002:○ The Children act 2004○ Safeguarding Vulnerable Groups Act 2006○ Care Standards Act 2000○ Public Interest Disclosure Act 1998○ The Police Act – CRB 1997○ Mental Health Act 1983○ NHS and Community Care Act 1990○ Rehabilitation of Offenders Act 1974

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Definitions	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none">• Physical abuse• Sexual abuse• Emotional abuse• Bullying – repeated acts of an unkind and unwanted or unprovoked nature.• Neglect• Financial (or material) abuse <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:</p> <ul style="list-style-type: none">• Is elderly and frail• Has a mental illness including dementia• Has a physical or sensory disability• Has a learning disability• Has a severe physical illness• Is a substance misuser• Is homeless
Responsibilities	<p>All staff (paid or unpaid) have a responsibility to follow the guidance which is laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities All trustees: Club Captain, Men’s Captain, Ladies Captain, coxes, coaches and other adults assisting with all aspects of the training of children / vulnerable adults have the responsibility to report any welfare and safeguarding concerns to the CWO. The Club Welfare Officer, (CWO), has the responsibility to ensure that :</p> <ul style="list-style-type: none">• All parties involved with all aspects of the sport of rowing / training of children and vulnerable adults at Doncaster Rowing Club / Doncaster Schools Rowing association are appropriately informed of club welfare and safeguarding procedures and policies and DBS / Barred list checked when necessary.• The Club Welfare Officer is Deborah Webb. This person’s responsibilities are:• Ensures that the policy is in place.

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	<ul style="list-style-type: none"> • Promote Welfare and safeguarding within Doncaster Rowing Club. • Receive and manage Concerns. • Develop and maintain links with effective agencies associated with the welfare and safeguarding of children / vulnerable adults. • Involve such agencies when necessary. • All parties involved with all aspects of the sport of rowing / training* of children and vulnerable adults are appropriately informed of club welfare and safeguarding procedures and policies. Trustees involved in such training* will be expected to complete a DBS / Barred list check as normal procedure. This is currently carried out as an online procedure following British Rowing guidelines. • Notification of DBS / barred list check renewal. • Other trustees will be expected to at least acknowledge the Safeguarding and Welfare Policies which Doncaster Rowing Club has in place.
Implementation Stages	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"> • Whistle blowing • Health and Safety. • Grievance and Disciplinary. • Equal opportunities. • Data protection – storage of records. • Confidentiality – Service users aware of the duty to disclose concerns. • Induction of trustees <p>Training of trustees Safe recruitment Doncaster Rowing Club ensures safe recruitment through the following processes:</p> <ul style="list-style-type: none"> • DBS / Barred list check. • Acknowledgement of club policies and procedures which must be signed by the trustee. • Relevant training of trustees to ensure that disclosures are treated proficiently. <p>Criminal Records Bureau Gap Management The organisation commits resources to providing Criminal Records Bureau, (DBS), check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, the organisation will keep an updated record of those trustees who fulfil aforementioned roles at Doncaster Rowing Club and will inform those trustees with regard to DBS renewal. This is in a 3 year rolling programme In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place :</p> <ul style="list-style-type: none"> • Use of available media to check suitability of trust. • A review of core competency to continue work with children and vulnerable adults. • No formal job offers can be made until DBS / Barred list checks and 2 references have been received. • A review of trustees who convert from a DBS required role to a non-DBS required role. • Safeguarding must be a fixed agenda item at all recorded / reported meetings. •

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Communications training and support for staff	<p>Doncaster Rowing Club commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include a discussion with the Club Captain or associated club captains along with the CWO.</p> <p>Training All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:</p> <ul style="list-style-type: none">• How to identify a disclosure.• How to report a disclosure.• The type of question to ask which will achieve an appropriate and accurate outcome to a disclosure. <p>Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none">• Awareness of referral system.• Correct and effective use of CWO email address, telephone communication, written communication.• Immediate reporting of a disclosure or whistle blowing action.• Team meetings.• Regular reminders of club policies. <p>Support . We recognise that involvement in situations where there is a risk or actual harm, can be stressful for staff concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none">• Full support of the CWO and Regional British Rowing Safeguarding Officer.• Debriefing.• Counselling.
Professional boundaries	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Doncaster Rowing Club expects staff, paid / unpaid to protect the professional integrity of themselves and the organisation.</p> <p>The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none">• No use of abusive language• Response to inappropriate behaviour / language• No use of punishment or chastisement• Passing on service users' personal contact details• Degree of accessibility to service users (e.g. not providing personal contact details)• No accepting responsibility for any valuables on behalf of a client• No accepting money as a gift/ borrowing money from or lending money to service users• No personal relationships with a third party related to or known to service users• No accepting gifts/ rewards or hospitality from an organisation as an inducement for either doing/ not doing something in their official capacity• Caution or avoidance of personal contact with clients.

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	<ul style="list-style-type: none">• Permission to guide a service user through contact must be sought appropriately.• There should be a professional code of conduct via facebook and twitter plus other electronic media including no computer misuse. <p>The following policies also contain guidance on staff (paid or unpaid) conduct: (list policies)</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>
Reporting	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Doncaster Rowing Club.</p> <p>Communicate your concerns with your immediate manager / CWO</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Discuss with parents / legal guardian of child Or with vulnerable person. Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">If needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Inform British Rowing of referral details.</p> <p>The local authority has a process for reporting and this must be adopted. Organisations will be expected to complete the local authorities initial contact form when informing them of a concern about a child. The use of this form and compliance with the policy will be mandatory and must be built into your policy.</p> <p>If the immediate manager is implicated, then refer to their line manager or peer. This is the Club Captain at Doncaster Rowing Club. If the Club Captain is implicated refer directly to the Club Safeguarding and Welfare Officer at Doncaster Rowing Club or at British Rowing.</p>

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<p>Allegations Management</p>	<p>Doncaster Rowing Club recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>Doncaster Rowing Club recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf and to British Rowing.</p> <p>British Rowing – About us – Safeguarding Guidelines provides a set of documented guidelines with reference to reporting and managing concerns.</p> <p>First step: Any member of staff (paid or unpaid) from Doncaster Rowing Club is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. A written record of the concern should be completed using the appropriate Form. This should be handed directly to the Club Welfare Officer. Email or phone call is also acceptable for a report to the CWO.</p> <p>Second step- contact British Rowing for advice. In Doncaster other agencies may be involved, i.e. local authority services.</p> <p>Third step – follow the advice provided by the CWO or appropriate outside agency.</p>
<p>Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and acted upon. • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
<p>Managing Information</p>	<p>Information will be gathered, recorded and stored in a confidential manner.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets. This is an appropriate guideline to prevent misrepresentation of safeguarding and to protect the interests of all parties involved.</p>
<p>Conflict resolution and complaints</p>	<p>All professional disagreements within Doncaster Rowing Club relating to the safety of children and vulnerable adults must be taken to the CWO and the Club Captain who must review such disagreements fairly and work to resolve them.</p>

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Communicating and reviewing the policy	Doncaster Rowing Club will make members aware of the Safeguarding Policy through the following means: <ul style="list-style-type: none">• Notice board.• Every member will be provided with a copy of the policy.• All trustees will be asked to acknowledge the policy by returning a signed response. <p>This policy will be reviewed by the CWO / Doncaster Rowing Club, every 3 years and when there are changes in legislation.</p>
Review date	14 th January 2022