



# HENLEY ROWING CLUB

## Welfare Policy – Henley Rowing Club

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# 1 Introduction

## 1.1 General principles

Everyone who participates in rowing at Henley Rowing Club is entitled to do so in a safe and enjoyable environment.

This policy has been written and modelled on British Rowing's own Safeguarding and Child Protection Policy and associated guidance documents which are published on the British Rowing website.

<https://www.britishrowing.org/about-us/safeguarding/>

<https://www.britishrowing.org/about-us/safeguarding/guidance-documents/>

If a situation arises that bears out a conflict between the two policies then British Rowing's policy will prevail and their guidance sought.

- All members, competitors and associated individuals must follow the policies defined in this document.
- Henley Rowing Club committee is committed to helping everyone in and associated with Henley Rowing Club accept their responsibility to safeguard Children and vulnerable adults from harm and Abuse and will support them to do so.
- This document sets out the procedures you need to follow to protect Children and what individuals need to do if they have any concerns.

## 1.2 Scope

These policies apply to all Rowers, coaches, volunteers, employees, associated individuals and anyone involved in rowing, whether or not they are British Rowing members. All these people have a Duty of Care to safeguard the welfare of children and vulnerable adults, and prevent their Abuse.

A Child is anyone under the age of 18 years.

## 1.3 Why these policies are needed

Abuse can occur in many situations including the home, school and the rowing club. We know that some individuals will actively seek access to Children through sport in order to harm them. It is therefore essential that all members, coaches and associated individuals are aware and are vigilant in implementation of safeguarding.

## 1.4 Policy statement

Henley Rowing Club is committed to:

- Making the welfare of Children paramount. This means that the need to ensure that Children are protected is a primary consideration. This may override the rights and needs of those adults working with them.
- Enabling everyone whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to participate in rowing in a fun and safe environment.
- Taking all reasonable steps to protect Children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Taking seriously all suspicions and allegations of poor practice or Abuse. Also to respond swiftly and appropriately to them in accordance with current procedures.
- Ensuring that all employees at Henley Rowing Club who work with Children are appropriate for that role and responsibilities that go with it. The Club will provide individuals with relevant training.
- Requiring all its members, any associated sports bodies, to accept responsibility for the welfare of Children in its care in accordance to the policies set out by the committee and these policies are to be incorporated into the constitution
- Recognising that Children and families from minority group backgrounds may face additional barriers to accessing help and reporting concerns in respect of safeguarding issues.

## 2 Good Practice, Poor Practice and Abuse

### 2.1 Introduction

It is not always easy to distinguish poor practice from Abuse, whether intentional or accidental. It is not the responsibility of an individual in rowing to make judgements about whether or not Abuse is taking place, but everyone has a responsibility to:

- Identify poor practice and possible Abuse
- Act if they have concerns, as explained in Section 3.

### 2.2 Good practice

Henley Rowing Club insists that the coaches of the club's junior rowers:

- Be a Registered Individual member of British Rowing
- Fully accept and adopt the British Rowing (WG 1.4) and Henley Rowing Code of Conduct, agreed annually at membership renewal.
- Hold or are working towards a British Rowing recognised coaching qualification
- Have completed a recognised Safeguarding & Child Protection Basic Awareness course, within the last three years, as a minimum standard.

*Everyone should:*

- Conduct a Risk Assessment before undertaking any rowing related activities
- Aim to make the experience of rowing fun and enjoyable
- Promote fairness and playing by the rules
- Not tolerate the use of prohibited or illegal substances
- Treat all Children equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect

*Those working directly with Children should:*

- Respect the developmental stage of each Rower and not risk sacrificing their welfare in a desire for club or personal achievement
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the Rower (further advice and recommendations from British Rowing can be found at WG 3.2)

- Work with Parents and Children to develop training and competition schedules which are suited to the needs and the lifestyle of the Rower, not the ambitions of the Parents, coaches, team managers or Henley Rowing Club
- Build relationships based on mutual trust and respect, encouraging Children to take responsibility for their own development and decision-making
- Always be publicly open when working with Children:
  - – avoid coaching sessions or meetings where a coach and an individual Rower are completely unobserved
  - – keep Parents informed about the content and nature of any communications you have directly with their Children including emails and text messages
  - – try to avoid one on one situations in changing rooms. If Children need to be supervised/helped try to involve Parents or helpers
  - – Under no circumstances engage in private messaging with athletes. If direct communication is needed it should go through the parents or carers.
- Maintain an appropriate and open environment, with no secrets
- Avoid unnecessary physical contact with Children. Physical contact (touching) can be appropriate so long as:
  - – it is neither intrusive nor disturbing
  - – the reason that it is necessary has been fully explained before hand
  - – the Rower's permission has been openly given
  - – it is delivered in an open environment
- Maintain a safe and appropriate relationship with Rowers. It is inappropriate for coaches and others in Positions of Trust to have an intimate relationship with a Child under 18 years. This could be a criminal offence, an 'abuse of trust' as defined by the Sexual Offences (Amendment) Act 2000
- Be an excellent role model by maintaining appropriate standards of behaviour at club functions, social events and competitions
- Gain written parental consent where possible, to act in loco parentis for the administration of emergency First Aid or other medical treatment if the need arises
- Be aware of any medical conditions, existing injuries and medicines being taken. All coaches are to keep a written record of any injury

or accident that occurs, together with details of any treatment given and if appropriate report it to a member of the welfare team

- Arrange that someone with appropriate training in and current knowledge of emergency First Aid is available to assist where needed
- Gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved (more detailed information can be found at WG 4.4)

## 2.3 Poor practice

The following are regarded as poor practice and should be avoided wherever possible:

- Communicating directly with a Child without the Parents' knowledge, this includes phoning, texting, using social media and emailing, include a member of the welfare team in any messages to athletes such as WhatsApp groups
- Spending excessive amounts of time alone with Children away from others
- Engaging in rough, physical or sexually provocative games
- Allowing or engaging in inappropriate touching of any form
- Using inappropriate language to a Child or allowing Children to use inappropriate language unchallenged
- Making sexually suggestive comments to a Child, even in jest
- Reducing a Child to tears as a form of control
- Letting allegations made by a Child go un-investigated, unrecorded, or not acted upon
- Doing things of a personal nature that Children can do for themselves
- Taking Children alone in a car on journeys, however short (see note below)
- Inviting or taking Children to your home or office where they will be alone with you (see note below)
- Sharing a room with a Child.

Note: In exceptional circumstances it may be impractical to avoid some of these particular examples of poor practice. In which case, to protect both the Children and yourself, parental consent must be sought and given. The CWO of Henley Rowing Club must also be aware of the situation and needs to give approval.

If whilst in your care a Child is accidentally hurt, the Child seems distressed in any way, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another adult and make a brief written note of it. This record must be given to the CWO. Parents should also be informed of the incident as soon as possible.

## 2.4 Abuse

Abuse in all its forms can affect a Child at 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.

An individual who has been abused may:

- Find it difficult, or impossible to maintain a stable, trusting relationship
- Become involved with drugs or prostitution
- Attempt suicide or self-harm
- Go on to abuse another Child.

Children with disabilities may be at increased risk of Abuse through various factors such as:

- Stereotyping
- Prejudice
- Discrimination, including ethnic or racial
- Isolation
- Powerlessness to protect themselves
- Inability to communicate that Abuse has occurred.

### 2.4.1 Indicators of abuse

Even for those experienced in working with Child Abuse, it is not always easy to recognise a situation where Abuse may occur or has already taken place. It is not the responsibility of those working in rowing to decide that Child Abuse is occurring, but it is their responsibility to act on any concerns. Indications that a Child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or an injury for which an explanation seems inconsistent



- The Child describes what appears to be an abusive act involving him/her
- Someone else, a Child or adult, expresses concern about the welfare of a Child
- Unexplained changes in a Child's behaviour, e.g. becoming very quiet, withdrawn, displaying sudden outbursts of temper or behaviour changing over time
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other Children
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt.

Abuse may take a number of forms, and may be classified under the following headings:

#### 2.4.2 Neglect

Neglect is the persistent failure to meet a Child's basic physical and/or psychological needs, likely to result in the serious impairment of the Child's health or development. It may also include neglect of, or unresponsiveness to, a Child's basic emotional needs.

In a rowing situation this could include:

- A coach not keeping Children safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing Rowers under their supervision to train or race inappropriately clothed for the prevailing conditions
- A Parent consistently leaving a Child without adequate provisions e.g. food, water, clothing, sun protection.

#### 2.4.3 Physical Abuse

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a Child. Physical harm may also be caused when a Parent or carer fabricates

the symptoms of or induces illness in a Child. In a rowing situation this could include:

- A coach disregarding the individual requirements of each Child's growing body or needs when setting a training programme e.g. allowing 14 year olds to undertake hour-long, continuous ergos.
- A Rower who hits another Rower either with their hand or equipment on more than one occasion causing discomfort.

#### 2.4.4 Sexual Abuse

Sexual Abuse involves forcing or enticing a Child or young person to take part in sexual activities, whether or not the Child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also include non-contact activities such as involving Children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging Children to behave in sexually inappropriate ways. In a rowing situation indicators could include:

- A coach engaging in unnecessary and inappropriate physical contact e.g. massaging the shoulders of the Rowers suggestively
- A coach making suggestive comments to their Rowers
- An inappropriately close relationship developing between a Rower and a coach
- An individual spending an unnecessary amount of time in the changing area when Children are present.

#### 2.4.5 Emotional Abuse

Emotional Abuse is the persistent emotional ill treatment of a Child such as to cause severe and persistent adverse effects on the Child's emotional development. It may involve making the Child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on Children. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing Children to frequently feel frightened or in danger, or the exploitation or corruption of Children. Some level of emotional Abuse is involved in all types of maltreatment of a Child, although it may occur alone.

In a rowing situation this could include:

- A Parent, coach or another Rower subjecting a Rower to constant criticism, name-calling, sarcasm, bullying or racism
- A Parent or coach putting a Rower under unrealistic pressure in order to perform to high expectations.

## 2.5 Bullying

“Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves”

Bullying can be:

- Emotional: being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. hiding kit threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence,
- Racist: racial taunts, graffiti or gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focussing on, the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours, teasing.

### 2.5.1 Anti-Bullying Policy

Henley Rowing Club is committed to fostering a caring, friendly and safe environment for everyone involved in rowing so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in rowing. If bullying does occur, **or is suspected to have occurred**, all Rowers, coaches, volunteers and Parents should be able to report and be confident that incidents will be dealt with promptly and effectively.

Bullies come from all walks of life. They bully for a variety of reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Bullies can be boys or girls, men or women. Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground or changing rooms. Competitive sports such as rowing are an ideal environment for the bully.

The bully in rowing can be a:

- Parent who pushes too hard
- Coach who adopts a ‘win at all costs’ philosophy
- Rower or cox who intimidates or ridicules a peer
- Club official who places unfair pressure on a person

- Spectator who constantly shouts abuse

### 2.5.2 Why is it important to respond to bullying?

Bullying results in pain and distress to the victim. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Rowers who are bullying need to learn different ways of behaving. Everyone involved in rowing has a responsibility to respond promptly and effectively to issues of bullying.

### 2.5.3 Signs and Symptoms

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to Children. A Child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of, and investigate, these possible signs if a Child:

- Says they are being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn, anxious or lacking in confidence
- Feels ill before training sessions
- Has clothes torn or possessions damaged
- Has possessions go 'missing'
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases:

- Starts stammering
- Cries themselves to sleep at night, has nightmares or wets the bed
- Becomes aggressive, disruptive or unreasonable
- Is bullying other Children or siblings
- Stops eating
- Self harms
- Attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and be investigated.

#### 2.5.4 Procedures for reporting bullying

1. Report concerns relating to bullying to the Club Welfare Officer Team. A record of the incident or concern will be made.
2. The Welfare Team shall action as soon as possible by talking separately to all involved including the person being bullied and the bully (bullies)
3. In cases of serious bullying, the incidents will be referred to British Rowing for advice.
4. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
5. If necessary and appropriate, police will be consulted.
6. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
7. Depending on the severity of the bullying an attempt will be made to help the bully (bullies) change their behaviour.
8. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution, or where appropriate under British Rowing Disciplinary Procedures
9. Seek British Rowing advice from the LSO were necessary if disciplinary proceedings are necessary.
- 10.Keep clear and factual records of all communication with all involved in the case.
- 11.Keep parents and rowers informed of proceedings as they progress.

### 3 Discuss serious concerns with the Head Coach and Chair of HRC Committee. Responding To Allegations and Suspicions of Poor Practice and Abuse

#### 3.1 Introduction

Although most cases of Child Abuse take place within the family setting, Abuse can and does occur in rowing.

- It is essential that all allegations are taken seriously and appropriate action is taken.
- It is not your responsibility to decide if Child Abuse is taking place.
- It is your responsibility to report your concerns to the appropriate agencies (see below).
- Not acting is not an option. If you are not sure and want to discuss something please contact the Lead Safeguarding Officer of British Rowing, Local Authority Designated Officer or NSPCC for advice.

#### 3.2 Receiving evidence of possible Abuse

You may have concerns about Abuse/poor practice because:

- You see it happening
- You recognise signs such as those listed in Section 2.4.1
- Someone reports it to you
- A Child approaches you directly.

If a Child says or indicates that they are being abused, or you have concerns about their welfare you should:

- React calmly so as not to frighten them
- Tell them they are not to blame and that it was right to speak up
- Take what they say seriously
- Recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language
- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- Reassure them, but do not promise to keep the matter **confidential** – explain that to resolve the problem, and to avoid them or anyone else coming to harm, it will be necessary to inform other people as appropriate

- The safety of the Child is paramount - if the Child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a Child Protection issue
- Record all information provided
- Report in accordance with British Rowing's procedures. Avoid asking leading questions such as 'Was it X who did this?' Rather say, 'Is there anything else you want to tell me?'

A series of British Rowing support documents (WG 1.8, 1.9, 1.10) to help those in receipt of concerns, those against whom allegations have been made and those reporting allegations and concerns are available on the British Rowing website [www.britishrowing.org/welfare](http://www.britishrowing.org/welfare)

### 3.2.1 Recording information:

Confidentiality and information sharing all concerns that you may have or receive should be recorded, ideally using the British Rowing form, Recording Concerns of Abuse (WG 1.2). These are available in the clubhouse.

You are recording this information for:

- Yourself, so you have a record of what happened
- The CWO or other designated welfare person within your club, who will co-ordinate any action that needs to be taken
- The British Rowing Lead Safeguarding Officer and Safeguarding Case Manager so that they can advise you
- The Police/Children's Social Care Services if appropriate.

It is not appropriate to share sensitive and confidential information with other people, e.g:

- Henley Rowing Club committee, or members of the club unless disciplinary proceedings are initiated.
- Other acquaintances outside rowing.

Any information relating to Child Protection should be held under secure conditions and made available on a need-to-know basis.

When completing the form you should:

- Confine yourself to the facts – what you have observed/seen, heard or had reported to you
- Distinguish between what is your own personal knowledge and what you have been told by other people

- Not include your own opinions on the matter. Be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge).

Henley Rowing Club makes decisions on sharing sensitive and confidential information using the Information Sharing: Guidance for Practitioners and Managers, published by HM Government, 2008. This determines how decisions to share information are made within British Rowing and between British Rowing and other bodies. The full document and a number of concise guides are available to download from [www.education.gov.uk/childrenandyoungpeople](http://www.education.gov.uk/childrenandyoungpeople); the 'Seven Golden Rules for Information Sharing' are included in the British Rowing document WG 5.3 available at [www.britishrowing.org/welfare](http://www.britishrowing.org/welfare) Confidentiality

As a club we recognise that all matters relating to child protection are confidential.

The CWO will disclose any information about a Child to other adults on a need to know basis only. This will be governed by British Rowing Information Sharing Protocols.

All coaches, members and associated individuals must be aware that they have a responsibility to share information with other agencies in order to safeguard Children.

Coaches, members and associated individuals will not keep duplicate or personal records of child protection concerns. All such information will be reported to the CWO and securely stored only separate from the athlete records.

It is strictly forbidden that any coach, member or associated individual shares confidential information with anyone other than CWO, British Rowing, Social services or the police.

Provision is in place for the information to be accessed in the absence of the CWO in an emergency.

All coaches, members and associated individuals must be aware that they cannot promise a Child to keep secrets which might compromise the Child's safety or wellbeing.

We will always undertake to share our intention to refer a Child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with British Rowing Welfare Officer or Social Care on this point.

### 3.3 Reporting the concern

The discovery that someone you know may be abusing a Child will raise feelings and concerns at your club. Although it can be difficult to report



such matters, members of the club have a duty and responsibility to remember that:

- **The welfare of the Child is paramount**
- Being vigilant helps to protect Children
- Everyone has a Duty of Care to report any concerns they have immediately
- A good reporting structure ensures that concerns are dealt with fairly.

Reporting to the CWO or LSO

1. Record the facts. If a child is at risk of immediate harm emergency services should be called.
2. Report the facts to the CWO at the earliest opportunity. Contact details (welfare@henleyrowing.org) also available at the top of the Clubhouse stairs and on the website.
3. CWO to then report to LSO if appropriate to determine what action to take, whether matters are to be resolved by coaches, external agencies, or British rowing. A record of the action taken must be kept.

If the CWO or LSO is not available and the matter is urgent:

1. Contact a statutory agency directly for advice and
2. Complete the report form and return to the LSO at British Rowing.

#### 3.3.1 Circumstances where reporting to the CWO is not possible

- If the CWO is unavailable or is implicated, talk directly to a senior club officer such as the Chair of Committee or go directly to British Rowing's Lead Safeguarding Officer for advice.
- If concerns arise in a setting where there is no CWO, e.g at a rowing event - inform the head coach or the member of staff with responsibility for Child Protection or the welfare officer for the organised event. Always ensure, in these circumstances, that British Rowing's LSO is informed of the referral.
- When with Rowers away from home, inform the person who has responsibility for welfare. This may be the head coach or team leader. The club will have a record of who this is before any trip takes place.

#### 3.3.2 Involving Parents or carers

Henley Rowing Club is committed to working in partnership with Parents of our junior athletes.

In most situations, it is important that the CWO or LSO involves Parents to clarify any initial concerns e.g. if a Child seems withdrawn, they may have experienced a recent bereavement.

Where a Parent or carer may be responsible for the Abuse or may not be able to respond to the situation appropriately they should not be involved, as it may place the Child at greater risk. It is therefore essential that all concerns are clearly and comprehensively raised with the CWO.

### 3.3.3 Involving British Rowing

The LSO must be informed of all allegations of Abuse and persistent poor practice as soon as possible in order to decide the following:

- What further action should be taken by the club or British Rowing
- Whether further action, advice or investigation is needed by/from the Police, Children's Social Care Services or the NSPCC.

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It enables the Case Management Group (WG 3.10) and Safeguarding Vulnerable Groups Panel (Section 8) to analyse trends and improve existing British Rowing policy and guidance.

Any letters to the LSO regarding referrals should be marked '**private and confidential**' and sent to: British Rowing, 6 Lower Mall, London, W6 9DJ. Alternatively the LSO can be contacted on 0208 237 6700. The LSO or another designated person from British Rowing will keep you notified of procedures and timescales whilst any investigation is ongoing.

### 3.3.4 Involving Statutory Agencies

In any case of physical or sexual Abuse or where the Child's safety is at risk, you should contact one of the following statutory agencies

immediately:

- Your local Police Child Protection Team or in an emergency dial **999**.

*The police should be involved if the apparent Abuse is of a criminal nature or if the incident involves a person outside the Child's family. A record should be made of the crime reference number.*

- Local Authority Children's Social Care Services (formerly known as Social Services).

*This body has a statutory duty for the welfare of Children, especially where the alleged person is a member of the Child's family. When a referral is made, its staff has a legal responsibility to investigate. This may involve talking to the Child and family and gathering information from other people who know the Child. In an emergency the Samaritans (08457 909 090) will hold the duty officer's contact number.*

- NSPCC (freephone 24 hour helpline **0808 800 5000**). You do not have to give your name but it is helpful if you can.

All telephone referrals to any of the above bodies should be confirmed in writing within 24 hours. You should record the following:

- Name and job title of the member of staff to whom the concerns were passed
- The time and date of the call
- A summary of the information shared and the response received.

### 3.4 Allegations of previous Abuse

Allegations of Abuse are occasionally made some time after the event, for example by an adult abused as a Child by a member of staff who is still working with Children.

Where such an allegation is made, you should follow the procedures given above and have the matter reported to the police and/or Local Authority Children's Social Care Services and the LSO.

This is because other Children, either within the sport or outside it, may be at risk from this person.

## 4 General Procedures

### 4.1 Club Welfare Officer (CWO)

As Henley Rowing club has a large proportion of Junior members (under 18 years) and Children from other organisations regularly using its facilities, there will always be a welfare officer as per the constitution (CWO).

### 4.2 Codes of Conduct

Codes of conduct are useful for everyone concerned with rowing to outline the expected behaviour of different groups. There are a number of different codes of conduct and all persons involved in Henley Rowing Club are expected to abide by the guidelines within them.

Currently we have codes of conduct for:

- Junior Rowers
- Parents of junior rowers and other associated individuals
- Senior Members
- Coaches

### 4.3 Changing rooms

- Where practical, Children should be supervised if necessary in changing rooms by two adults.
- Adult coaches or volunteers should not shower or change at the same time as the Children they have been working with.
- No staff or volunteers, medical or otherwise should be present when Rowers of the opposite sex are showering or changing (for example a male coach working with a female crew).
- As a mixed gender club, separate changing facilities will be made available.
- If a Child is uncomfortable showering or changing in public no pressure should be put on them to do so, they should be encouraged to change and shower at home.
- If the club has Children with disabilities, they and their carers should be involved in deciding how best they can be assisted. Always ensure the Children consent to the assistance that is offered.

- No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, camera phones etc. Guidance on photography can be found in WG 5.1.

#### 4.4 Coaching ratios

Although there is government guidance for people working with groups of Children, it is essential in rowing that a separate Risk Assessment is taken for each group of Children and that this is reviewed for each training session. Participants under the age of 18, even those qualified as coaches, should be supervised by an adult at all times.

In line with the national guidance, the level of supervision should take account of the:

- age and ability of the Children
- Type of training session being undertaken (on land or water)
- Children's growing independence
- Environment that the session is taking place in

If there is an accident or incident you should ensure there is always someone available to supervise the remaining Children. Coaches working with Children should ensure that they do not work in isolation.

#### 4.5 Organising trips away for Junior Rowers

Even the simplest day trip away from the club requires planning. When planning residential trips for Junior Rowers coaches and organisers should use the advice and checklists given in British Rowing's 'Planning Residential Trips for Children' Guidance, Training Camp Checklist and consent forms (WG 4.1, 4.2, 4.3 & 4.4). A very useful document *Safe Sport Away* is available to purchase from NSPCC Publications: [www.nspcc.org/inform](http://www.nspcc.org/inform) or telephone on **0844 892 1026**, copies of which are available from the club on request.

The main factors to consider are:

##### 4.5.1 Communication with Parents

For a short day trip this may amount merely to details of transport, pick up and return points and times, competition or venue details, team leader or coach contact details, emergency contact details for Parents, costs, dietary requirements (if relevant) and any other special requirements or medical details. Strict instructions should be given to Parents regarding the drop off and return locations and times.

Parents must ensure that they have given emergency contact details to trip leaders, as well as any medication that has been prescribed. Trip leaders are entitled to refuse to take athletes if this is not provided.

#### 4.5.2 Transport

Points to consider include vehicle type (public transport, minibus, coach or private car), any special requirements for Rowers with disabilities, length of journey, competence of driver, journey time, distance, stopping points, supervision during journey and legislation regarding seat belts. Team leaders must ensure that transport is fit for purpose.

Where possible coaches should only transport juniors if there are no alternative means. A minimum of two juniors should be transported by a coach at one time. Juniors should be transported in rear seats and written consent should be sent by the parent to the club welfare account. If these guidelines cannot be adhered to guidance should be obtained from the welfare team for approval.

#### 4.5.3 Supervision

The staff or volunteers organising the trip will have the Duty of Care to act in loco parentis for the duration of the trip. Henley Rowing Club will ensure that the persons they appoint to care for the Juniors are appropriately briefed in safety and safeguarding and that they have relevant information regarding any special needs or requirements of any Rower. Anyone working in a supervisory role should be appropriately vetted to ensure their suitability to work with Children in line with British Rowing's *Safeguarding & Protecting Children Policy* and current legislation. Ensure Loco Parentis forms are complete for this if staying overnight.

Loco parentis' for overnight stays must be DBS checked by the club and have completed an online safeguarding course where possible.

#### 4.5.4 Emergency Procedures

The team leader or coach should know how to contact emergency services and have access to at least a basic First Aid box, which are located in the gyms and safety cupboard in the boathouse. *(These are available to borrow for away events and are regularly checked by the Water Safety Officer.)* Those in charge of Children have a duty to ensure that they are kept safe and healthy and should not hesitate to act in an emergency and to take life saving action in an extreme situation.

Any on-water accident should follow the guidelines given in '*RowSafe: a Guide to Good Practice*'. All adults working with the group should be briefed on the reporting procedure should an emergency occur.

#### 4.5.5 Insurance

All Registered Individual members of British Rowing are covered for public liability and personal accident cover during rowing activities under British Rowing's policy. Parent members/coaches/volunteers of Henley Rowing Club are covered by the club's employee's liability policy while undertaking voluntary activities related to rowing. Passengers travelling by motor vehicle should be covered by law by the insurances required under the *Road Traffic Act (1988)*. When using private vehicles it may be necessary to check with the insurance company for any restrictions.

Consideration should be given to accident, breakdown and recovery cover. It is strongly recommended that any team leader ensures they have cover in place before departure.

#### 4.6 Local Safeguarding Children Boards (LSCBs)

As part of the safeguarding in the wider community Henley rowing club will whenever necessary work with the Oxfordshire Safeguarding Children's Board (Oxford)

Contact details are: 01865 815843, email [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)  
<http://www.oscb.org.uk/>

## 5 Recruitment

### 5.1 Safe recruitment in Rowing

Henley Rowing Club will ensure that all reasonable steps are taken to prevent unsuitable people from working with Children under their jurisdiction.

This applies equally to those recruited in a paid or unpaid (voluntary) position.

The responsibility for having safe and careful recruitment processes in place rests with the CWO, including those supported by, or employing, people in voluntary roles. Reference checking, interviewing, attitude and aptitude testing, relevant experience and qualifications are important elements of this process. All of these are just as important as a Disclosure and Barring Service Check.

The following recruitment procedures set out the minimum standards we as a club will apply to recruitment at our club or club event. These procedures apply equally to paid or unpaid persons within events or the club itself.

All persons who will have Significant Access to Children, or who hold a Position of Trust with the Children with whom they come into contact, must first be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with Children, or may present a risk to Children. Existing volunteers or employees who change their role must also complete the same vetting process.

All persons will:

1. Complete an application form, available from the rowing manager. This will help assess the applicant's suitability to work with Children, based on their skills and competencies as well as eliciting information about an applicant's past
2. Provide a self-disclosure about any matter that might influence their suitability to work with Children.
3. Provide two referees known for 2 years, neither of which can be family members
4. Provide details of previous volunteering experience or relevant employment
5. Provide evidence of their identity in two forms (such as a driving licence with photo or passport)
6. Complete a Disclosure and Barring Service Check at the enhanced level for the specific role

In addition anyone working in a Regulated Activity must complete a Barred Lists Check, please see Glossary for the definition of 'Regulated Activity'.



Eligibility for Disclosure and Barring Service Check depends on the specific role in question. If you are not sure about the eligibility of the role the CWO will seek advice from the Safeguarding Administrator or Lead Safeguarding Officer at British Rowing.

Please note that completing the above process does not guarantee that an individual is safe to work with Children. The club will use the information from a Disclosure and Barring Service Check to support the overall recruitment process and assess any potential risk, however the employer or recruiting organisation must also assess for the individual suitability by taking up references, interviewing and supervising.

Detailed notes for CWOs relating to this process are contained in WG 2.11

Disclosure and Barring Service Check will be assessed by the Case Management Group in line with British Rowing's policy on the Recruitment of Ex-offenders (WG 2.1) and the DBS Code of Practice. Completing a Disclosure and Barring Service Check is a confidential and sensitive matter and care should be taken to explain how the information contained on the certificate will be treated. This is explained fully in WG 2.1.

Any disclosures will be dealt with confidentially, following the guidance set out in *Information Sharing: Guidance for Practitioners and Managers*, HM Government 2008.

Disclosure and Barring Service Check must be renewed at least every three years if a person remains in post or more regularly if, for example, there is a concern raised, if the person changes their role or moves to a new club, or if the person has been absent from the club for a significant period.

## 5.2 Who should have a Disclosure and Barring Service Check?

Henley Rowing Club has Children regularly using its facilities will ensure that the following roles have a Disclosure and Barring Service Check as these involve working in a Regulated Activity:

- Club Welfare Officer (CWO)
- Coaches who will be training Children or Junior Rowers unsupervised
- Any coaches supervising other volunteers or coaches not in Regulated Activity but with access to Children whose role would otherwise be considered Regulated Activity
- Junior co-ordinator
- Trailer drivers who spend time away with Children at regattas

The following roles should only have a Disclosure and Barring Service Check if they involve Significant Access to, and direct contact with, Children:

- Club officers / committee members
- Volunteer / Parent helper
- Bar staff
- Competition organiser
- Umpire / race official
- Club member
- Club employee / steward.

If in doubt please contact the CWO for advice. To create an enjoyable and safe environment for all Children, everyone involved in rowing at Henley Rowing Club must be aware of what good practice is and how to deal with poor practice and Abuse.

Formal training will help people to work safely and effectively with Children by:

- comparing their own practice against what is regarded as good practice and identifying ways to improve
- ensuring that they are not placing themselves at risk from allegations
- recognising their responsibilities and reporting any concerns about suspected poor practice or Abuse
- understanding the recruitment and selection procedures described (Section 5).

The CWO will maintain a written record of training and relevant qualifications of those working with Children within the club.

## 6 Training

### 6.1 Recommended minimum levels of awareness and training

Within the club environment everyone has a responsibility to be aware of the Safeguarding and Protecting Children Policy, understand what is good and poor practice and know what to do if they have a concern.

All club members and volunteers have access to this policy document at the club or will be made aware that it can be accessed through the Henley Rowing Club website.

<b>Position</b>	<b>Read HRC safeguarding policy</b>	<b>Undertaken British Rowing Safeguarding training workshop</b>	<b>CPSU 'Time to listen' CWO course</b>
Membership secretary	X		
Club Welfare Officer (CWO)	X	X	X
Junior coaches	X	X	
Junior co-ordinator	X	X	
Trailer drivers	X		
Club residents	X		
Club officers / committee members	X	X	
Volunteer / Parent helper	X		
Bar staff	X		
Competition organiser	X	X	
Umpire	X		
Race official	X		
Club employee	X		

## 6.2 Training

The CWO is responsible for ensuring that the relevant training is in place for the above positions and to ensure that it is kept up to date. Further details of the organisation of such courses can be found on the British rowing website.

## 7 Photography and the Use of Imagery

Taking photos and videos is an important part of sporting life and coaching. In line with British Rowing's guidance WG5.1, Henley Rowing Club endeavours to ensure that photographs and images used within rowing promote the sport in the best light, while at the same time endeavours to ensure that photography is carefully monitored to prevent the circulation of inappropriate imagery and to deter anyone with undesirable intentions.

Measures to protect Children with regard to photographic images include:

- No photograph, video clip or other image of a Child should be published on- or off-line without written, informed consent of the Child or their parent or guardian. Photography consent is sought annually at membership purchase and renewal.
- No personal information, other than their name and their club should accompany published images.
- Images should not be modified in a way which might cause embarrassment or distress to the subject or cause the final image to be inappropriate.
- Livestreaming of images onto a website should be approached with caution and guidance of the CWO sought.
- In deciding whether to publish an image of a Child, consideration should be given to both the potential for inappropriate use of the image and the possibility that someone could identify and make contact with the Child.

## 8 REVISIONS

August 2023

1. Update 4.5.2: new paragraph on transport of athletes by coaches
2. Update 4.5.3: addition of Loco parentis DBS check
3. Update 4.5.5: addition of statement on volunteer indemnity cover