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| **HWKC Safeguarding Policy** | **Welfare Officer:** | **SR** | **Date: 03/10/2024** |
|  | **Chair:** | **RML** | **Date: 03/10/2024** |

Haverfordwest Kayak Club is fully committed to safeguarding the well-being of its members. 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 Club.

We believe that taking part in Paddlesport should be a positive and enjoyable part of children’s and vulnerable adult’s lives and to achieve this have the following policy:

(Coach: Means group BC Coach or BC Leader)

1. **General Policy**
   1. Club coaches and helpers should follow the British Canoeing Code of Conduct for Coaching Workforce.
   2. All Club coaches, helpers and officials working with young people should read and adhere to the British Canoeing Child and Vulnerable Groups Protection Policy (adopted by Canoe Wales and all affiliate clubs). The Club will follow the guidance of the policy in the event of any concerns or allegations.

* 1. The Club will ensure that anyone who meets the eligibly criteria for a Disclosure and Barring Service (DBS) check will not be deployed until a satisfactory check has been returned.
  2. All Club members are made aware of the relevant club “Statement of Participation”.
  3. The Club will obtain written medical details of young paddlers which will be made known to coaches, where deemed appropriate and/or necessary.
  4. Any paddler who coaches for the Club should be an “On the Water” member of Canoe Wales. The club will encourage and support helpers to gain qualifications and assist coaches to stay updated.
  5. The Club Welfare Officer(s) will deal with any issues concerning Safeguarding and Child Protection. The club will notify this person to all members. Anyone with concerns with respect to the welfare of a child should contact that person. If that person is unavailable they can contact the Canoe Wales Lead Safeguarding Officer.
  6. The Club will adopt and regularly review a Health and Safety Policy.

1. **Good Practice Guidelines**

These are in addition to the “Good Practice Guidelines” in “The British Canoeing Safeguarding Children Policy” and the “British Canoeing Code of Conduct for Coaching Workforce”.

(Parents: means parents, legal guardians or person appointed by parent to transport their child. An unknown person should make themselves known to the Coach immediately when dropping off the child if they wish to pick them up.)

* 1. Parents must sign up youth on the website using the parent’s contact details.
  2. Parents will normally arrange transport to and from a club activity. Parents should be with their youth whilst they are changing. Parents should ensure they return in good time for the end of the activity for this reason. For events involving younger youth the instructor may request that parents remain in the area for the duration of the activity.
  3. The club will endeavour to follow the “Child Protection in sport”, “Guidelines on transporting a child in your car”.
  4. Where a child has medication that needs to be taken onto the water, the parent must seek the consent of the coach leading the activity and the medicine will normally be kept by the coach for the duration of the activity.
  5. Direct communication with Youth by electronic means should generally be avoided. If necessary, parents/ guardians should be copied in or made aware.
  6. Coaches, helpers and club members are requested not to consume alcohol or smoke in the presence of Youths, with the exception of a social event where a parent or parent approved person should be in attendance.
  7. Coaches must obtain parental consent, including medical details and emergency contact details, for non-club youth’s taking part in club “open” events.
  8. At pool sessions, parents will be responsible for their Youth when they are not on the poolside or participating in an activity. (Showers are not “poolside”)
  9. At pool sessions, Youths should arrive 10 minutes before on the water time and await coach direction.
  10. Club coaches are allowed on pool side. Adults may arrive 10 minutes before the start of their next session.

This policy was adopted by the Committee in February 2022. The Club will review this Child Protection Policy October 2025.