

# Maldon Gig Rowing Club

## Safeguarding Children Policy

Reviewed July 2016

## **Contents**

A: Introduction.

B: Policy.

C: Guidance for Adults Working with Children.

D: Guidance on Photography and Filming.

E: Self declaration form.

F: Safeguarding Officer – contact details

# Introduction to the Maldon Gig Rowing Club

## Safeguarding Policy

Sport makes a very positive contribution to the lives of children and young people and encourages them to reach their full potential physically, emotionally, socially and personally. The Maldon Gig Rowing Club ("MGRC"), its volunteers and responsible adults, have important responsibilities to seek to promote a safe environment.

**This Child Safeguarding Policy is designed to protect all children and young people who are UNDER 18 YEARS OF AGE and are taking part in any activity connected with MGRC.**

The Child Safeguarding policy of MGRC is set out under two headings:

1. General. This is the central policy. It refers to a separate statement which contains guidance for adults in their conduct with children and young people.
2. Photography and filming.

| This policy will be reviewed annually by the MGRC child safeguarding officer in conjunction with MGRC committee.

# Maldon Gig Rowing Club Child Safeguarding Policy

## 1. General

1.1 MGRC recognises that safeguarding the welfare of children and young people is important.

MGRC has a duty of care to children and young people when they are participating in any activities organised by the club and will take reasonable steps to provide an appropriate safe environment for those activities.

1.2 MGRC will seek to take such steps as it reasonably can to safeguard children and young people from physical, sexual and emotional harm or abuse whilst participating in activities organized by the club.

1.3 MGRC will take reasonable steps to ensure that all children and young people taking part in activities organised by it do so in a reasonable safe environment.

1.4 MGRC actively seeks to:

- Accept its responsibilities in caring for children and young people and those who work with them.
- Be committed to good practice in work with children and young people.
- Recognise that safeguarding the young is the responsibility of everyone, not just those who work with children and young people.
- Be prepared to review its ways of work to incorporate current recognised good practice.

1.5 MGRC will:

- Treat all children and young people with respect and celebrate their achievements.
- Seek to exercise all due care in the recruitment and selection of all adults, whether paid or voluntary, who will be involved in the organisation of its activities.
- Respond to all concerns and allegations appropriately.
- Seek so far as reasonably practicable to ensure that all adults, whether paid or voluntary, who will be involved in the organization of its activities are aware of the guidance contained in the document 'Guidance for Adults Working with Children'.

- 1.6 MGRC will have regard to the desirability of adults who are involved with the organization. Where appropriate they should either have a current DBS records clearance or be self-certifying that they are innocent of any relevant convictions.
- 1.7 The MGRC welcomes all participants; it relies largely on self-compliance and self-policing. Those who deliberately take unfair advantage of this or behave in an inappropriate manner, either on or off the water, can expect to be brought to account.
- 1.8 Excessive foul or abusive language, intimidation, aggressive behaviour or lack of respect for others or their property will not be tolerated.
- 1.9 Individuals who have relevant concerns about the welfare of any child are encouraged to discuss those concerns with MGRC's named Child Safeguarding Officer.
- 1.10 It is intended that this policy should be reviewed annually or when required so as to comply with changes in legislation.

## 2. Child Safeguarding Officer

- 2.1 The MGRC's Child Safeguarding Officer will be responsible for:
- Monitoring and recording concerns.
  - Liaison with other agencies as appropriate.
- 2.2 The MGRC's Child Safeguarding Officer is NOT responsible for passing on or reporting allegations or concerns which are made or expressed to them to the relevant Children's Services Department or to any other person or authority. That responsibility is primarily that of the person making the allegation or expressing the concern.
- 2.3 The MGRC will seek:
- To ensure that every duty officer present when children and young people are participating in a MGRC activity is fully aware of the child protection policy.
  - To identify the Child Safeguarding Officer by posting their name on the main notice board at the club.
  - To facilitate communication with the Child Safeguarding Officer by publishing their mobile telephone numbers or otherwise.

## 3. Confidentiality

- 3.1 In the event that allegations or concerns of abuse are made to an officer of the MGRC, that officer may, but, in a case where the allegations or concerns were made or expressed to him in

confidence, only so far as he is entitled or obliged by law to do so, pass on the allegations or concerns to the Child Safeguarding Officer.

3.2 In the event that allegations or concerns of abuse are made, expressed or passed on to the Child Safeguarding officer, that officer may where appropriate, but, in a case where the allegations or concerns were made, expressed or passed on to him in confidence, only as far as he is entitled or obligated by law to do so, pass on the allegations or concerns to the relevant Children's Services Department or to such other person or authority as is appropriate, but (subject to any relevant legal obligations) shall not be under a responsibility to do so. That responsibility is primarily that of the person making the allegation or expressing concern.

#### 4. Risk Assessment

4.1 The MGRC will continue to maintain systems to assess the risks of the various activities which it organises and will monitor and amend those systems as appropriate.

#### 5. Photography and Filming

5.1 The MGRC is aware of the dangers of images of children being misused and published on the internet. The MGRC will seek to deter the creation of inappropriate photographs and images in the course of its activities.

5.2 The MGRC will seek so far as reasonably practicable to ensure that all adults, whether paid or voluntary, who will be involved in the organization of its activities are aware of the guidance contained in the document 'Guidance on Photography and Filming'.

Maldon Gig Rowing Club

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# Maldon Gig Rowing Club

## Guidance for Adults Working with Children

As an adult working with children on rowing or associated activities, you should always:

- Respect everyone as an individual.
- Provide a good example of acceptable behaviour.
- Challenge any abusive, racist or bullying behaviour.
- Respect everyone's right to personal privacy.
- Be available as a listening ear and if necessary, refer for more appropriate help.
- Be sensitive to others' likes and dislikes.
- Try to ensure that your actions cannot be misunderstood or cause offense and are acceptable within a relationship of trust.
- Show understanding when dealing with sensitive issues.
- Plan to have more than one adult present during activities.
- Remember that you are accountable to the rowers, their parents/carers/guardian and the rowing club.

You should never:

- Permit abusive behaviour, e.g. bullying, ridiculing or taunting.
- Have inappropriate physical or verbal contact with children.
- Engage in, or encourage inappropriate attention seeking behaviour such as 'crushes'.
- Show favouritism to anyone.
- Make suggestive remarks or actions, even in jest.
- Deliberately place yourself or others in a compromising situation.

If you suspect that a child you are working with is being abused physically, sexually or emotionally you should:

- Keep calm. Not appear to be shocked. Try to act normally.
- Not investigate.
- Not question.
- Not challenge parents/carers about your concerns.
- Tell the named Child Safeguarding Officer about your concerns.

- Record all details which support your suspicions. Sign, date and pass the details to the named Child Safeguarding Officer.
- Your named Child Safeguarding Officer should be able to advise you as to what further steps you might take.

***You should never agree to keep an allegation of abuse secret. You should inform the Child Safeguarding Office but otherwise maintain confidentiality.***

If a child talks to you about abuse by someone else, you should listen carefully to what the child tells you, and:

- Offer immediate support, understanding and reassurance.
- Explain that you cannot keep the allegation entirely secret and will have at least to discuss it with the Child Safeguarding Officer.
- Tell the named Safeguarding Officer of your concerns.
- Record all details which support your observations or disclosures. Sign date and hand to the named Child Safeguarding Officer.
- Inform the named Child Safeguarding Officer of the action you have taken.

If there is an allegation or suspicion of abuse by someone involved in the Maldon Gig Rowing Club, including yourself; you should:

- Inform the Child Safeguarding Officer of your concerns.
- Record all details as you know them. Sign, date and keep these and pass to the Child Safeguarding Officer.

You should refer. You should not investigate.

The above provisions are not intended to restrict your personal decision to refer any matter to the police or child protection agencies, should you consider this appropriate. If you are a witness to abuse or you consider that urgent action is appropriate, you should not hesitate to take such action.

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## Photograph and Filming Guidance

Photography and filming are important to record the successes and achievements of children and young people in their activities. However, it is vital to remember that photographs, films and videos and other records can be used and distributed inappropriately including on the internet.

It is therefore important to be clear about:

Why caution is necessary (see above).

- The purpose of general photos e.g. parents' records, media, publicity etc
- Exercising caution in the use of children's photos for any publication or media use.
- Publishing only limited children / young people's details alongside their photos in newspapers etc
- The importance of taking photographs openly and away from changing areas.

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras.

# MGRC Child Safeguarding Self Declaration Form

|  |  |
|--|--|
| Surname  |  |
| First Names  |  |
| Any names used previously e.g maiden name  |  |
| Date of Birth  |  |
| Address  |  |
| Telephone number   |  |
| <p>I declare that:</p> <p>I have no previous criminal convictions and also no pending prosecutions or charges, other than as disclosed below. In the case of convictions relating to child abuse, this includes “spent” convictions.</p> <p>I have never had any complaints of child abuse made against me.</p> <p>I know no reason why I should not work with children.</p> <p>I undertake to inform the named BCRC Child Safeguarding Officer of any relevant allegation or prosecutions should they occur.</p> <p>I understand that this information is required by, and may be used in connection with, the Children’s Act and Child Protection Recommendations.</p> |  |

|        |  |
|--------|--|
| Signed |  |
| Date   |  |

F: Child Safeguarding Officer Contact details.

- Phone contact: 07884268053
- Email: [info@maldongigclub.org.uk](mailto:info@maldongigclub.org.uk) for the attention of: Child Safeguarding Officer