

Good Practice in the sport of Gig Rowing

Good Practice and Child Protection Policy and Procedures for all participants.

1. Policies of the Cornish Pilot Gig Association (CPGA)

1.1 Introduction

1.2 Policy statement from the CPGA

1.3 Explanation of terms used in Policy and Procedure

2. CP Training and CRB checking of club members

2.1 Introduction

2.2 Personal Disclosure

2.3 CRB checks by the CPGA

2.4 Role of the Welfare Officer within the club

2.5 CP Training

3. Guidelines

3.1 Guidelines for Good Practice

3.2 Indicators of Poor Practice

4. Classifications and Indicators of Abuse

4.1 Introduction

4.2 Physical Abuse

4.3 Neglect

4.4 Emotional Abuse

4.5 Sexual Abuse

5. Action to be taken re Child Protection

5.1 Introduction

5.2 Dealing with a disclosure of abuse

5.3 DO's

5.4 DON'T's

5.5 Recording the disclosure

5.6 Passing on concerns

6. Alleged abuse by a member of the Club

7. Example forms for photocopying

- 7.1 Personal Disclosure form for members involved with children
- 7.2 Record of disclosure from child/young person
- 7.3 Record of conversation with Welfare Officer or CPGA CPO
- 7.4 Contacts in regard to Child Protection
- 7.5 Checklist for clubs
- 7.6 Child/Young Person Membership/Consent Form
- 7.7 Private Vehicle Registration Form

References and acknowledgements

Area Child Protection Committee Child Protection Procedures
Children Act 1989

Joint Consultancy Team, Helen Trelease

Good Practice in Rowing, The Amateur Rowing Association

Working Together Sharing Good Practice, Active Sport Cornwall

Protecting Children, a guide for sportspeople. NSPCC

1. Policies of the Cornish Pilot Gig Association

1.1 Introduction

Every person who takes part in the sport of Gig Rowing has the right to do so in a safe and enjoyable way, free from judgement and abuse. To ensure that this happens, the CPGA have produced this document to guide clubs in their pursuit of Good Practice and to protect Young People in their pursuit of the sport.

The abuse of young people, children and the vulnerable can occur in any environment e.g. home, school and sports clubs. People the child knows and trusts commit the majority of child abuse. Children also disclose abuse to people they know and trust. This could be a member of your club; therefore, it is imperative that all affiliated clubs to the CPGA have good knowledge and understanding of the Policy and Procedures in order to protect all young people, coaches and club members. We all have a duty to safeguard these people and to report any concerns to the relevant person and the appropriate authorities

1.2 Policy Statement from the CPGA

The CPGA is committed to the following;

- To respect and actively promote the inclusion of all people regardless of age, gender, sexuality, race, culture, disability, religion or culture.
- To ensure the safety and well-being of all young people and children and those responsible for their care within the club
- To protect people from discrimination, degrading treatment, harm, bullying or harassment of any form and to respect their differences, feelings, wishes and rights
- Responding quickly and appropriately to any allegations of abuse or inappropriate behaviour
- To provide all members involved in the coaching of young people with good Practice and Child Protection in Sport Training
- To undertake Criminal Records Bureau (CRB) checks on these same people to ensure their suitability for these positions within affiliated clubs
- That all affiliated clubs work within these Policy and Procedures

1.3 Explanation of terms used in Policy and Procedure

The following terms and abbreviations are regularly used throughout this document: -

- **Child/Young Person** is anyone under the age of 18
- **Parent** includes parent, carer, guardian
- **CP** is abbreviation for Child Protection
- **CPGA** is abbreviation for Cornish Pilot Gig Association
- **Club Member** is any rowing or non- rowing member of the affiliated club
- **Welfare Officer** is the elected committee member of the affiliated club with responsibility to ensure compliance to these CPGA Policy and Procedures
- **Child Protection Officer (CPO)** is the elected member of the CPGA with responsibility to organise training, oversee Welfare Officers and provide advice and guidance in relation to CP
- **CRB** is Criminal Records Bureau
- **The Club** is the club affiliated to the CPGA

2. CP Training and CRB checking of club members

2.1 Introduction

It is now a requirement for all governing bodies to have CP policies and a CP Officer. It is also necessary for all Welfare Officers, junior coaches, trainers and coxswains of affiliated clubs to have CRB checks completed to ensure the safety and well being of all children/young people in the sport. This is also an effective way to protect those club members involved with children/young people from false allegations, although these are rare.

2.2 Personal Disclosure (appendix 7.1)

A personal disclosure is required from all club members, who are actively involved in the sport with children/young people. This is not in place of CRB checks, but is an immediate check whilst waiting for the CRB check to be completed. The club Welfare Officer should keep the personal disclosure until the CPO of the CPGA receives the CRB disclosure. Club Welfare Officers will be advised when this has happened and should then forward the personal disclosure to the CPO.

A personal disclosure form for photocopying and use is attached to this document. (appendix 7.1)

2.3 Procedures for CRB checks

All Welfare Officers, junior trainers, coaches, coxswains and club members who have significant dealings with children/young people in the club require an enhanced CRB check.

Club Welfare Officers need to ensure that these club members comply with this requirement.

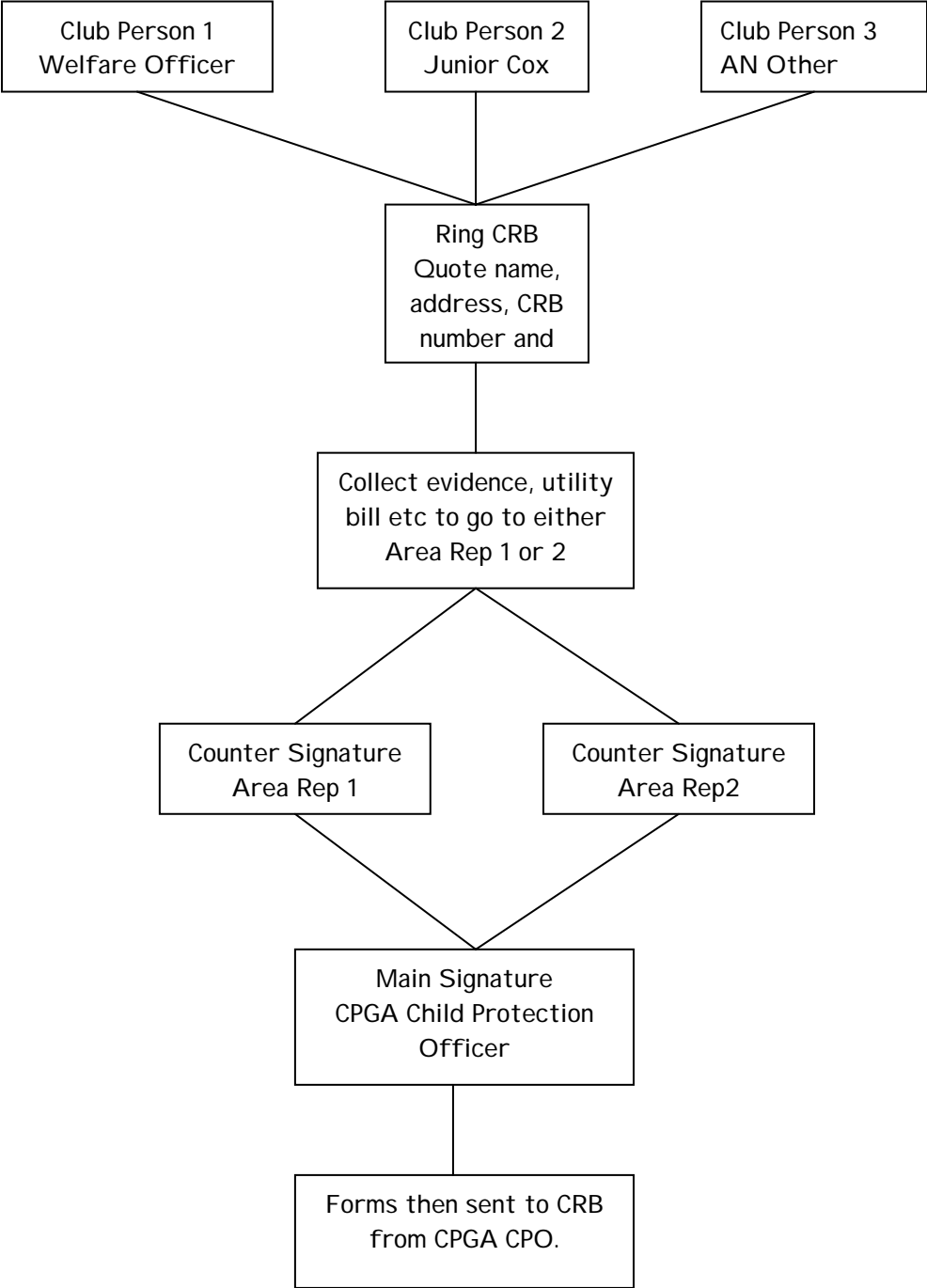
Each club member needing to be vetted should telephone the CRB Call Centre on 0870 90 90 844 to obtain a form. They must state that they are a volunteer. Please note that photocopies cannot be used.

The Call Centre will ask the club member for some information to confirm their identity. They will also ask for the eleven-digit CPGA Registered Body number. This is 24201800008. The form will then be sent to the club members' home address.

Cornish Pilot Gig Association – Child Protection Guidance

Area representatives will be the counter signatories and the CPGA CPO is the Lead signatory.

Please use the flowchart below to aid with the completion of CRB forms.



2.4 Role of the Welfare Officer in the club

The Welfare Officer is the designated committee member within the club who is responsible for ensuring that this Policy and Procedure is adhered to. They should also be the person that any concerns are reported to.

The Welfare Officer will have primary responsibility for ensuring that all club members with significant access to children/young people have completed self-disclosure forms, and CRB disclosure forms. The Welfare Officer must have CRB checks completed. The Welfare Officer should be made known to all children/young people in the club, and their parents, but not be involved in any coaching, training, be a junior organiser or coxswain, secretary or co-ordinator.

The Welfare Officer should have a clear understanding of these Policy and Procedures and of where to go for advice or assistance. They should complete appendix 7.4 and ensure that all club members are aware of its contents and telephone numbers. They should complete appendix 7.5 and keep it in a secure place.

All Welfare Officers are expected to undertake CP training as directed and arranged by the CPGA.

2.5 CP Training

Child Protection training for all Welfare Officers, and those club members that have significant access to children/young people will be arranged by the CPGA. All those previously mentioned have a duty to undertake this training.

3. Guidelines

3.1 Guidelines for Good Practice

The following list is for example only and is not finite. There are many other ways in which Good Practice can be carried out.

- All Under 16 rowers must wear visible and properly fitted life jackets over clothes when training or competing
- Coxswains with Under 16 rowers in the gig must wear life jackets as above
- Treat all people with the same respect regardless of ability
- Ensure that there are sufficient adults available who have relevant training and experience, particularly in First Aid and Child Protection
- Ratio of adults to young people should be a **minimum** of 2:15 for 8 years and over
- Provide information regarding CP Policy and Procedures to all parents of Young People
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate in coaching if it is not intrusive and the person has agreed that it is alright to be touched
- Gain permission from parents to act in loco parentis for the admission of medical treatment or emergency first aid. This must be in writing and signed by the parent
- Ensure that contact details of next of kin are held by the club
- Abusive and discriminatory language by any member of the club is inappropriate and unacceptable at any time
- Be aware of any medical ailments and disabilities of all members of the club
- Display high standards of behaviour and appearance, and be a good role model by not smoking or drinking whilst working with young people in the club
- Club members must not be placed in the position of sole responsibility when coaching junior members
- Always undertake coaching sessions or meetings in a publicly open place, and never alone or in your own home
- Gain permission from the child/young person and written permission from parents to take photographs or video footage for training or publicity purposes

- Never publish any photographs or video footage containing young peoples names on web sites
- Always inform and gain permission from parents when involving children or young people in any activity or publication
- Ensure that training and competition are primarily for the interest of the child/young person and not the parents, club or coaches

3.2 Indicators of Poor Practice

Again, the following list is not finite, but is intended to give guidance to the club as to what behaviours are not acceptable by club members, parents or children/young people.

- Pushing people beyond their physical capabilities
- Publicly ridiculing a person
- Swearing at or insulting a person
- Making sexual or suggestive comments, even in fun
- Allowing children/young people to do any of the above without intervention
- Not acting on allegations of poor practice or abuse
- Touching or allowing touching that is inappropriate
- Taking part in rough and tumble, physical games or being sexually provocative

If at any time, whilst working with a child/young person, you should accidentally hurt them, feel that something you have said or done has been misunderstood or misinterpreted, or the child/young person seems distressed over something you have said or done, report the incident or misunderstanding to the clubs Welfare Officer immediately. All clubs must have an Incident Book for the recording of such information, and the child/young person's parent must be informed of the nature of the incident.

4. Classifications and Examples of Abuse

4.1 Introduction

There are many complex issues that may arise in relation to child abuse. The Children Act 1989 defines four categories of abuse: physical, neglect, emotional and sexual abuse. Abuse may be the action or inaction by, for example, a coach, volunteer, family member or other young person. It can also be a combination of any or all of the above categories. No affiliated club can be expected to have a clear understanding of the action necessary in every situation. However, the club Welfare Officer should have an increased awareness of this issue.

All following definitions have been taken from Inter Agency Child Protection Procedures, Cornwall and The Isles of Scilly. (Aka The Yellow Book)

4.2 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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

Physical abuse may occur in Gig rowing if consideration is not given regarding intensity and, therefore, the expectation of the rower's performance in comparison to physical competence and ability.

4.3 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 involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Neglect may occur in Gig rowing if junior rowers do not wear life jackets to ensure their safety. Also if conditions are cold, wet and windy and the child/young person is not suitably dressed, or left to stand for a period of time in these conditions. This also applies to hot conditions when inadequate sun protection or exposure to sun may cause ill effects including sunburn and dehydration.

4.4 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 conveying to children 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 causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Emotional abuse may occur in Gig rowing if a child/young person is subjected to ridicule or discrimination of any form or if unrealistic pressures and/or expectations are placed upon the child/young person with no regard to their physical or emotional capabilities or development.

4.5 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not he child is aware of what is happening. The activities may involve physical contact, including penetrative acts (eg rape or buggery) or non-penetrative acts. It may 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.

Sexual abuse may occur in Gig rowing if physical contact (touching) occurs unnecessarily and without consent from the child/young person or for prolonged periods of time. Because of the nature of sports coaching and physical contact, this may go unnoticed.

There should be raised awareness regarding the lack of changing facilities at most rowing venues, and all club members should be discreet when changing.

5. Action to be taken regarding Child Protection

5.1 Introduction

Abuse can and does occur within the family setting, as well as in other organisations and settings. Abuse can be the action or inaction by e.g. a coach, club member, family member or other child/young person.

To enable the club to act appropriately in such situations they must have an appointed Welfare Officer who will have an increased awareness of Child Protection and of the procedures that must be followed.

It is not the responsibility of the Welfare Officer to investigate allegations of abuse, but it is their responsibility to seek advice and guidance from the CPGA CPO, or to pass on their concerns to Social Services/Police in more serious situations.

This applies to abuse that may occur within a rowing context, but also to abuse that may be occurring elsewhere.

Members of the club may become aware of abuse happening by witnessing it, recognising signs of abuse as listed in 4.0, and also by a child/ young person disclosing abuse.

5.2 Dealing with a disclosure of abuse

Children/ young people who are being abused will almost always tell someone they trust and feel safe with, i.e. junior coach, trainer, or organiser. By disclosing the abuse they are placing their trust in you, and want the abuse to stop. It will have taken a great deal of courage for a child to disclose abuse to you, and you should respond accordingly.

If any club member should bring concerns about a child's welfare to the attention of the club Welfare Officer it would be appropriate for the Welfare Officer to discuss the concerns with the child's parents/carers. **However**, in some circumstances concerns should not be shared with the parent/carer. These could include

- The child could be placed at greater risk
- Other children/young people could be placed at risk
- Other club members could be placed at risk
- Inability to contact parents could cause delay in making a referral
- Sexual abuse is suspected

If there is any doubt as to whether parents should be contacted, the Welfare Officer should seek advice from the CPGA CPO, Social Services or the NSPCC Helpline.

5.3 DO's

- Stay calm
- Believe what you are being told
- Reassure the child/young person that they are doing the right thing in telling someone
- Give them time to say what they want to say
- Clarify your understanding of the conversation using their Welfare Officer if you do not understand
- Be honest and tell them you cannot keep the conversation a secret
- Explain to them what you are going to do now
- Make notes as soon as possible after talking to the child (see 5.5 Recording the disclosure) including any questions you have asked
- Contact club Welfare Officer or CPGA CPO immediately for advice and guidance or your area Social Services office/Police
- Ensure maximum confidentiality

5.4 DON'T's

- Panic
- Appear shocked
- Doubt
- Promise to keep it a secret
- Ask leading questions or ask for specific details of the abuse
- Make assumptions, always clarify your understanding of the disclosure with the child/young person
- Make comments or judgements, other than to show sympathy or concern
- Discuss with parents/carer prior to gaining advice from club W.O., CPGA CPO, Social Services or NSPCC Helpline
- Discuss with anyone except your club Welfare Officer, the CPGA CPO or Social Services/Police
- Re-question the child/young person or allow any other club member to re-question the child
- Question or contact alleged perpetrators.
- Include your own opinions other than those relating to the child/young persons demeanour

5.5 Recording the disclosure (use appendix 7.2)

The disclosure must be recorded immediately after the child has left. You must ensure that you only record what the child/young person said and any questions that you asked VERBATIM. (word for word) You must also record the time, date and where the disclosure took place, who was present and what you were doing at the time. Also try to record the child's demeanour at the time of the disclosure i.e. were they crying, fearful, timid, anxious etc. Once you have completed your recording you must sign and date it. Please note that this information could be used in the event of a prosecution.

This information is highly sensitive and confidential and, therefore, should only be made available to those who need to see it, namely the club W.O., the CPGA CPO and Social Services/ Police. It should be kept somewhere secure, and should the decision be made to refer to Social Services the original should be sent to your local Social Services Department, within 24 hours, and a copy passed to the CPGA CPO. Do not delay passing on information.

5.6 Passing on information (use appendix 7.3)

Any disclosure should be immediately discussed with the club W.O. to enable them to pass the information on according to procedure. If the club W.O. is unavailable contact should be made with the CPGA CPO. Record any conversation with the club Welfare Officer or CPGA CPO on appendix 7.3. A copy should be sent to the CPGA CPO. The same applies for suspected abuse, not disclosed, or any concerns regarding children/young people and their well being.