



SAFEGUARDING AND WELFARE POLICY

Telford Canoe Club – Safeguarding & Welfare Policy (Overarching Policy)

Version: 1.0 Approved by: Telford Canoe Club Committee Jul 2026

Review Cycle: Annual (or sooner if Paddle UK guidance changes)

1. Policy Purpose

TELFORD CANOE CLUB is committed to providing a safe, inclusive, and positive paddlesport environment for children, young people, adults, and adults at risk. This overarching Safeguarding & Welfare Policy sets out the club's commitment and explains how safeguarding is embedded across all club activities.

This policy **does not duplicate** Paddle UK guidance. Instead, it **refers directly** to the official documents that govern safeguarding, welfare, conduct, equality, safer recruitment, and standards for deployment. In some cases these documents are tailored specifically for TELFORD CANOE CLUB, and will be indicated as such, as these will differ from Paddle UK standard templates.

All members, volunteers, coaches, leaders, parents/carers, and visitors must follow this policy and the linked documents.

Current details of Committee members and roles can be found on the [Club Website](#)

2. Governing Framework

Telford Canoe Club adopts and complies with the following Paddle UK policies and guidance:

Safeguarding & Welfare

- [Paddle UK Safeguarding Children Policy](#)
- [Paddle UK Safeguarding Adults Policy](#)
- [Paddle UK Safeguarding Procedure](#)
- [Paddle UK Anti-Bullying Policy](#)
- [Paddle UK Safeguarding Whistleblowing Policy](#)
- [Paddle UK Disclosure & Barring \(DBS\) Policy](#)
- [Paddle UK Safer Recruitment of Volunteers Policy](#)

Club Governance & Conduct – All available on [club website policy Pages](#)

- Club Constitution
- Club Code of Conduct
- Club Equality Policy
- Club Health & Safety Policy
- Club Standard Operating Procedures
- Club Risk Assessment Framework
- Risk assessments are provided on the club website for both on site and offsite activities for club led activities. Whilst these are created in advance, dynamic risk assessments are to be carried out by the Leader in charge at the time of the activity.
- Privacy Policy

Operational Standards

- [Standards for Deployment](#) , including Paddle UK CPD requirements for coaches and leaders
- [Understanding Your Club's Activity \(Club Activity Triangle\)](#)
- [Paddle UK Incident Reporting System](#)
- [Paddle UK Coaching & Leadership requirements](#)

These documents collectively form the club's safeguarding and welfare framework.

3. Safeguarding Principles

Telford Canoe Club commits to:

3.1 Safety First

We prioritise the welfare, safety, and dignity of all participants above performance, competition, or convenience.

3.2 Zero Tolerance

We do not tolerate:

- Bullying
- Harassment
- Discrimination
- Abuse (physical, emotional, sexual, financial, neglect)
- Grooming
- Poor practice

3.3 Inclusive Access

We uphold equality, diversity, and inclusion in line with the Paddle UK & Telford Canoe Club Equality Policy.

3.4 Shared Responsibility

Safeguarding is everyone's responsibility—members, parents, volunteers, coaches, leaders, and committee officers.

3.5 Transparency & Accountability

Concerns are handled promptly, confidentially, and in accordance with Paddle UK Safeguarding Procedures.

4. Roles & Responsibilities

4.1 [Club Welfare Officer \(CWO\)](#)

The CWO is the primary safeguarding contact for:

- Children
- Adults
- Adults at risk
- Parents/carers
- Volunteers

The CWO must:

- Hold an **in-date DBS**
- Hold **Time to Listen** training

- Hold **Safeguarding training** as required by Paddle UK
- Be listed correctly in **JustGo** and the **Club Dashboard**

4.2 Coaches, Leaders, and Activity Assistants

Must comply with:

- [Standards for Deployment](#)
- [Paddle UK Code of Conduct for Coaching Workforce](#)
- DBS requirements
- CPD requirements
- First Aid requirements
- Safeguarding training requirements

4.3 Committee Members

Responsible for:

- Ensuring compliance
- Maintaining policies
- Reviewing safeguarding concerns
- Supporting the CWO
- Ensuring safer recruitment practices

4.4 Members & Parents

Expected to:

- Follow the Club Code of Conduct
- Report concerns promptly
- Support a safe and inclusive environment

5. Reporting Safeguarding Concerns

Concerns may relate to:

- A child or adult at risk
- A coach, volunteer, or member
- Behaviour witnessed at the club
- Online behaviour
- Something disclosed by a paddler

How to Report

1. **If someone is at immediate risk:** Call 999
2. **Report to the Club Welfare Officer**
3. If the CWO is unavailable or there is a conflict of interest: Contact [Paddle UK Safeguarding Team](#)
4. Submit a **concerns form within 24 hours**
5. The CWO will escalate to statutory agencies if required

External Contacts

- Paddle UK Safeguarding Team: safeguarding@paddleuk.org.uk
- NSPCC: 0808 800 5000
- Local Authority Children's Social Care
- Local Authority Adults' Safeguarding Team

6. Safer Recruitment

Telford Canoe Club follows the [Paddle UK Safer Recruitment Policy](#), including:

- Role descriptions
- Application process
- References
- DBS checks
- Self-declaration forms
- Induction and training

No volunteer or coach may begin regulated activity until all checks are complete.

7. Standards for Deployment Compliance

The club ensures that all individuals in deployment-critical roles meet Paddle UK requirements for:

- Membership
- DBS
- Safeguarding training
- First Aid
- CPD
- Qualifications
- Code of Conduct compliance
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The club uses:

- [JustGo](#), Club Dashboard to record and check on individual training status

8. Club Activity & Safety Framework

All club activity must comply with:

- Club Standard Operating Procedures, including Fire and Evacuation plan, and Emergency Action plan
- Club Risk Assessments
- [Paddle UK Risk Assessment Guidance](#)
- [Understanding Your Club's Activity \(Activity Triangle\)](#)

The club clearly distinguishes:

- Formal coached/led activity
- Supervised club activity
- Collaborative club activity
- Club events
- External activity sanctioned by the club
- Independent paddling

Only activities within the club's safety framework are insured.

As our site is accessible to the public, we hold **Public Liability insurance via XXXXXX.**

9. Incident Reporting

The club uses:

- Club accident/incident book – Stored in the boat container
- [Paddle UK Online Incident Reporting System](#)

Incidents must be:

- Recorded immediately
- Reviewed by the committee
- Retained for a minimum of **5 years**
- Escalated to Paddle UK when required

10. Policy Review

This overarching policy will be:

- Reviewed annually
- Updated when Paddle UK guidance changes
- Approved by the committee
- Published on the club website
- Shared with all members

11. Policy Adoption

Telford Canoe Club hereby adopts this Safeguarding & Welfare Policy as the overarching framework governing the safety, welfare, and conduct of all members and volunteers.