

Cornish Pilot Gig Association SPC Policy Guidelines G4

Indicators of Good and Poor Practice within clubs

Although it is not always easy to distinguish between poor practice and abuse, and it's not for the individual to make judgments, everyone has the responsibility to:

- Identify poor practice and possible abuse
- Act if they have concerns (see Guidelines)

Good Practice: *NB: for 'Coach' also read Junior Coordinator or specified Junior Coxswain

Behaviour – Coaches* of Junior rowers should

- fully accept the CPGA Code of Conduct
- have completed a recognised Safeguarding and Child Protection training course.
- aim to make the experience of rowing fun and enjoyable
- promote fairness and playing by the rules
- treat all children equally and preserve their dignity, giving children equal attention, time and respect regardless of their rowing ability
- ensure that the training intensity is appropriate to the physical, social and emotional stage of the rower
- always be publicly open when dealing with juniors, and never be in a one to one situation or unobserved when with a child or Junior rower. Two adults should be in a changing room where children are being supervised when practical, and none of the opposite sex to the crew should be present
- not allow any adults to change or shower at the same time as children.
- 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 (see Guideline G8)
- 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
- ensure that all members of the club know that abusive and discriminatory language is inappropriate and unacceptable at any time
- maintain a safe and open relationship with Junior rowers. It could be a criminal offence for a person in a position of trust to have an intimate relationship with a child under 18 years, as defined by the *Sexual Offences (Amendment) Act 2000*.

Safety –Coaches* of Junior rowers should:

- conduct a Risk Assessment before undertaking any rowing related activities, related to the age and ability of the crew, the conditions and the environment.
- should not work alone, so that in the case of an accident, another adult can look after the remaining children.
- ensure that there are sufficient adults available who have relevant training and experience, particularly in First Aid and Child Protection.

- ensure that all Under 16 rowers wear visible and properly fitted life jackets over clothes when training or competing
- ensure that coxswains with Under 16 rowers in the gig wear life jackets as above
- be aware of any medical conditions, existing injuries and any medication being taken. Keep a written record of an injury or accident that occurs, together with details of any treatment given.
- be very clear as to where the First Aid box is and how to contact the emergency services.
- 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 (see Guideline G5)
- ensure that contact details of next of kin are held by the club (Guideline G5)
- ensure that a ratio of adults to young people is a **minimum** of 2:15 for 8 years and over (Club members must not be placed in the position of sole responsibility when coaching junior members).
- provide information regarding CP Policy and Procedures to all parents of Young People
- gain permission from the child/young person and written permission from parents to take photographs or video footage for training or publicity purposes (see Guideline G9)
- never publish any photographs or video footage containing young people's names on web sites (Guideline 9)
- Always inform and gain permission from parents when involving children or young people in any activity or publication (G5)
- ensure that training and competition are primarily for the interest of the child/young person and not the parents, club or coaches
- plan very carefully, and with the parents, for any days away from the club or residential trips (see Guideline 9 and 13)

Poor Practice

As above, 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. Adults should not:

- communicate directly to the child without the parent's knowledge, including by phone, text, e-mail or social networking site. (see G7)
- spend excessive amounts of time alone with children, away from others.
- take children alone on car journeys, however short (see G13)
- invite or take a child home or to any place where they will be alone with them.
- share a room with a child.
- push people beyond their physical capabilities or reduce a child to tears as a form of control.
- publicly ridicule or insult a person or allowing others to do so.
- use inappropriate language or allow others to use it unchallenged.
- make sexual or suggestive comments, even in fun
- touch or allowing touching that is inappropriate

- take part in rough and tumble, physical games or being sexually provocative
- do things of a personal nature that children can do for themselves.
- delay in acting on, or investigating, allegations of poor practice or abuse

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 club's 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.

Other documents:

Safeguarding and Protecting Children Policy: British Rowing

Physical Contact and Young People in Sport. Guidelines. CPSU 2005

'Planning Residential trips for children' guidance; Training Camp Checklist + consent forms:(WG 4.1-4.4) British Rowing

RowSafe: a Guide to Good Practice : British Rowing

Receiving, Recording, Reporting suspicions and allegations of abuse: CPGA SPC Policy Guidelines Guideline G11

Working with LSCBs: CPGA SPC Policy Guidelines Guideline G15

See Form A below to do a Club audit of good practice

A: Good Practice Checklist for clubs

Name of Club:

Welfare Officer:

Address:.....

.....

Telephone no:

E mail:.....

Is the identity of the Welfare Officer, and the procedure for reporting any concerns:	Have all coaches and others with access to children and young people:
1. made known to all Junior members? YES / NO	1. Satisfied the WO and committee of their suitability for the role? YES / NO
2. made known to parents? YES / NO	2. completed a) self-declaration form and b) a CRB disclosure? a) YES / NO b) YES / NO
3. Is the WO independent of any direct role involving activities with young people, such as junior co-coordinator or coach? YES / NO	3. been given an induction and made aware of the CPGA Child Protection procedures? YES / NO
4. Is parental consent for possible emergency medical attention obtained for all Junior members? YES / NO	4. agreed in writing to abide by the rules and procedures of the Club and the CPGA? YES / NO
5. Has the Club formally adopted the CPGA Child protection procedures in its constitution? YES / NO	5. Has it been made clear that access to young people is restricted to those who have satisfied these requirements? YES / NO