Brentford Community Boat House

Child Safeguarding Policy

Author/ Reviewer Responsible	Patrick Unwin, Trustee
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Brentford Community Boat House Ltd - A Company Limited by Guarantee.
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Introduction

Brentford Community Boat House ("**BCBH**") acknowledges its duty of care to safeguard and promote the welfare of children, which is defined by the government's *Working Together to Safeguard Children* guide as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

BCBH is committed to ensuring its safeguarding practice reflects and complies (at a minimum) with its statutory responsibilities, government guidance, best practice and inline with British Rowing & Paddle UK Safeguarding Policies ("**BR Policy/ PUK Policy**").

The National Governing Bodies (NGB) policies are attached in *Annex 1* for convenience and this Policy will draw attention to sections of those policies where relevant.

1. BCBH's Safeguarding Commitments

BCBH's Safeguarding Policy ("**the Policy**") recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation or socio-economic background, all children:

- have a positive and enjoyable experience of sport at BCBH in a safe and child centred environment
- are protected from abuse whilst participating in any activities provided at.

BCBH acknowledges that some children, especially those who are disabled, young or from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to promote their welfare. As part of the Policy BCBH will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding
- ensure everyone is provided with appropriate learning and timely opportunities to recognise, identify and respond to signs of abuse and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of an incident/concern of abuse
- provide support to individuals who raise or disclose incidents/concerns
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation concerning children, young people and those who hold positions of trust.

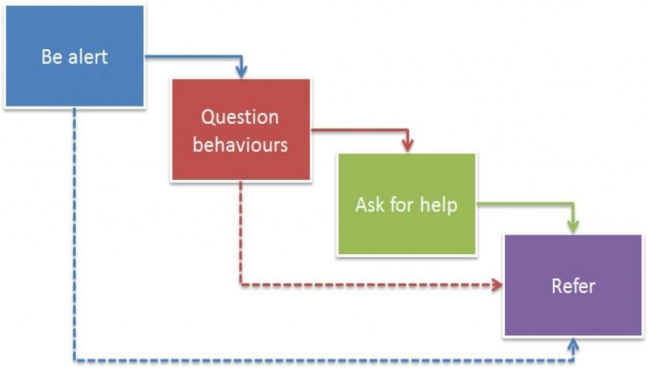
The Policy will be widely promoted and is mandatory for everyone involved with BCBH. Failure to comply with the Policy will be addressed without delay and may ultimately result in dismissal/exclusion.

2. Monitoring of this Policy

The Policy will be reviewed annually, or under the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Partnership, UK Sport, Home Country Sports Councils, British Rowing or Paddle UK as a result of any other significant change or event.

3. What To Do If You Are Worried A Child Is Being Abused



Everybody at BCBH must **be alert** to the abuse of young people. It is important that all staff, members of the Board of Trustees ("**Trustees**") and volunteers **question inappropriate behaviour** or behaviour which is not in line with BCBH's Code of Conduct (attached at *Annex 2*). If you suspect abuse, it is important you **ask for help** by notifying the Welfare Officer, either verbally or in writing. The Welfare Officer will **refer** the matter to the relevant governing body and any external agencies (e.g. the Multi-Agency Safeguarding Hub ("**MASH**") or Children's Social Care Services).

BCBH's **Welfare Officer** is Allan Kunna – cwo@bcbh.org.uk
BCBH's Trustees – trustees@bcbh.org.uk
Paul Evans - Trustee – paul.e@bcbh.org.uk
Mark Bracken - Trustee – mark.b@bcbh.org.uk
Patrick Unwin - Trustee – Patrick.u@bcbh.org.uk

IF A CHILD IS AT IMMEDIATE RISK CONTACT THE POLICE USING 999 OR MASH IN THE LONDON BOROUGH OF HOUNSLOW ON 02085836600

All telephone referrals to the above should be confirmed in writing within 24 hours. You should record the following:

- **name and job title** of the member of staff to whom the concerns were passed
- the **time** and **date** of the call
- a **summary** of the **information** shared and the **response** received.

Be Alert

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is not the responsibility of those working at BCBH to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

The following indicators of neglect, physical abuse, emotional abuse/bullying and sexual abuse are taken from the BR Policy:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or an injury for which an explanation seems inconsistent
- the child describes what appears to be an abusive act or relationships involving him/her
- the child suggests that they are being groomed into gang or county lines activity, extremist or radical views, or are being sexually exploited.
- someone else expresses concern about the welfare of a child
- unexplained changes in a child's behaviour e.g. becoming very quiet, withdrawn, displaying sudden outbursts of temper or their behaviour changing over time
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with other children
- displaying variations in eating patterns including overeating or loss of appetite ● losing weight for no apparent reason ● becoming increasingly dirty or unkempt.

Please find attached at *Annex 3* a more detailed list of indicators of abuse.

Question Behaviours

You may have concerns about abuse/poor practice because:

- you see it happening
- you recognise signs such as, but not restricted to those listed in section 1 above.
- someone reports a concern to you a child approaches you directly.

If a **child says or indicates that they are being abused**, or you have concerns about their welfare you should:

- take what they say seriously
- react calmly so as not to frighten them
- tell them they are not to blame and that it was right to speak up
- recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language
- keep questions to an absolute minimum so that there is a clear and accurate understanding of what has been said. Ask a couple of open-ended questions (if necessary) in order to understand what the child or young person is telling you.
- avoid asking leading questions such as "Was it X who did this?" Instead say, "Is there anything else you want to tell me?"
- reassure them, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate
- The safety of the child is paramount - if the child needs urgent medical attention, call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.

Record all of the above using the form contained at *Annex 4*.

When completing the Incident Report form you should:

confine yourself to the facts – what you have observed/seen, heard or had reported to you
distinguish between your own understanding of events (e.g. what was said, by whom, the circumstances in which this arose, etc.) and what you have been told by others not
include your own opinions on the matter
be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge, etc.)

You are recording this information for:

yourself, so you have a record of what happened
the Welfare Officer who will co-ordinate any action that needs to be taken MASH
or Children's Social Care Services.

It is not appropriate to share sensitive and confidential information with other people (e.g. members of BCBH or acquaintances outside of the organisation).

Ask for help

The discovery that someone you know may be abusing a child will raise concern. Although it can be difficult to report such matters, you must remember that:

- the welfare of the child is paramount
- being vigilant helps to protect children
- everyone has a duty of care to report any concerns they have immediately
- A good reporting structure ensures that concerns are dealt with fairly according to procedure and in a timely manner.

Who should I speak to?

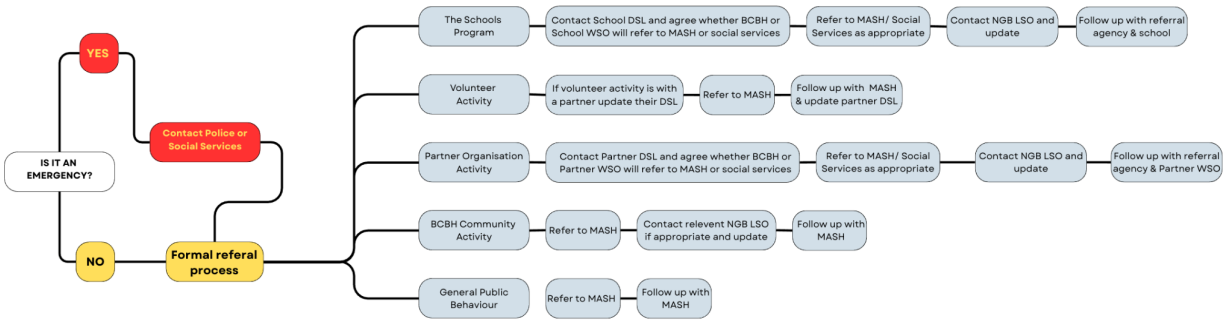
As stated above, all concerns that you may have or receive should be recorded using the form contained at *Annex 4* and passed onto the BCBH Welfare Officer **or in their absence**, the BCBH Trustee DSL, who will co-ordinate any action that needs to be taken. They will coordinate with either MASH, the emergency services or the relevant governing bodies Lead Safeguarding Officer ("**LSO**") as appropriate. The Welfare Officer is responsible for ensuring that any reports are documented in BCBH's safeguarding folder and that the reporting flow chart which has been adapted from British Rowing is followed.

If concerns arise in a setting where you are not at the club (e.g. at a school) inform the member of staff with responsibility for child protection or welfare e.g. the DSL or Deputy DSL in a school. Always ensure, in these circumstances, that BCBH's Welfare Officer is informed of the referral.

When with participants away from home, inform the person who has responsibility for welfare on that trip. This may be the trip DSL, head coach or team leader.

Formal Referral Process

This section and *Annex 5 and 6* apply only to the Welfare Officer, or the Trustee DSL.
Below is a diagram setting out the basic Welfare Officer reporting process depending on whether the matter concerns the BCBH, a partner organisation, the Schools' Programme, Volunteer Activity or any child welfare emergency.



Please see *Annex 5* for more detailed guidance on the Welfare Officer reporting process and *Annex 6* for the types of matters that should be reported to the Charity Commission.

4. BCBH Professional Behaviour Policy

BCBH Trustees, Directors, the Welfare Officer and Trustee DSL expect all staff to comply with BCBH's Codes of Conduct, which can be found at *Annex 2*.

Staff must also comply with the below Professional Behaviour Policy in respect of safeguarding. This includes periods away from BCBH at competitions, events, camps and en route to such events.

1. **No child is to be left alone** with an adult in any situation at the club, whether that be in changing rooms, club facilities or on the water. For example, a private coaching session can only be booked with two juniors and one coach (or with a parent/guardian accompanying) and there must be at least two adults or two juniors in all adult/junior interactions.
2. **Staff, Trustees, Directors and volunteers are only to use the accessible bathroom** and not the general changing rooms.
3. **Adult members shall not use the same changing facilities as children** when on site at the same time. This will be monitored by the lead junior coach on the session.
4. **No unnecessary physical contact** will occur towards any children. On rare occasions minimal contact may be required to assist with coaching. A staff member must communicate the purpose of such contact and obtain permission before doing so. There must be at least two adults or two juniors present in such interactions.
5. The Welfare Officer **will make annual contact** with the designated safeguarding lead of each school and immediate contact if a safeguarding issue arises.
6. **Safeguarding announcements and displays** will be placed on the BCBH notice board to ensure everyone within the club knows what to do if they have a safeguarding concern or from where they can receive support.
7. All staff have a professional duty to conduct themselves as a **trusted role model** inside of work, outside of work and online.

8. Staff, trustees, directors and volunteers must maintain professional boundaries in all digital communications and must not use personal social media, private messaging apps or personal phone numbers to communicate one-to-one with children without parent/carer visibility and approval.

5. BCBH Staff Training

Staff members are to keep up to date with safeguarding requirements and procedures by attending a UK Coaching approved Training Course. Training will enable staff to:

Identify when children are at risk
Take thorough and effective preventive action
Respond in the most appropriate way to children who are suspected of being abused
Report their concerns appropriately
Support children, staff and family members
Recognise their responsibilities about suspected poor practice or possible abuse by staff who hold positions of trust within the club.

Every member of staff:

Have undertaken an Enhanced Disclosure and Barring Service (DBS) record check every three years.
Will have their safeguarding certificate of training updated every three years by either a UK Coaching or relevant NGB recognised provider.
Staff employed in a coaching position are required to hold (or be working towards) a UKCC Level 2 Rowing Coaching qualification, completed UK Coaching Safeguarding and Protecting Children course, and have up to date first aid certificates.

The above will be monitored via the Staff Certification Matrix.
Records of training attendance and content will be kept by the Welfare Officer.Recruitment

6. Recruitment Process

The key stages of BCBH's recruitment process are as follows:

1. Scope out the role
2. Invite potential candidates for interview
3. Interview and documentation review
4. Successful interviewees shadow staff prior to engagement (where appropriate)
5. Enhanced DBS check is completed
6. Contract signed
7. The candidate is reviewed against a training matrix to identify areas for development.
8. Safeguarding training is completed within the first week of induction.

Application process

Every prospective employee will be expected to:

- Complete an application form. This will help assess the applicant's suitability to work with children based on their skills and competencies as well as eliciting information about an applicant's past
- Provide a self-disclosure about any matter that might influence their suitability to work with children
- Provide two referees
- Provide details of previous volunteering experience or relevant employment
- Provide evidence of their identity (such as a photographic driving licence or passport)
- Complete a Disclosure and Barring Service (DBS) criminal records check at the enhanced level for the specific role.

Online and Communications Safeguarding

Staff are expected to make all social media accounts private enabling no visibility for any child and are prohibited from connecting with children via social media.

Communication with children must be through a public means. Any email, text or message communication must never be 1:1, they must always include a parent, teacher or another member of staff.

All digital communication with children and young people must take place through approved BCBH communication channels.

Staff, trustees, volunteers and coaches must not engage in private or one-to-one messaging with any child or young person through personal mobile numbers, social media accounts, messaging applications or email accounts unless a parent/carer is copied in and there is a clear safeguarding or operational reason.

Where group communication tools such as WhatsApp, email groups or club apps are used, a minimum of two authorised adults should have access and, where appropriate, parents/carers should be included.

No images, videos or recordings of children may be taken, stored or shared without appropriate parental consent and in accordance with BCBH's photography and data protection procedures.

Any online communication that causes concern, including inappropriate messages, boundary issues, cyberbullying or grooming concerns, must be reported immediately to the Welfare Officer and recorded using the Incident Report Form.

Offsite Safeguarding

For any off-site trips or events, BCBH ensures there are two or more members of staff in attendance. Where there are multi-gender groups a staff member of each gender will assist. Key points:

- No child is to travel alone with an adult
- All off-site providers of activities will have their safeguarding policy cross-checked against how it relates to BCBH activities and participants
- The Welfare Officer will approve the safeguarding aspect of risk assessments for off-site activities.

External Agency Relationships

BCBH will maintain a good working relationship with MASH, Children's Social Care Services and the Police, and be familiar with the laws that serve to protect children from abuse. BCBH will consult with MASH, Children's Social Care Services and the Police (and other appropriate agencies that have specialist knowledge) to help BCBH protect children from abuse.

BCBH will ensure that it has contacts for MASH, Children's Social Care Services and Police offices. The DSL will maintain this information. Contact details for MASH can be found at *Annex 5*.

7. Confidentiality and Data Protection

Staff should be aware of their professional duty to share information regarding abuse whatever the source. This information should be shared with the Welfare Officer. The Welfare Officer will discuss this matter with the staff member and decide on the best course of action**.** Information sharing will be restricted to those who have a need to know in order to protect children. Once staff members' have talked with the DSL, all parties should ensure that confidentiality is observed.

Information sharing will be restricted to those who have a need to know in order to protect children.

Staff may be asked to provide information to MASH and other appropriate agencies.
The DSL should be aware of the government's Seven Golden Rules of Information Sharing, which are attached at *Annex 7*. Please refer to BCBH's data protection policy for data retention guidelines.

All safeguarding records will be processed in accordance with UK GDPR and the Data Protection Act 2018.

8. Complaints and Comments

If you have any complaints, comments or suggestions about this Policy, please email the trustees trustees@bcbh.org.uk. Or alternatively contact the WSO cwo@bcbh.org.uk

Annex 1: British Rowing & Paddle UK Safeguarding & Protecting Children Policy

The NGB polices relating to the topics below can be found on the British Rowing & Paddle UK websites:

- Safeguarding Children and Young People Policy
- Young persons Guide to Safeguarding Policy
- Safeguarding and Protecting Adults Policy
- Online Safety and Social Media Policy

Policy Link; British Rowing

Policy Link; Paddle UK

Annex 2: Code of Conduct – Coaching Policy

Coaching Policy

Coaches should ensure safe practice at all times

- follow British Rowing water safety guidance and specific BCBH safety policies and procedures
- coaches should ensure that the environment is as safe as possible by assessing and managing risk to an appropriate level
- promote the execution of safe and correct practice.

Coaches should look to continually develop their practices

- accept that improvements in their coaching can always be made
- gain qualifications at a level appropriate to their coaching context
- follow a programme of continuous professional development
- engage in self-analysis and reflective practice to identify areas for personal improvement
- practice in an open and transparent fashion that encourages other coaches to contribute to or learn from their knowledge and experience
- contribute to the development of coaching by sharing knowledge and ideas with others
- contribute to initiatives to promote the standards and quality of coaching and coaches
- learn about issues in the sport that might affect coaches or participants
- learn about the role of rowing in current local, regional and national initiatives.

Coaches should make a commitment to providing quality coaching service to participants

- plan and prepare for all sessions so that they meet the needs of participants and are appropriate and progressive
- maintain appropriate records with regard to participants
- support talent.

Coaches should follow Brentford Community Boat House guidelines on coaching and safeguarding children and vulnerable adults

- ensure that any physical contact is appropriate and necessary and is carried out within recommended guidelines, and with the participant's full consent and approval
- avoid any form of sexually related contact, innuendo, flirting or inappropriate gestures when coaching, particularly with under-age participants

- avoid sexual intimacy with participants either whilst coaching them, and also in the period of time immediately following the end of the coaching relationship
- arrange to transfer a participant to another coach if it is clear that an intimate relationship is developing.

Coaches should coach in a participant focused way

- promote the welfare and best interests of participants
- assess each individual's needs, and support individuals to determine their goals
- recognise and accept when it is in the participant's interest, to refer a participant to another appropriate coach or specialist
- assist the participant to access other appropriate services that could aid their development
- recognise the rights of participants to confer with other coaches and experts
- communicate and co-operate with other organisations and individuals in the best interests of the participants
- obtain the agreement of coaches and participants when taking over some or all coaching responsibility
- be aware of and communicate any conflict of responsibility as soon as it becomes apparent
- be aware of the physical needs of participants, especially those still growing and ensure that training loads and intensities are appropriate
- maintain the same level of interest when the athlete is sick or injured.

Coaches should coach in a professional manner

- be transparent and accountable in their coaching practices
- be professional and accept responsibility for their actions
- clarify from the beginning of the coaching relationship what is expected of the participants and also what they can expect from the coach
- allow athletes access to an appropriate complaints mechanism
- respect the individual's right to transfer between clubs, coaches or other sports
- only assume roles for which they are qualified and prepared
- not misrepresent their level of qualification or experience
- seek out a balance between coaching and lifestyle commitments to maintain an effective and enjoyable coaching career.

Coaches should ensure that rowing is a positive recreational activity

- create an environment free of fear and harassment
- help to maintain enjoyment of rowing
- promote the concept of a balanced lifestyle, supporting the well-being of the athlete both in and out of the sport
- aid participants' motivation
- avoid placing undue pressure on children
- ensure that the ability and performance of the child in sport is not excessively linked with their own perceptions of self worth.

Coaches should encourage health

- actively promote the benefits of participation in rowing
- promote drug-free sport
- educate participants on the British Rowing policy on the use of performance enhancing drugs and supplements
- promote health
- avoid smoking, drinking or drug use before or whilst coaching, as this portrays a negative image and could affect the safety of participants in rowing.

Coaches should encourage personal empowerment

Coaches should:

- recognise the rights of all participants to be treated as individuals
- allow participants to express their own views and make their own decisions
- canvas and respect participants' reasons for rowing, even if they consider fun and participating more important than winning
- ensure that participants are fully informed of the requirements of the sport and the coaching programme
- respect participants' opinions when making decisions about their participation in the sport • encourage participants to take responsibility for their own development and actions
- involve participants as part of the decision making process.

Coaches should communicate appropriately

- follow the guidelines in the British Rowing Safeguarding and Protecting Children Booklet regarding communication with parents and young people
- communicate with and provide feedback to participants in a manner which reflects respect and care
- avoid criticising, or engaging in demeaning descriptions of others
- be discreet in any conversations about participants, coaches or other individuals • discuss and agree with participants what information is confidential.

Coaches should establish expectations

- clarify the nature of the coaching services being provided for participants
- inform participants and parents of juniors of the requirements of the sport
- discuss with parents and other relevant parties the potential impact of the coaching programme on junior participants
- inform athletes or their parents of any potential costs in accessing their coaching services.

Coaches should be positive role models

model, and promote adherence to, the codes of conduct

- display high standards in the use of language, manners, punctuality, preparation and presentation
- operate within the rules and spirit of rowing
- promote the positive aspects of the sport
- challenge and not condone discrimination on the grounds of gender, race, colour, disability, sexuality,
- age, religion, political opinion, occupation or marital status in the coaching environment
- treat all individuals in the sport with respect at all times, and be fair, honest and considerate
- display control, respect, dignity and professionalism to all involved in rowing
- encourage mutual respect between participants in the sport
- promote tolerance
- act equitably in their coaching and combat discrimination on the basis of gender, age, race, colour, sexual orientation, political opinion etc
- act in a non-violent way
- address any bullying between participants.

Coaches should be models of positive behaviour

- act with respect for the opposition
- condemn cheating

Code of conduct for Coaches of juniors – Safeguarding

Coaches of juniors must be familiar with and follow the Brentford Community Boat House Safeguarding & Protecting Children Policy and Guidance documents

All Practitioners have a professional duty to conduct themselves as a trusted role model inside of work, outside of work and online.

- No child is to be on a 1-1 basis with an adult in any situation at the club, whether that be in a room, changing rooms, club facilities or on the water. For example, a private coaching session can only be booked with two juniors and one coach, or with a parent/guardian accompanying.
- A child should never be left alone in any situation at the club, there must be at least two adults or two juniors in all adult/junior interactions
- Staff, Trustees and volunteers are only to use the accessible bathroom and not the general changing rooms
- Adult members shall not use the same changing facilities as children when on site at the same time. This will be monitored by the lead Junior Coach on the session as juniors should not be on site without adequate supervision
  No unnecessary physical contact will occur towards any children. On rare occasions minimal contact may be required to assist with coaching. A staff member must communicate the purpose of such contact and obtain permission.
- Coaches talking to children, young people and each other ; appropriate 'banter' ; the use of mobile phones needs to be strictly professional and only needed in an emergency or to take footage ; no personal contacts/relationships ; the public, friends and ex members being on the premises whilst children or young people are around – provision of a safe environment
- The Welfare Officer will make annual contact with the Designated Safeguarding Lead ("DSL") of each individual school and immediate contact if a safeguarding issue arises. Partnership Agreement with schools. This should also be explicit about passage of safeguarding related concerns at BCBH to DSL at the school.
- recognise that children have rights
- consider the child's rights and needs before considering the champion
- keep holistic development as the core objective of participation in rowing
- respect the child's interests in activities other than in sports
- not force their aspirations and ambition on children
- respect the right to privacy of young athletes

- ensure that the level and type of participation is appropriate to their child's stage of development
- promote individual progress, skill and development before winning in age group competition to help
- promote long term participation of children in the sport
- encourage the development of good technique before performances
- recognise that the stage and rate of development is not the same for all juniors and allow child participants to compete at their own current level
- emphasise the role that maturation has to play in age group competition
- consider whether it is appropriate to juniors' developmental stage for them to be engaged in intensive training
- coach juniors according to' how much and how often' junior guidelines.

Annex 3: Indicators of Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which 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 fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

The persistent emotional maltreatment 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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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 maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under

the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Bullying

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying results in pain and distress to the victim. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Bullying can be:

Emotional being unfriendly, excluding (emotionally and physically),sending hurtful text messages, tormenting (e.g. hiding kit, threatening gestures)
Physical pushing, kicking, hitting, punching or any use of violence
Racist racial taunts, graffiti or gestures
Sexual unwanted physical contact or sexually abusive comments
Homophobic because of, or focussing on, the issue of sexuality Verbal name-calling, sarcasm, spreading rumours, teasing.

Bullies come from all walks of life. They bully for a variety of reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Bullies can be boys or girls, men or women. Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground or changing rooms. Competitive sports such as rowing are an ideal environment for the bully.

In rowing, the bully can be a:

Parent who pushes too hard
coach who adopts a 'win at all costs' philosophy Rower or cox who intimidates or ridicules
a peer club official who places unfair pressure on a person spectator who constantly shouts abuse See the model Anti-Bullying Policy for rowing clubs.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children. A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of, and investigate, these possible signs of a child:

says they are being bullied is
unwilling to go to sessions
becomes withdrawn,
anxious or lacking in
confidence

feels ill before training sessions has
clothes torn or possessions damaged has
possessions go 'missing'
asks for money or starts stealing money (to pay bully)
has unexplained cuts or bruises is frightened to say
what's wrong gives improbable excuses for any of
the above.

In more extreme cases:

starts stammering
cries themselves to sleep at night, has nightmares or wets the bed becomes
aggressive, disruptive or unreasonable
is bullying other Children or siblings stops
eating self-harms attempts or threatens
suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and be investigated.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

provide adequate food, clothing and shelter (including exclusion from home or abandonment);
protect a child from physical and emotional harm or danger; ensure
adequate supervision (including the use of inadequate care-givers) ensure
access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Annex 4: Welfare Incident Report Form.
This is also available in a digital format upon request

Section 1 – details of child at risk	
Name of adult	
Address	
Date of Birth	
Age, if date of birth not known	
GP practice (if known)	
Contact number	
Section 2 – your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of club	
Your role in organisation	
Section 3 – details of concern	

Detail what you have seen/been told/other that makes you believe the child is being abused or is at risk of abuse (include dates/times/evidence from records/photos, etc.)

Section 4 - Abuse type(s) – please tick as many as you feel may apply		
Physical	Psychological	Financial
Sexual	Discriminatory	Organisational (formerly institutional)
Neglect	Hate incident/crime	Mate Crime
Internet abuse	Modern slavery	Female genital Mutilation (FGM)
Forced Marriage	Domestic abuse	Radicalisation
Self-Neglect		
Section 5 - Have you discussed your concerns with the parent/guardian/school DSL? What are their views, what outcomes have they stated they want (if any)?		

Section 5A – Reasons for not discussing with the parent/guardian/school DSL	
Parent lacks capacity	
Discussion would increase the risk	

State why the risks would increase

Section 5B - Have you discussed your concerns with anyone else? E.g. carer/ parent. What are their views?

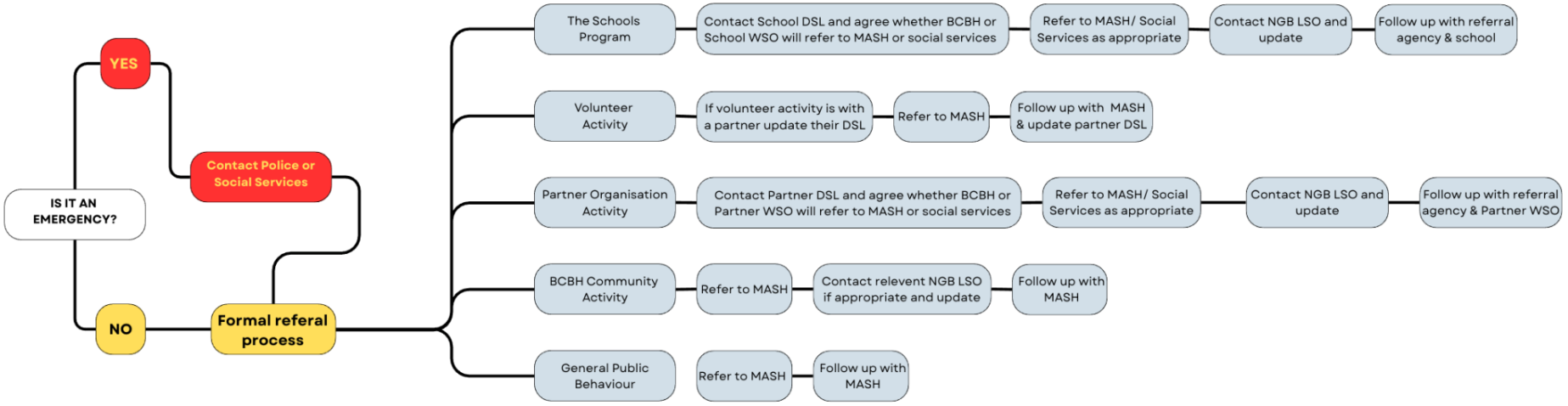
Section 6 – What action have you taken/agreed with the adult to reduce the risks?

Information passed to Welfare Officer, confirm details:	Referral to Social Care Confirm details:
Contact with the police, confirm details:	Referral to other agency – please confirm details:
Other – please state what	
No action agreed – state why	
Section 7 – Risk to others	
Are any other children at risk Yes/No – delete as appropriate	
If yes, state why and what actions have been taken to address these?	
Are any children at risk Yes/No Delete as appropriate	
If yes state why and what actions have been taken to address these?	
Signed:	
Date:	

OFFICE USE ONLY
Section 8 – sharing the concerns (To be completed by Welfare Officer)
Details of your contact with the child at risk. Have they consented to information being shared outside of BCBH?
Details of contact with the Social Care Team where the adult at risk lives –advice can be still sought without giving personal details if you do not have consent for a referral
Details of any other agencies contacted
Details of the outcome of this concern

Annex 5: Welfare Officer Referral Process

Below is a diagram setting out the basic Welfare Officer reporting process depending on whether the matter concerns the club, the Schools' Programme or an emergency.



Involving Statutory Agencies

In any case of physical or sexual abuse or where the child's safety is at risk, you should contact one of the following statutory agencies immediately:

- The Police should be involved if the apparent abuse is of a criminal nature or if the incident involves a person outside the child's family. A record should be made of the crime reference number
- Children's Social Care Services where the alleged person is a member of the child's family. In an emergency the Samaritans (08457 909 090) will hold the duty officer's contact number.
- NSPCC (Freephone 24 hour helpline 0808 800 5000). You do not have to give your name but it is helpful if you can.

BRENTFORD
COMMUNITY
BOAT HOUSE

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WC2H 9JQ

Referral to MASH

Multi-Agency Safeguarding Hub ("**MASH**") is made up of co-located staff from Children's Social Care, Police and Health Services from across the borough of Hounslow. Here is a link to their services, MASH LBH

If you have a concern about a child, please make your referral to the LBH on **020 8583 6600** or via the LBH referral form on the following link, LBH Referral

If applicable Contact the NGB LSO

The NGB LSO must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- what further action should be taken by the relevant partner organisation or National Governing Body
- whether further action, advice or investigation is needed by/from the Police, Children's Social Care Services or the NSPCC.

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It enables the NGB's Case Management Group and Safeguarding Vulnerable Groups Panel to analyse trends across clubs and improve existing British Rowing policy and guidance.

Telephone contact for the NGB LSO is listed below British
Rowing. Tel: 0208 237 6700.
Paddle UK. Tel: 01158655354

The LSO or another designated person from NGB will keep you notified of procedures and timescales whilst any investigation is ongoing.

Will parents or carers be involved?

In most situations, it is important that the Welfare Officer or LSO involves parents to clarify any initial concerns e.g. if a child seems withdrawn, they may have experienced a recent bereavement.

Where a parent or carer may be responsible for the abuse or may not be able to respond to the situation appropriately they should not be involved, as it may place the child at greater risk. It is advisable to contact MASH to establish an appropriate route forward.

Disclosure of previous abuse

Allegations of abuse are occasionally made some time after the event, for example by an adult abused as a child by a member of staff who is still working with children. Where such an disclosure is made, a referral should be made to MASH, as identified in the process set out above.

if an allegation is made against a person who holds a position of trust (or used to) this should be referred by the DSL to the Local Authority Designated Officer.

You should follow the procedures given above and have the matter reported to the Police and/or Children's Social Care Services and the LSO. This is because other children, either within the sport or outside it, may be at risk from this person.

Allegations against People in Positions of Trust

- When an allegation against a person in a position of trust is reported, BCBH will follow the relevant NGB protocol after making its own decision on the allegation, this will be in line with BCBH's disciplinary procedures.
- If an individual is suspended from their role it is important to remember this is a neutral act, it protects all parties involved in the case.
- They will be assigned a designated contact from the relevant NGB. This person will be their point of contact for the duration of the case, if they have any queries or concerns they should contact them initially.
- The individual's designated contact will be neutral to the case, they will not be the designated contact for the young person involved in the case, nor will they be a member of NGB's Case Management team who will be dealing with your case.
- The individual will receive regular communication in the form of telephone calls, letters and emails regarding their case from their designated contact. They will be kept up to date with the progress of their case at all times.

If a case is being investigated by a statutory agency, BCBH or the relevant NGB may suspend the individual concerned whilst this investigation is taking place. This is a neutral act and is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded. Once the statutory agency's investigation is completed, and irrespective of its findings, BCBH or/and the NGB will assess the case following its disciplinary procedures.
Please refer to the relevant NGB policy on disciplinary procedures for more information.

Involving the Charity Commission

The Charity Commission requires charities to report serious incidents. If a serious incident takes place within BCBH, it is important that there is prompt, full and frank disclosure to the Charity Commission.

It is the **responsibility of the Trustees** to decide whether an incident is significant and should be reported.

Any report needs to include what happened and how the matter is being dealt with (even if BCBH has also reported it to the Police, donors, etc.)

To help assist in determining reportable matters, there is an Examples Table at *Annex 6*. The Examples Table is not a definitive list of reportable incidents but indicates the types of incidents that should and should not be reported. Further information on reporting to the Charity Commission can be found here.

Annex 6: Reporting to the Charity Commission: Examples Table

SERIOUS INCIDENTS TO REPORT	INCIDENTS NOT TO REPORT
Protecting people and safeguarding incidents	

A beneficiary or other individual connected with the charity's activities has/alleges to have suffered serious harm Allegation that a staff member has physically or sexually assaulted or neglected a beneficiary whilst under the charity's care The Chief Executive of the charity has been suspended pending the outcome of an investigation into their alleged sexual harassment of a fellow member of staff Allegation that a trustee, staff member or volunteer has been sexually assaulted by another trustee, staff member or volunteer A staff computer is found to contain images of child pornography An internal investigation has established that there is a widespread culture of bullying within the charity A beneficiary or individual connected with the charity's activities has died or been seriously harmed; a significant contributory factor is the charity's failure to implement a relevant policy Charity failed to carry out DBS checks which would have identified that a member of staff or trustee was disqualified in law (under safeguarding legislation) from holding that position Repeated medication errors to beneficiaries in a care home indicating a systemic problem	Minor unusual/aggressive behaviour by a beneficiary towards a member of staff Police called to charity premises because a beneficiary is drunk and disorderly Charity becomes aware of allegations of abuse or neglect of a beneficiary that occurred outside the charity; the charity has reported the allegations to the appropriate agencies, and there is no harm to the charity's reputation Beneficiary in a care home received the wrong medication as a 'one-off' error and there was no significant harm Logged accident book reports where there was no significant harm to individuals Details of reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where there has been no significant harm to individuals Minor accidental injury to a charity service user e.g. slipping on a wet floor A staff member who is not in a senior position or position of specific responsibility (e.g. head of safeguarding) has bullied or harassed a fellow staff member. There is no indication of a widespread culture of bullying or harassment within the charity and the incident is dealt with by minor disciplinary action (for example, the staff member responsible has not been suspended or dismissed). A staff member who is not in a senior position or position of specific responsibility is dismissed for marrying a member of the community in which

SERIOUS INCIDENTS TO REPORT	INCIDENTS NOT TO REPORT

Charity discovers that an employee or volunteer coming into contact with children or at risk adults is on the sex offenders register	the charity is working, in breach of the charity's code of conduct but not in breach of local laws
Fraud, cyber-crime and money laundering	
Charity's Chief Executive and Treasurer produced false invoices for charity services A bogus fundraising scheme is being promoted online, using charity's name Charity funds lost due to an online or telephone 'phishing scam', where trustees were conned into giving out bank account details Attempted fraud by a member of charity staff but intercepted by internal financial controls Any actual/alleged fraud or money laundering should be reported. Any actual/alleged cyber-crime should be reported with the exception of the example in the right hand column	Attempted cyber-crimes that are blocked by the charity's computer network security systems, except where the attempted cyber-crime is unusual in nature and the charity wants to bring it to the attention of the Commission
Theft	

Each month, between £100-£200 goes missing, suspected stolen, from the cash till in the charity shop. It has been going on for six months and has been reported to the police. Charity office has been broken into and computers, holding personal details of beneficiaries and donors, stolen Remember, there is no minimum loss figure that should be reported. You need to decide whether incidents are serious enough to report, in the context of your charity and its income, taking account of the actual harm and potential risks posed Unverified or suspicious donations A significant amount over £25,000 is donated to the charity from an unknown or unverifiable source	One-off random theft of items such as jewellery or a mobile phone at the charity's premises Theft of small amounts of cash belonging to a beneficiary, by another beneficiary, at a charity event Theft of a collection tin thought to contain small amount of cash Large legacy left in a will, received via solicitor dealing with probate, on condition donor remains anonymous Large donation made by an anonymous donor via solicitor who is aware of their identity Low value donations from unknown sources - refer to our guidance on due diligence and monitoring end use of funds

SERIOUS INCIDENTS TO REPORT	**INCIDENTS NOT TO REPORT**
Other significant financial loss	

Significant loss of charity funds in a poor investment scheme, commissioned by trustees, without professional advice Sudden loss of 20% or more of charity's income (e.g. due to termination of major donor contract); charity has no reserves, meaning staff will be laid off and services stopped Substantial loss of charity funds due to legal costs incurred in a court case; excludes those charities routinely undertaking budgeted litigation on behalf of beneficiaries The charity's main premises is severely damaged in a fire and the charity is unable to deliver services to its beneficiaries	Loss of charity funds where the value lost represents less than £25,000 of charity assets and is less than 20% of the charity's income. There is no significant impact on the charity's services. Charity property overseas is damaged due to bad weather conditions (e.g. office roof blown off during a storm) but doesn't prevent charity from delivering services to beneficiaries A vehicle owned by the charity is badly damaged in an accident. Nobody was hurt, the damage is covered by insurance and the charity is still able to deliver services to its beneficiaries
Links to terrorism or extremism	
Charity discovers that an overseas partner has passed money to a member of charity's personnel who is a designated individual, subject to financial restrictions A member of charity staff or volunteer has been arrested for terrorism related offences Charity's warehouse in a war zone has been raided and vehicles/ stock taken at gunpoint Charity personnel have been detained or kidnapped by a terrorist group overseas A visiting speaker has used a charity event to promote extremist messages, via live speech or social media	
Other significant incidents - Disqualified person acting as a trustee	

Any person acting as a trustee or senior manager while disqualified – refer to the Commission's guidance	A trustee or senior manager voluntarily steps down from trusteeship when disqualified for having an IVA (Individual Voluntary Arrangement)

SERIOUS INCIDENTS TO REPORT	INCIDENTS NOT TO REPORT
Charity subject to investigation by a regulatory body	
Charity is subject to official investigation by another regulator e.g. Fundraising Regulator, Police, UK Visas & Immigration, Ofcom, Information Commissioner, Care Quality Commission or Care Inspectorate Wales	Routine inspections by a sector regulator e.g. Ofsted, CQC or CIW, do not need to be reported to the Commission unless there are adverse findings that place the future of the charity in doubt, relate to other categories of serious incidents or are likely to attract negative media attention
Major governance issues	
Mass resignation of trustees, leaving the charity unable to function Evidence that trustees have routinely signed blank cheques	One or two trustees stepping down at year-end, due to other commitments
Fundraising issues	

Suspicions of unauthorised public collections in the name of the charity Charity hasn't complied with law on requirements for solicitation statements or professional fundraising agreements Significant funds, due under a fundraising arrangement, have not been paid by the professional fundraiser, or commercial partner to the charity Incident has taken place involving a fundraising agency which will incur serious damage to the charity's reputation	A missing collection tin thought to contain a small sum of money Failure of a sponsor, e.g. of a local fun run, to submit small amounts of money raised for the charity
Data breaches or loss	
Charity's data has been accessed by an unknown person; this data was accessed and deleted, including the charity's email account, donor names and addresses	A charity laptop or mobile phone (not containing confidential data) has gone missing – it's been reported to the police
SERIOUS INCIDENTS TO REPORT	**INCIDENTS NOT TO REPORT**
A charity laptop, containing personal details of beneficiaries or staff, has been stolen and there is no encryption or other security measures that would prevent the perpetrator from accessing this information A Data Protection Act breach has occurred and been reported to the ICO	
Incidents involving partners	

A delivery partner of the charity is alleged to have links to terrorism and extremism A delivery partner of the charity has ceased to operate and this has prevented the charity from providing assistance to its beneficiaries The charity's subsidiary trading company has gone into liquidation and this has resulted in financial difficulties which place the future of the charity in doubt Staff of another organisation within the same federated structure are found to have been committing systematic abuse of beneficiaries and this has significantly damaged the reputation of the charity	A serious incident has taken place involving a partner but it has no or minimal impact on the charity's reputation or the partner's ability to deliver its work with the charity A delivery partner of the charity has ceased to operate and this has had some impact on the charity's ability to provide assistance to its beneficiaries but it is not a material impact and the assistance to beneficiaries hasn't stopped
Other, including criminality	
Any other type of incident that appears serious and likely to damage reputation or incur loss of charitable funds/assets	

Annex 7: Government Advice – The Seven Golden Rules to Sharing Information

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.