



Knottingley Canoe Club

Safeguarding Policy

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Safeguarding Policy

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Review cycle	Annual unless a different review cycle is agreed.

Purpose

Set out how KCC protects children, young people and adults at risk, and how safeguarding concerns should be recognised, recorded and reported.

Scope

Applies to KCC members, juniors, adults at risk, parents, carers, coaches, leaders, instructors, helpers, volunteers, committee members, visitors and club-sanctioned activity.

Document Content

1. Purpose

Knottingley Canoe Club is committed to safeguarding the wellbeing of everyone who takes part in club activity.

This policy sets out how the club protects children, young people and adults at risk, and how safeguarding concerns should be recognised, recorded and reported.

KCC believes that paddlesport should be safe, inclusive, enjoyable and supportive. All members, coaches, leaders, volunteers, parents, carers and visitors are expected to show respect and understanding for the rights, safety and welfare of others.

2. Scope

This policy applies to:

- all KCC members
- children and young people under 18
- adults at risk
- parents and carers
- coaches, leaders, instructors and helpers
- committee members and club officers
- volunteers and trip/session organisers
- visitors and participants taking part in KCC activity

It applies to club activity including pool sessions, coaching, trips, events, training, social activity, digital communication, photography, changing facilities and any club-organised or club-sanctioned activity.

3. Safeguarding Principles

KCC will:

- prioritise the welfare and safety of children, young people and adults at risk
- treat safeguarding as everyone's responsibility
- follow Paddle UK safeguarding policies and procedures
- promote a culture where concerns can be raised without fear of being ignored or blamed
- act promptly and proportionately when concerns are reported
- avoid one-to-one unsupervised situations where possible, especially with children and adults at risk
- keep safeguarding records factual, confidential and secure
- only share safeguarding information on a need-to-know basis
- use safer recruitment and appropriate checks for roles involving children or adults at risk
- maintain appropriate standards for communication, changing rooms, photography, video, conduct and supervision

4. Children and Young People

A child or young person is anyone under the age of 18.

KCC recognises that children and young people have the right to take part in paddlesport safely and to be protected from abuse, bullying, harassment, discrimination and avoidable harm.

For activities involving children and young people:

- the activity must be suitable for the young person's age, ability, experience and needs
- parental or guardian consent must be obtained where required
- relevant medical, emergency contact and welfare information must be collected and stored securely
- juniors must not be placed in inappropriate one-to-one situations with unrelated adults
- communication with juniors must normally go through parents, guardians or an agreed responsible adult
- changing room, photography and digital communication policies must be followed
- leaders must be clear who is responsible for supervision before, during and after the activity
- any concern, disclosure, allegation or suspicion must be reported promptly

Juniors should normally only take part in formal club activity or supervised club activity. Juniors must not be included in informal, collaborative or independent member activity unless the committee, trip leader and parent/guardian have confirmed that the arrangement is suitable, supervised and within the club's safeguarding and safety framework.

5. Adults at Risk

KCC recognises that safeguarding also applies to adults.

An adult at risk is an adult who:

- has care and support needs, whether or not those needs are being met by a local authority
- is experiencing, or is at risk of, abuse or neglect
- may be unable to protect themselves from that abuse or neglect because of those care and support needs

Some adults may need additional support because of disability, illness, mental health needs, learning disability, neurodivergence, age, trauma, social isolation, dependency, coercion, communication needs or other circumstances.

For adults at risk, KCC will:

- respect the adult's dignity, wishes and right to make decisions wherever possible
- offer reasonable adjustments and clear information
- avoid assumptions about capacity, confidence or independence
- respond to concerns about abuse, neglect, coercion, exploitation or unsafe conduct
- share information where necessary to protect the adult or others from harm
- escalate urgent concerns to emergency services, adult social care, Paddle UK or another appropriate body

6. Club Welfare Officer and Safeguarding Responsibilities

KCC will appoint or identify a Club Welfare Officer or safeguarding lead.

Current Club Welfare Officer:

- Name: Eleanor Tookey
- Contact route: website safeguarding form and safeguarding@knottingleycanoecub.com

Deputy / alternative club contact:

- Name: Iain Marris
- Contact route: website safeguarding form and safeguarding@knottingleycanoecub.com

Safeguarding contact route submissions are monitored by Eleanor Tookey. Iain Marris is the backup contact.

The Club Welfare Officer is the first point of contact for safeguarding and welfare concerns where there is no immediate danger.

The Club Welfare Officer is responsible for:

- receiving safeguarding and welfare concerns
- recording concerns factually and securely
- seeking advice from Paddle UK or statutory services where needed
- escalating concerns promptly
- supporting the committee to maintain safeguarding arrangements
- advising on safeguarding implications for activities, events and trips
- helping the club maintain training, DBS and safer recruitment processes

The committee remains collectively responsible for ensuring that safeguarding arrangements are in place and reviewed.

7. Reporting a Safeguarding Concern

If someone is at immediate risk of harm or needs urgent medical help:

- call **999** or **112** immediately
- then inform the Club Welfare Officer or another appropriate club officer as soon as it is safe to do so

If there is no immediate danger:

1. Listen calmly.
2. Reassure the person that they were right to speak up.
3. Do not promise secrecy.
4. Do not investigate or ask leading questions.
5. Record the facts as soon as possible.
6. Report the concern to the Club Welfare Officer or safeguarding lead.
7. If the Club Welfare Officer is unavailable, conflicted, or implicated, report to another appropriate club officer or directly to Paddle UK.

The person receiving the concern should record:

- date, time and location
- who was involved
- what was seen, heard or disclosed
- the person's own words where possible
- any immediate action taken
- who the concern was reported to and when
- names of any witnesses

Paddle UK safeguarding contact:

- Paddle UK Safeguarding Team: **0115 8655354**
- Paddle UK online reporting route: <https://paddleuk.org.uk/report-a-safeguarding-concern/>

External emergency or specialist routes may include:

- Police / ambulance / emergency services: **999**
- NSPCC helpline: **0808 800 5000**
- Childline: **0800 1111**
- Wakefield Council children's social care: **0345 8 503 503**
- Wakefield Council adult social care / safeguarding adults: **0345 8 503 503**;
social_care_direct@wakefield.gov.uk

KCC is based in Wakefield District, so Wakefield Council is listed as the club's primary local authority route. Members and participants may live in other council areas. Where a concern relates to a child, young person or adult at risk outside Wakefield, or where the concern clearly took place in another local authority area, the Club Welfare Officer should contact the relevant local authority children's social care or adult safeguarding team for that person's home area or the area where the concern occurred. If unsure, contact Wakefield Social Care Direct, Paddle UK or the police and ask for routing advice.

8. Confidentiality and Records

Safeguarding information must be handled carefully.

KCC will:

- keep records factual, dated and signed/named where possible
- store records securely with restricted access
- avoid storing safeguarding concerns in public chat groups or general club folders
- share information only with those who need it for safeguarding, statutory, legal or governance reasons
- comply with data protection requirements
- retain records in line with safeguarding guidance and legal requirements

Detailed handling, access and transfer arrangements for safeguarding concern records are managed through KCC's separate Safeguarding Concern Record Handling SOP.

Members should not discuss safeguarding concerns casually, speculate, or circulate private details.

9. Safer Recruitment, DBS and Training

KCC will use safer recruitment principles for roles involving children, young people or adults at risk.

This may include:

- role descriptions
- application or volunteer information
- references where appropriate
- Paddle UK membership where required
- safeguarding training appropriate to the role
- DBS checks where the role meets regulated activity or Paddle UK requirements
- committee approval or internal sign-off before deployment
- induction into KCC policies and codes of conduct

Anyone who meets the eligibility criteria for a DBS check must not be deployed in the relevant role until a satisfactory check has been returned and any required internal approval has been completed.

Coaches, leaders, instructors, helpers and officials working with children or adults at risk must read and follow relevant Paddle UK safeguarding policies and KCC policies.

10. Good Practice Expectations

All adults working with or supporting children, young people or adults at risk should:

- work in an open and observable way
- maintain appropriate boundaries
- avoid unnecessary physical contact
- explain and seek consent for any necessary physical contact, such as safety or coaching support
- use respectful and inclusive language
- avoid favouritism, bullying, harassment or intimidation
- avoid private one-to-one digital communication with children
- challenge or report unsafe, discriminatory or inappropriate behaviour
- follow KCC risk assessment, trip planning and safety procedures
- report incidents, near misses, welfare issues and safeguarding concerns

11. Communication and Digital Safety

KCC's Communications Policy applies to club communication, social media and messaging.

In summary:

- club communication should be transparent, respectful and relevant to club activity
- parents or guardians should be included in direct communication with children
- juniors should not be added to informal WhatsApp or private message groups with unrelated adults
- club social media should be managed by designated administrators
- inappropriate digital communication must be reported

12. Photography and Video

KCC's Photography and Videography Policy applies to all club activity.

In summary:

- consent must be obtained before taking or publishing images where required
- parental or guardian consent is required for children
- images should not expose personal details or create safeguarding risks
- photography and video are prohibited in changing rooms, toilets and private areas
- any inappropriate image-taking or sharing must be reported immediately

13. Changing Rooms and Privacy

KCC's Changing Room Policy applies to changing facilities at club venues.

In summary:

- privacy must be respected
- adults should avoid being alone with a child other than their own in changing areas
- under-18s should not be alone in changing rooms with unrelated adults
- cubicles, family changing rooms or accessible facilities should be used where appropriate
- mobile phones, cameras and recording devices must not be used in changing areas

14. Trips, Events and External Activity

For trips, events or external activity involving children or adults at risk:

- safeguarding must be considered during planning, not added afterwards
- the activity must be classified appropriately within the club activity model

- the trip or event plan must identify responsible adults, leaders and any welfare role
- consent, medical and emergency contact information must be collected where required
- supervision arrangements must be clear
- communication routes must be clear
- changing, transport, photography and overnight arrangements must be risk assessed where relevant
- concerns must be recorded and reported using this policy

External providers remain responsible for their own safeguarding arrangements, but KCC should complete proportionate due diligence before signposting, booking or promoting external activity.

15. Related KCC Documents

This policy should be read alongside:

- KCC Constitution 2024/25
- KCC Safeguarding Children and Young People Policy
- KCC Safeguarding Adults at Risk Policy
- KCC Club Code of Conduct
- KCC Code of Conduct for Coaches and Volunteers
- KCC Code of Conduct for Juniors
- KCC Code of Conduct for Parents and Carers
- KCC Communications Policy
- KCC Photography and Videography Policy
- KCC Changing Room Policy
- KCC Privacy Policy
- KCC trip-planning SOPs, including Safeguarding, Juniors & Consent
- KCC incident and near-miss reporting procedures

16. Paddle UK Framework

KCC is affiliated to Paddle UK and will follow Paddle UK safeguarding policies and procedures.

Relevant Paddle UK documents and routes include:

- Paddle UK Safeguarding Children Policy
- Paddle UK Safeguarding Adults Policy
- Paddle UK Safeguarding Whistleblowing Policy
- Paddle UK Safer Recruitment of Volunteers Policy
- Paddle UK Safeguarding Procedure
- Paddle UK Code of Conduct for Coaching Workforce
- Paddle UK Reporting Concerns Form / online reporting route

Current Paddle UK safeguarding policy page:

<https://paddleuk.org.uk/safeguarding-policies/>

Current Paddle UK report-a-concern page:

<https://paddleuk.org.uk/report-a-safeguarding-concern/>

17. Review

This policy should be reviewed annually, or sooner if:

- Paddle UK safeguarding guidance changes
- legislation or statutory guidance changes
- there is a serious incident, concern or learning review

- KCC changes its activities, venues, delivery model or participant groups
- the committee identifies a need for review

Policy owner: KCC Committee / Club Welfare Officer

Review cycle: annual

Next review due: 2027-05-11

Adopted by committee on: 2026-05-11

Changelog:

- 2026-05-11: Confirmed safeguarding email/form route and monitoring by Eleanor Tookey with Iain Marris as backup.
- 2026-05-11: Added Wakefield statutory safeguarding contacts and out-of-area local authority routing rule.
- 2026-05-11: Added public website/email safeguarding route and verified Paddle UK/emergency escalation route.
- 2026-05-11: Added Iain Marris as secondary safeguarding contact.
- 2026-05-11: Added Eleanor Tookey as current Club Welfare Officer and clarified alternative committee escalation role.
- 2026-05-11: Added related-document links to explicit children and adults-at-risk safeguarding policies.
- 2026-05-11: Standardised document control, purpose and scope structure for policy PDF generation.
- 2026-05-11: Created overarching KCC safeguarding policy draft covering children, young people and adults at risk.