

Tees Rowing Club: Guidance for keeping children safe at Tees Rowing Club, including trips away (Revision date August 2019).

Tees Rowing Club takes very seriously the welfare of all its members and visitors. We pay particular attention to that of children within the club, and have adopted fully the guidance and procedures defined by British Rowing. The guidance applies to all children up to the age of 18 years. It also applies to all TRC Junior members, who are rowers that are under the age of 18 years on 31 August preceding the date of the competition that they may choose to enter.

This guidance note summarises key British Rowing Guidance that TRC follows, and provides guidance to members and parents and carers about some of the TRC specific implementation of the guidance.

In addition to the documents outlined in the Tees Rowing Club Safeguarding Policy the following British Rowing guidance documents are important. Any individual working with children within Tees Rowing Club (TRC), or during trips away from the club with children must be familiar with, follow and promote the British Rowing Safeguarding and Protecting Children Policy and Guidance documents, as well as the relevant TRC specific policies and guidelines, including the following British Rowing documents:

- WG 3.1 Duty of care
- WG 3.2 How much and how often? (updated Feb 2019)
- WG 3.3 Safeguarding juniors at club events where alcohol is being consumed
- WG 3.4 Guidelines for rowing competitions
- WG 3.5 Contacts – local and national agencies
- WG 3.6 Club audit
- WG 3.7 Physical contact and young people in rowing
- WG 3.8 Managing challenging behaviour in rowing
- WG 3.9 Protecting young children and young people with disabilities
- WG 3.10 Designated Persons with responsibility for safeguarding Children
- WG 4.1 Planning residential trips for children
- WG 4.2 Parental consent for residential trips
- WG 4.3 Coach/volunteer information sheet for trips away
- WG 4.4 Training camps checklist: water safety and welfare
- WG 5.1 Safeguarding and photography
- WG 5.2 CPSU Information Sharing Protocol
- WG 5.3 Seven Golden Rules for Information Sharing
- WG 5.4 Using social networking and social media
- WG 5.5 Text and email messaging
- TRC Safeguarding: Guidance on reporting a concern
- TRC Grievance and Disciplinary Procedure
- TRC Guidance for keeping children safe, including trips away.

Individuals working with children at Tees Rowing Club, or on trips away from the club, must:

- Recognise that the welfare of children is paramount, and that they need to ensure that children are protected is a primary consideration and may override the rights and needs of those adults working with them.
- Observe British Rowing's guidance on the use of social networking services and social media, and text and email messaging.
- Observe appropriate boundaries and relationships with children including use of contact and in language and communication.
- Always be publicly open when working with children, and avoid coaching, meetings or situations where a child or children and the individual are completely unobserved;
- Work with the child's parent/carer to ensure that the level and type of participation is appropriate to the child's stage of development.

Appropriate Qualifications for Working with Children at TRC or at events away

Appropriate qualification for most instances will include a Disclosure and Barring Service (DBS) check as a minimum. Please consult with the appropriate Coach, or the Club Captain or Welfare Officer for further advice, or if you are unclear regarding this. Note that a DBS check replaces a Criminal Records Bureau (CRB) check.

The Club also reserves the right to ask any volunteer, be they rower, coach or parent, who may come into contact with children to complete a volunteer reference form. A copy of the form that this may take is attached as an Appendix and is available on the TRC website, within the documents section.

Children on the water at TRC or at events away

In line with British Rowing's 'Safeguarding & Protecting Children Policy', the Club's policy is very clear regarding supervision of water outings for children who are participants in TRC junior squad rowing programme:

- There is a general risk assessment that covers all junior squad rowing sessions at TRC.
- Where appropriate, child specific risk assessments will be prepared. These may be required because of, but not necessarily only because of, medical conditions that are applicable to a specific child.
- Children are not to be allowed out on the water without appropriate supervision. In very nearly all cases 'appropriate supervision' consists of an appropriately qualified adult member or parent accompanying the outing in a coaching/safety launch.
- Members of the TRC Junior squad, who have reached the age of 18 years but who are still classified as a junior, may be allowed out on the water without adult supervision, subject to the authorisation of the junior coach.
- At the coach's discretion and following a risk assessment, it may occasionally be appropriate for competent children to row in more stable boats containing adult members without an accompanying launch, but only in suitable river conditions and with appropriately qualified and competent adult members.

- The Junior coaches will ensure that all children that join the junior squad receive an appropriate introduction to the Club and to rowing, an “induction”.

TRC recognises that parents, relatives of close family friends may choose to take their child on the water, rather than enrolling them into the Junior section of the Club, perhaps as a guest member. TRC emphasises that in these circumstances, the child’s parent, guardian or family friend (the “carer”) is accepting full responsibility for the safety of the child during the outing, and has completed a suitable risk assessment for the session. This includes an assessment by the carer of their ability to safely recover the child from the water in the event of a capsize or medical emergency, particularly if heading upstream through Stockton where exit from the river is more difficult.

Further, should a carer decide to take full responsibility for teaching their child to row, their attention is drawn to key BR documents including W.G. 3.2 “How much and how often”, and the need to ensure that the sessions, be they land or water based, do not pose a risk to the physical and mental well-being of the child.

Use of the gym by children at TRC

Children who are members of the TRC Junior squad and are under the age of 16 years are not allowed to use the gym without appropriate supervision. In very nearly all cases “appropriate supervision” consists of an appropriately qualified adult member accompanying the child in the gym.

Children over the age of 16 years, who are members of TRC Junior squad, may use the gym without adult supervision if they have been fully inducted in use of the gym equipment and have the permission of their junior coach.

Unsupervised use of the gym by other children who may be members of TRC, but not a part of the Junior squad, is at the discretion of their parent or guardian, subject to the child having received a full induction in the use of the gym equipment.

Use of the showers and changing rooms at Tees Rowing Club

The main changing rooms are used by adult members of TRC as well as members of others clubs based at the River Tees Watersports Centre (RTWC). Parents and carers must be aware and accept that adults may be present and changing or showering when their child uses the main club changing rooms and showers. While TRC club members are advised not to start to shower or change if they are on their own and unsupervised juniors are present, members of other clubs may not do this.

Coaches should avoid being in the changing room with children they coach unless there is another adult present.

Access to Tees Rowing Club

Access to TRC is by means of a fob that operates doors into the club. This system is administered by the RTWC on behalf of all user clubs. It is strongly recommended that parents or carers do not allow any child to attend the club on their own, without first ensuring first that a responsible adult will be on the premises e.g. coach. If an older child wishes to use the club premises without adult supervision, it is strongly recommended that the parent or carer ensures that they will be with other children of a similar age.

It is strongly recommended that parents and guardians do not leave unsupervised children on their own in any of the club premises, including the club room and boathouse while they complete their own training sessions, be these in the gym or on the water.

Coaching ratios at Tees Rowing Club

- Although there is government guidance for people working with groups of children, it is essential in rowing that a separate risk assessment is taken for each group of children and that this is reviewed for each training session. All children should be supervised at all times.
- In line with the national guidance, the level of supervision should take account of the:
 - age and ability of the children
 - type of training session being undertaken (on land or water)
 - children's growing independence
 - environment that the session is taking place in
 - risk assessment
- If there is an accident or incident, the lead adult should ensure there is always someone available to supervise the remaining children. Coaches working with children should ensure that they do not work in isolation.

Date of Document: August 2019

Appendix: Volunteer Reference Form.

_____ has expressed an interest in becoming a volunteer, and has given your name as a referee.

If you are happy to provide this reference, all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being candid in your evaluation of this person. If you would prefer to respond by telephone, please do so – contact details are set out below.

(This should be regarded only as the minimum information that must be obtained in relation to child protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances)

How long have you known this person?

In what capacity?

In your opinion would this person be suitable to work with children? (please circle)

Yes/No

How would you describe their personality?

Your name: _____

Signed: _____ Date: _____

Position: _____

Address: _____

Email: _____

Telephone: _____

Please return to:

Name

Position

Phone number

Tees Rowing Club, River Tees Watersports Centre, Stockton-On-Tees TS18 2NL