



# Safeguarding Policy

February 2022

Any links to local or national advice and guidance can be accessed via the safeguarding in education webpages:

[www.hants.gov.uk/educationandlearning/safeguardingchildren/guidance](http://www.hants.gov.uk/educationandlearning/safeguardingchildren/guidance)

Links to online specific advice and guidance can be found at

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/onlinesafety>

Links to other pages from the local authority on safeguarding can be found at

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>

Prime Paddling also seek advice from NSPCC:

<https://learning.nspcc.org.uk/safeguarding-child-protection>

Prime Paddling have adopted the safeguarding policies of British Canoeing:

<https://www.britishcanoeingawarding.org.uk/safeguarding-in-paddlesport/>

<https://www.britishcanoeingawarding.org.uk/download/29/>

<https://www.britishcanoeingawarding.org.uk/download/30/>

Safeguarding Leads that are responsible for Safeguarding and Wellbeing:  
Alex Merrifield and Nathan Cole



## Policy Statement

Safeguarding determines the actions that Prime Paddling takes to keep children safe and protect them from harm in all aspects of their life. As a team we are committed to safeguarding and promoting the welfare of all our participants and paddlers.

The actions that Prime Paddling and its coaches take to prevent harm; to promote wellbeing; to create safe environments; to educate on rights, respect, and responsibilities; to respond to specific issues, vulnerabilities, and allegations.

## Aims

- The aim of this policy is to safeguard all participants and other persons within the duty of care of Prime Paddling and when they are on our site.
- To provide clients with the information required to show that Prime Paddling is fully compliant with safeguarding procedures.

## Principles and Values

Prime Paddling is committed to ensuring the highest possible standard of safeguarding. The personal safety and wellbeing of each participant using Prime Paddling is paramount.

Prime Paddling aims to ensure that all lessons are carried out in a safe environment. Safeguarding processes are intended to put in place measures that minimise harm to children and adults and risk.

This policy aims to ensure that all persons using the Prime Paddling services can do so safely within child safeguarding standards and UK law.

Prime Paddling is familiar and works in line with Keeping Children Safe in Education 2020/2021.

## Safeguarding policy including child protection measures

- All Prime Paddling Full Time employees as a minimum will complete safeguarding training, refreshed at least every two years. This enables them to recognise signs of potential abuse and neglect. All staff will be alert to the basic signs of abuse, be



that physical, sexual, emotional or neglect. They will know the Prime Paddling processes and to whom they should refer concerns or suspicions to.

- All seasonal staff are subject to safeguarding training. Regular providers will be instructed to complete approved online training and receive face to face walk throughs of Prime Paddling's processes.
- All seasonal staff who hold a British Canoeing qualification will be checked through the delivery partner portal which collates safeguarding and first aid qualifications. Anybody not meeting the requirements will not be used.

### **Best Practice**

Best practice refers to the actions of staff whilst working with or near children and it also refers to the manner in which they communicate with young people. Prime Paddling staff and external coaches will:

- Treat participants fairly and without prejudice or discrimination.
- Always ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the participant is appropriate to the role as a coach and confined to the relevant lesson session.
- Be responsible for the selection of the coach and make any reasonable checks to ensure the coach is suitable for the participant (including, if required, reviewing the coach's CRB/DBS certification documentation).
- Always be responsible for the welfare of the participant during the session.
- Do NOT use mobile phones to take photos of those under 18 or in our care.
- Use common sense and best practice especially when lone working.
- Do not make contact or accept contact with anyone that is or was in our care that is under 18, especially on social media platforms.
- Not make any improper suggestions to a participant.
- Not send unsolicited communications to the participant or parent/responsible adult.
- Value and take participants' contributions seriously.
- Record, in written form, any dispute with a participant or parent/responsible adult.
- Record any inappropriate behaviour or illegal activity identified within a lesson by the participant or third party and report this immediately to a responsible adult.
- Ensure that if no parent/responsible adult is present during a lesson session that the participant is comfortable to continue the session.
- Ensure all staff have sufficient training that complies with British Canoeing Standards
- Prime Paddling only deploys coaches that are compliant with the Coach Update Scheme.
- Understand that it is their legal responsibility to report any suspected cases of child abuse to the designated safeguarding lead so that the best course of action for that child can be achieved.



## **Role of the Participant**

- Treat the coach with respect and fairness, and not subject them to abusive behaviour or language.
- Not make any improper suggestions to the coaches.
- Have no inappropriate communication with the coach outside the session (no personal email contact etc.)
- Report any dispute with a coach to a parent/responsible
- Report any inappropriate behaviour or illegal activity by a coach within a session

## **Role of Parent/Carer/responsible Adult**

- Always be responsible for the physical environment of the pupil during the session ensuring it is safe and appropriate.
- If they consider it appropriate, be present or available during a coach session so any concerns encountered by the participant can be reported as soon as possible and ensure the participant and coach are behaving in an appropriate manner.
- Ensure that coaches will be treated with respect and fairness by the participant and will not be subjected to abusive behaviour or language.
- Ensure that no improper suggestions are made by either the coach or participant.
- Ensure the participant has no inappropriate communication with the coach outside the lesson session.
- Report any unsolicited communications between the coach and participant if appropriate.

## **Designated Safeguarding Lead**

It is the duty of everyone who works at Prime Paddling to ensure that children are provided with the highest level of care and protection when under our duty of care. As part of Prime Paddling's safeguarding policy, a Designated Safeguarding Lead is appointed to oversee the child protection and safeguarding provisions.

### **The Team**

The Designated Senior Person - Alex Merrifield

The DSP is supported by Prime Paddling's staff/coaches and has the overall view of the procedures and deputises the daily safeguarding responsibilities to the daily designated safeguarding lead.

### **Designated Safeguarding Leads**



- Alex Merrifield
- Nathan Cole

### **The purpose of the DSL role**

The purpose of the Designated Safeguarding Lead for Child Protection is to:

- Ensure that child protection and safeguarding policies and procedures are correctly in place, all laid out clearly, and are accessible to all staff and the parent/guardian.
- Ensure that that all staff, children, and the parent/guardian are familiar with and understand all aspects of Prime Paddling's safeguarding provision.
- Ensure that the centre operates in line with, and staff are up to date with, all safeguarding legislation and that information, support, and resources on the topic of child protection and safeguarding are readily accessible to all staff and the parent/guardian.
- Be a personal advisor to all staff, children and the parent/guardian and promote their role to ensure that everyone is aware of who they are and how to contact them.
- Be the first point of contact for any staff, children, or the parent/guardian who have concerns about a child's welfare.
- Refer concerns to the relevant external agencies as required by individual circumstances.
- Use their specialist skills and training in child protection to support the identification of possible abuse and decide on actions that need to be taken.
- Ensure that all staff are taking responsibility and following procedure for the safeguarding of the children in attendance.

### **Safeguarding Processes**

Prime Paddling is fully committed to safeguarding and promoting the welfare of all children attending it's sessions and sets out the below policies to ensure this process.

The following national guidelines should also be read when reading the below:

- Prevent Duty
- Keeping Children Safe in Education
- Working Together to Safeguard Children

### **Tackling extremism and radicalisation**

This policy is intended to provide a framework for dealing with issues relating to vulnerability, radicalisation and exposure to extreme views. Through implementation of this policy we hope to achieve the following:



- All staff will have an understanding of what radicalisation and extremism are and why there is the need to be vigilant during sessions.
- All staff will understand the policy for tackling extremism and radicalisation and will follow the policy guidance when issues arise.
- All children will understand the dangers of radicalisation and exposure to extremist views.
- All parent(s)/guardian(s) will know that the policies are in place to keep children safe from harm and that Prime Paddling regularly reviews its systems to ensure they are appropriate and effective

Radicalisation is defined as the act or process of making a person more radical or favouring extreme or fundamental changes in political, economic or social conditions, or institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views.

There are a number of behaviours which may indicate a child is at risk of being radicalised or exposed to extreme views. These include:

- Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Changing their style of dress or personal appearance to accord with a particular extremist ideology, group or cause.
- Possession of materials or symbols associated with an extremist ideology, group or cause.
- Attempts to recruit others to the extremist ideology, group or cause.
- Communications with others that suggest identification with an extremist ideology, group or cause.
- Using insulting or derogatory names for another ideology, group or cause group.
- An increase in prejudice-related incidents committed by that person – these may include:
  - Physical or verbal assault.
  - Provocative behaviour.
  - Damage to property.
  - Derogatory name calling.
  - Possession of prejudice-related materials.
  - Refusal to cooperate.
  - Condoning or supporting violence towards others.

It is important to be vigilant and remain fully informed about the issues which affect the local areas, cities and society in which Prime Paddling operates. Staff and coaches are reminded to suspend



any 'professional disbelief' that instances of radicalisation 'could not happen here' and to be 'professionally inquisitive' where concerns arise, referring any concerns to the Designated Safeguarding Lead.

Early intervention is vital and staff must be aware of the established processes to refer concerns about an individual(s) and/or an extremist ideology(s), group(s) or cause(s). Prime Paddling staff must have the confidence to challenge, and to intervene, and ensure that strong safeguarding practices are based on the most up-to-date guidance and best practice. The DSL for Prime Paddling will discuss the most appropriate course of action on a case-by-case basis and will decide when a referral to external agencies is needed.

### **Child Sexual Exploitation Policy**

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.

- Children may be exploited by an individual, several individuals working as an organised group, or by a gang.
- Grooming is the process of 'preparing' a boy or girl for a sexual purpose. Grooming is often slow and subtle, continuing for several weeks or months and lulling the child into a false sense of security. It always involves manipulation and deceit.
- Two types of grooming are recognised: street grooming which occurs in the community, and online grooming using technology including the internet and mobile phones.

It can be difficult to identify children and young people who are at risk of sexual exploitation and attempts to explain the risks to the child may be met with derision and hostility. By the time the child realises the reality of the 'relationship' they may have been seriously sexually, physically and psychologically abused, threatened with the distribution of indecent photographs or videos of their abuse and warned that they will put themselves or their family in danger if they speak out. Unsurprisingly, the child will be unwilling to disclose their abuse, particularly to people in positions of authority such as teachers, social workers or police officers.

Prime Paddling's staff are in daily contact with children for short periods of time through sessions such as public tasters or for longer time frames within the holiday camp provision. Through this, they play an important role in keeping children safe and supporting them when things go wrong. To help keep children safe from sexual exploitation and grooming, Prime Paddling will:



- Raise staff awareness of sexual exploitation and grooming.
- Help parent(s)/guardian(s) to understand the issue if a concern is raised.
- Promote healthy and safe relationships.

### **Procedure for reporting**

Prime Paddling staff should report any concern about underage sexual activity to the Designated Safeguarding Lead who will decide on the most appropriate course of action.

Camp staff who are approached by a child wishing to discuss sexual matters must make it clear to the young person that they cannot guarantee confidentiality but will act in the young person's best interests.

### **Female Genital Mutilation**

Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genitals whether for cultural or non-therapeutic reasons.

Prime Paddling takes proactive action to protect and prevent girls from being forced to undertake FGM by:

- Having a robust attendance policy that identifies any unexplained absences,
- Giving FGM training to the Designates Safeguarding team with disseminated training for all staff.

Indications that a child is at risk of FGM

- The family comes from a community that is known to practice FGM
- A child might express anxiety about a special ceremony
- In conversation a child might talk about FGM
- The child might talk about anxieties about upcoming holidays to their country of origin.

If a staff member suspects that a child is a victim of FGM it is their responsibility to raise the concern with the Designated Safeguarding Lead who will provide advice.

All interventions should be accurately recorded and any referrals are to follow the local authority's safeguarding procedure.

### **Toilet Policy – Buddy System**

When young people need to go to the toilet, they must use the designated toilets that are allocated to the childcare provision. When it is necessary for staff member to escort a young person to the toilet the child must take a 'buddy' to go with them – this is to safeguard staff and young people.





When staff members escort young people to the designated toilets they must follow best practice and remain open and transparent at all times.

### **Self-Harm Policy**

Self-harm is any behaviour where the intent is to deliberately cause harm to one's own body for example:

- Cutting, scratching, scraping or picking skin
- Swallowing inedible objects
- Taking an overdose of prescription or non-prescription drugs
- Swallowing hazardous materials or substances
- Burning or scalding
- Hair-pulling
- Banging or hitting the head or other parts of the body

### **Risk Factors**

Several factors can contribute to making a child vulnerable to self-harm: individual factors such as:

- Depression / anxiety
- Poor communication skills
- Low self-esteem
- Poor problem-solving skills
- Hopelessness
- Impulsiveness
- Drug or alcohol abuse Family factor:
- Unreasonable expectations
- Neglect or physical, sexual or emotional abuse
- Poor parental relationships and arguments
- Depression, self-harm or suicide in the family and social factors, such as:
- Difficulty in making relationships / loneliness
- Being bullied or rejected by peers

Prime Paddling staff may become aware of warning signs which indicate a child is experiencing difficulties that may lead to thoughts of self-harm or suicide. These warning signs should always be taken seriously and staff observing any of these warning signs should seek further advice from one of the designated safeguarding team.

Possible warning signs include:



- Changes in eating / sleeping habits (e.g. children may appear overly tired if not sleeping well)
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood e.g. more aggressive or introverted than usual
- Lowering of academic achievement
- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing

Any member of staff who is aware of a child engaging in, or suspected to be at risk of engaging in, self-harm should consult one of the designated safeguarding team.

Following the report, the designated safeguarding team member will decide on the appropriate course of action.

This may include:

- Contacting parents / carers
- Arranging professional assistance e.g. doctor, nurse, social services
- Immediately removing the children from activities if their remaining on camp is likely to cause further distress to themselves or their peers
- In the case of an acutely distressed child, the immediate safety of the child is paramount and an adult should remain with the child at all times.
- If a child has self-harmed whilst attending Prime Paddling a first aider should be called for immediate help.

If staff are aware of a child self-harming or a child on camp has spoken about self-harming, even if it is regarding a sibling, friend or parent, It is important to encourage the child to talk. They must be reassured that they are not in trouble; friends can worry about betraying confidences so they need to know that self-harm can be very dangerous and that by seeking help and advice for a friend they are taking responsible action and being a good friend. They should also be aware that their friend will be treated in a caring and supportive manner.

The peer group of a young person who self-harms may value the opportunity to talk to a member of staff either individually or in a small group. Any member of staff wishing for further advice on this should consult one of the Prime Paddling designated safeguarding team.

All coaches within Prime Paddling have a responsibility to familiarise themselves with the Safeguarding Policy and the policy will be available for all participants on request.

# Safeguarding Concern Flowchart

