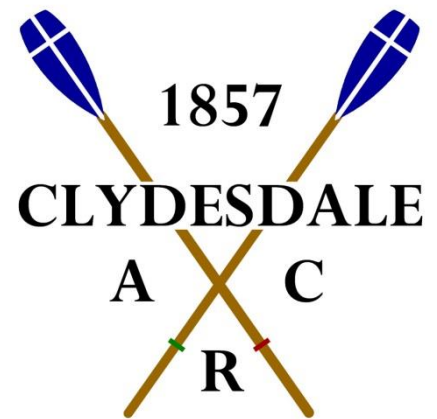


POLICY AND PROCEDURE – CHILDREN AND VULNERABLE ADULTS

Introduction

This sets out how we will ensure we safeguard the welfare of children and vulnerable adults.



The following definitions are used in this policy:

CARC: Clydesdale Amateur Rowing Club

Policy

CARC follows the Child Wellbeing and Protection Policy of its Governing Body, which is Scottish Rowing. This can be found [here](#).

Clydesdale Amateur Rowing Club is fully committed to safeguarding the welfare of all children and vulnerable adults. It recognises its responsibility to promote safe practice and protect children and vulnerable adults from harm, abuse and exploitation.

All members and volunteers will: welcome difference and diversity; and respect the rights of children, young people and vulnerable adults.

Procedures

Clydesdale Amateur Rowing Club will:

1. Make sure that members understand their obligations to protect children and vulnerable adults from harm, abuse and exploitation.
2. Develop best practice in relation to the recruitment of all members;
3. Make sure that all members understand their responsibility to adhere to the standards and procedures detailed in the *Code of Conduct*, *Code of Good Practice* and the *Child and Protection Procedures*.
4. Make sure that all members understand their obligations to report care or protection concerns about a child/vulnerable adult or a member's conduct towards a child/vulnerable adult. This should be reported to the Welfare Officer at welfare@clydesdalearc.org.uk. Further information is available in the boathouse.
5. Make sure that all procedures relating to the conduct of members are carried out fairly and consistently.
6. Make sure that the Welfare Officer understands their responsibility to refer any

protection concerns. This will be to the statutory child protection agencies (i.e. Police and/or Social Work).

7. Provide opportunities for all members to develop their skills and knowledge. Particularly in relation to the care and protection of children and young people.
8. Make sure that children/vulnerable adults are enabled to express their ideas and views on a wide range of issues.
9. Make sure that parents/carers can be involved in the work of the organisation. And that they have access to all policies, and guidelines.
10. Keep up-to-date with current practice in the care and protection of children/vulnerable adults.
11. Make sure training times are scheduled so that at any one-time changing accommodation is used by either juniors or adults.
12. Ensure that all coaches follow its policies and procedures. Only coaches who are approved and/or recruited by the Club will coach members. This excludes any additional coaching programmes provided by the relevant Governing Bodies of Sport.

All Members will:

1. Play their part in helping to develop a club where everyone matters. And everyone is treated equally, and with respect and dignity.
2. Always put the care, welfare and safety needs of a child/vulnerable adult first.
3. Respect a child/ vulnerable adult's right to be involved in making choices and decisions which directly affect them.
4. Listen attentively to any ideas and views a child/vulnerable adult wants to share with you.
5. Respect a child/vulnerable adult's culture (for example their faith and religious beliefs).
6. Respect a child/ vulnerable adult's right to privacy and personal space.
7. Respond sensitively to children/vulnerable adults who seem anxious about participating in certain activities.
8. Contact the club's Welfare Officer – welfare@clydesdalearc.org.uk immediately if you suspect that a child/vulnerable adult is experiencing bullying or harassment.
9. Be aware of the vulnerability of some groups of children/vulnerable adults to being isolated and hurt, especially those from more marginalised backgrounds..
10. Ensure that when you are working with children/vulnerable adults you are at least within sight or hearing of other adults.
11. Listen carefully to any child/vulnerable adult who tells you (sometimes through drawings and behaviour as well as words) that they are being harmed. Report what you have discovered immediately to the Welfare Officer.
12. Report immediately any suspicion that a child/vulnerable adult could be at risk of harm or abuse.
13. Never dismiss what a child/vulnerable adult tells you as lies or exaggeration.
14. Never underestimate the contribution that you can make to the development of safe communities for children/vulnerable adult.

You should not:

1. Exaggerate or trivialise another member's concerns about a child/vulnerable adult.
2. Ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'.
3. Discuss personal issues about a child/vulnerable adult or their family with other people. Only the Welfare Officer should be approached .
4. Make derogatory remarks or gestures.
5. Allow a child/vulnerable adult to be bullied or harmed by anyone in the organisation.
6. Allow the use of swearing or use sexualised language unchallenged.

You must never:

1. Engage in sexually provocative games, including horseplay.
2. Allow others to, or yourself engage in, touching a child/vulnerable adult in a sexually provocative manner.
3. Make sexually suggestive comments to or in hearing of a child/vulnerable adult, even in fun.
4. Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity.
5. Form inappropriate emotional or physical relationships with children/vulnerable adults.
6. Harass or intimidate a child or other member because of their age, 'race', gender, sexual orientation, religious belief, socio-economic class or disability.
7. Invite or allow children/vulnerable adults to stay with you at your home.

Document Control

Version Number	2
Approved By	Committee
Approval Date	June 2018
Next Review Date	June 2019