

SCA Wet West Paddle Fest (WWPF) – Safeguarding Children and Young Adults

1. General

The SCA will take all reasonable steps to provide a safeguarding environment for children and young adults. This includes child welfare, child protection, health and safety matters and the duty of care towards participants and those involved in the organisation of the WWPF.

The SCA Recreational Committee will:

- i. Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of U18s taking part in the WWPF.
- ii. Ensure the SCA Child Protection Policy and Procedures are adhered to throughout the event.
- iii. Ensure SCA Safe in Care guidelines are applied and adhered to throughout the event.
- iv. Ensure that all event staff and volunteers are aware of SCA Child Protection and Self in Care policy/guidelines
- v. Designate a trained Welfare Officer for the event. The Welfare Officer will ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children at the event.

The SCA has produced guidelines for duty of care to children for the WWPF 2016 event. These specific guidelines are extracted from the wider SCA Safe in Care Guidelines. The Safe in Care Guidelines provide practical guidance for those working and/or volunteering directly with children on practices to keep children safe, and to promote a safe operating environment for the organising volunteers and staff. The SCA Safe in Care guidelines also compliment and should be read in conjunction with the SCA WWPF Risk Assessments and other SCA Child Protection Procedures. Breach of these guidelines may be dealt with under existing SCA policies. To access the SCA Child Protection Policy or SCA Safe in Care Guidelines, please visit www.canoescotland.org or call 0131 317 7314. The SCA has a duty of care towards all individuals involved in the WWPF. The following guidelines apply to all children and young people under the age of 16 years, and are based on good practice and common sense.

2. Supervision and Welfare

Children and young adults under the age of 16 must be accompanied by a 'Nominated' adult (parent / carer / guardian) at all times throughout the event, including adult supervision on the water. This also includes any evening entertainment.

'Nominated' parents/carers are FULLY responsible in supervising their child for the duration of the event both on and off of the water, and during any evening entertainment. By entering your child into the SCA WWPF 2016 event, you are agreeing to comply with the statement above and will complete and return a Parental Consent Form.

The SCA Recreational Committee will recruit a Welfare Officer, present at the event, who will be responsible for:

- i. Providing general information and advice on child protection and welfare to the SCA Recreational Committee.
- ii. Ensure that the WWPF event adopts and follows SCA Child Protection Policy, Procedures, and Safe in Care Guidelines.
- iii. Be a point of contact to receive information from event staff/volunteers, children, parents/carers or spectators who have child protection concerns, and ensure they are recorded following the relevant SCA procedures.

3. First Aid and Treatment of Injuries

All children officially entered into the event under the age of the 16, will have completed a Consent Form signed by a parent, carer or legal guardian. The SCA Recreational Committee will ensure:

- i. There will be qualified and equipped first-aiders throughout the event.
- ii. The SCA will centrally hold details of any declared relevant pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required. This information is collected through the WWPF entry form and will be stored securely in one location. First-aiders will have a means of contacting this central information point.
- iii. A Significant Incident Form will be completed if a child sustains a significant injury along with the details of any treatment given.
- iv. A child's parents/carers are informed of any injury and action taken as soon as possible.
- v. The circumstances in which any accidents occur are reviewed to avoid future repetitions.

4. Photographs, Film and Video

As the SCA WWPF 2016 takes place outdoors, the organisers have little or no control over the environment, and the general public have rights of access and the right to take photographs and film. However the SCA Recreational Committee will take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

- i. Parents/carers and children must recognise that participants, helpers and spectators involved in the WWPF 2016 may be photographed or filmed. This could be for one of the following reasons:
 - a. Media coverage of the event or achievement
 - b. Promotional purposes e.g. websites or publication
 - c. Other – e.g. members of the public taking photographs and sharing on social media
- ii. Information about what to do if concerned about photographing and filming will be available at the event from the SCA WWPF Welfare Officer.

5. Use of Images and Information

- i. No photographing or filming will be permitted in the official changing areas provided for the WWPF.
- ii. All images and accompanying information will comply with the SCA Safe in Care Guidelines, where this is within the control of the SCA. □

6. Concerns

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the SCA WWPF Welfare Officer. Where appropriate concerns should also be reported to the police. Changing Rooms: There will be limited changing facilities available at the WWPF for use by participants. People of all ages will use these facilities for changing during the same period. This means that the adult (parent/carers) should also take responsibility for children in their care during changing.

Volunteers aged 18 and under The SCA may have volunteers under the age of 18 assisting with the SCA WWPF. However, these volunteers will be recruited to work in assisting roles, and will be supervised throughout by a coach/senior volunteer or member of staff. Children under the age of 16 years will not be placed in positions of sole responsibility in relation to other children.