



# Liverpool Victoria Rowing Club

## Safe From Harm

### **Safeguarding and Protecting Children and Vulnerable Adults at Liverpool Victoria Rowing Club**

At Liverpool Victoria Rowing Club (LVRC), we strive to give all athletes a safe environment in which to enjoy rowing, with the confidence that any concerns will be appropriately received. We subscribe to the principles enshrined within the Children Act 1989 which puts the welfare of the child before all else – everyone has a duty to safeguard children and provide good role models.

The club subscribes to the standards set out in the British Rowing Safeguarding and Protecting Children Policy and seeks to move towards “Good Practice” as a minimum standard, not an unachievable ideal. We expect all members to actively avoid “Poor Practice” By joining LVRC all members agree to abide by this policy and any associated codes of conduct or guidance, ensuring their behaviour is appropriate at all times.

### **Receiving, Recording and Reporting Concerns**

All those involved in rowing have a responsibility to receive, record and report any allegations of abuse or poor practice raised to them. Abuse can and does take place anywhere including the family environment and within rowing.

If someone says or indicates they or anyone else have been abused they must be listened to carefully and calmly whilst being offered support and understanding. They must be allowed to speak without interruption and should be told that the information they give cannot be kept secret but must be passed on to Child/vulnerable Adult Protection services.

Any concerns or allegations should be recorded on the British Rowing Report form (WG1.2) and referred to the Club Welfare Officer (CWO) who will take appropriate action in line with Section 3 of the British Rowing Safeguarding and Protecting Children Policy. This may include referring the concerns to British Rowing Lead Safeguarding Officer (LSO) and/or to a statutory child/vulnerable adult protection agency (for example the Wirral Safeguarding Children Board). Club Officers by whom concerns are received should record the allegation and report it to the Club Welfare Officer; if the concern is urgent and the CWO cannot be contacted or is implicated the report should be made directly to British Rowing LSO.

If the matter requires immediate attention and the CWO or LSO cannot be contacted, a statutory agency should be contacted directly (for example Police or Social Services).

The procedure for responding to and reporting concerns can be found in Section 3 of British Rowing Safeguarding and Protecting Children Policy.

### **Codes of Conduct**

We expect all those involved in rowing will abide by British Rowing Code of Conduct (WG1.4); this covers the rights of individuals as well as the behaviours we expect from participants, parents/carers and coaches. In essence all participants have the right to enjoy rowing in a safe, supportive environment in which they will be treated with respect as part of a balanced lifestyle. We expect all involved in rowing to:

- Respect everyone as an individual and treat everyone according to their needs,
- Be a good role model,
- Respect everyone’s right to personal privacy,

- Be available as a listening ear and, if necessary, refer for more appropriate help,
- Show understanding when dealing with sensitive issues and treat all concerns seriously
- Report any concerns they have or are made aware of regarding the welfare of juniors,
- Ensure junior activities are adequately supervised,
- Never engage in, or condone, abusive or bullying behaviour,
- Never have inappropriate physical or verbal contact with others, whether in person or via email or other methods of communication,
- Refrain from taking banned substances (in line with 100% Me),
- Encourage rowing for enjoyment not simply ambition,

We believe that juniors also have an important role to play in helping the Club fulfil its safeguarding responsibilities. In essence, we expect that juniors will:

- Treat others with respect and not get involved, either in person or through social media, in any kind of bullying behaviour towards other juniors (see anti-bullying policy)
- Follow all reasonable instructions from coaches, umpires and other adult Club members
- Not make insulting or abusive comments towards coaches, umpires and other Club members either in person or via other online/social media
- Encourage parents/carers to get involved in supporting their rowing activities and Club activities,
- Tell a responsible adult if they have any concerns about the way they or others are being treated

All coaches should ensure they are aware of their additional responsibilities under the British Rowing Code of Conduct (WG 1.4) and UK Coaching Code of Practice for Sports Coaches

### **Junior Coaching and Competition**

Junior rowing, including water-based and land training, is supported by a dedicated group of appropriately qualified coaches, launch drivers and volunteer helpers.

The Junior Co-ordination team will oversee junior rowing activities and will act as points of contact for all junior rowing related queries. The Junior Co-ordination team will keep juniors and parents/carers informed of forthcoming competitions and the specific events the Club would like to enter.

The Club Welfare Officer will provide advice on matters relating to Safeguarding practice and may act as first point of contact regarding any child protection concerns.

Those actively involved in the supervision of rowing should hold the minimum level of training as specified in British Rowing's Safeguarding and Protecting Children Policy.

### **Recruitment**

In line with British Rowing and national policy all those involved in supporting junior activity (including coaches, volunteers and specific other members engaging in regulated activity) are required to:

- Abide by the British Rowing Code of Conduct (WG 1.4),
- Provide two referees who can be contacted to provide a reference (WG 2.5),
- Provide information about relevant competencies and experience (WG 2.5),
- Undertake a Disclosure and Barring Service check (WG 2.6),
- Complete the safeguarding training relevant to their role,
- Complete a signed declaration to confirm they will abide by the relevant codes, policies, guidance and laws (Volunteer Agreement).

## **Supervision**

LVRC should ensure junior training sessions are adequately supervised at the club, it is anticipated that junior members at external events will be supervised by their parents/carers. During Junior training sessions the supervision ratios from the Child Protection in Sport Unit should form the minimum supervision levels, increased as appropriate depending on the activity. Whatever the ratio, a minimum of two adults should be present which ensures the availability of at least one adult in an emergency situation.

## **Training: How much and how often?**

Many young people will either not want, nor have the opportunity to row or to do specific rowing training more than once a week. Pressure to attend often results in athletes dropping out of a sport they were enjoying. To ensure athletes do not over train, British Rowing have produced guidance (How much and how often? WG 3.2) relating to the amount and type of rowing-related training competitive athletes might reasonably be expected to undertake to protect athletes from pressure and consider other physical activities.

Junior training sessions must be constructed around this guidance and LVRC will not require juniors to do more than specified in WG 3.2.

## **Transport to and from training/competitive events**

Transport arrangements for juniors or vulnerable adults to or from events are the responsibility of parents/carers and the club should not facilitate these. LVRC should not ask parents/carers to give lifts on behalf of other parents/carers and will not generally arrange transport for juniors to or from events. It is expected that parents/carers will arrange transport for their own children to and from the Club for training, as well as to and from competitive events. If another person is to transport a junior or vulnerable adult the club should be made aware; LVRC has an interest to ensure measures are in place so that juniors and vulnerable adults are collected on time.

Juniors and vulnerable adults are expected to have left or been collected from the Club premises within half an hour after the end of the training session.

If the club does become involved in arranging transportation the relevant British Rowing policy (section 4 of the Safeguarding and Protective Children policy) should be followed.

## **Overnight stays**

Where competitions, especially summer regattas, are held over two days and there is the possibility for overnight camping parents/carers must be willing to accompany their children.

LVRC does not routinely take children away without their parents being present, if an overnight stay is organised by LVRC in which the club retains parental responsibility for the young person British Rowing guidance on overnight stays (WG 4.1 – 4.5) must be utilised.

## **Medical Information/Next of Kin**

The Club will collect medical and emergency contact information via the initial membership/parental consent forms. This information should be taken to events to be available in case of emergencies.

Parents/carers should update the club with any changes to medical or emergency contact information.

## Communication

Text messages, email messages and other electronic communication can be of great benefit to a junior squad in that they are some of the most direct methods of communicating with young people; however there is a real risk of unwanted/inappropriate contact with junior members and a risk of misinterpretation of the message. Full guidance on communication with junior members this way can be found in British Rowing text and email messaging guidelines (WG 5.5).

If messages are to be sent LVRC will endeavour to send them in bulk, copied to an external moderator (for example the Club Welfare Officer) and relevant parent/carer to ensure appropriate messaging. WG 5.5 should be followed when sending messages. LVRC must have permission from the parent/carer and young person to send messages. The messages should discourage a response and maintain the professional relationship between (for example) the coach and athlete. LVRC may utilise third party applications to enable such communication.

In exceptional circumstances communication between an individual young person and (typically) the coach may be justified (for example a coach of elite athlete not part of a wider group passing on information about practical training arrangements) however must be subject to the appropriate safeguards outlined in WG5.5. The decision to communicate individually must be discussed and agreed with the Club Welfare Officer. Any messages sent must reflect the coach's position of trust and may not be used in any other way. These messages (and any responses despite being discouraged) should be sent with the external moderator and parent/carer copied in.

## Social Media

The club website and social media pages are maintained by club members who are bound by British Rowing WG5.4. LVRC does not currently allow junior members to join "closed" LVRC groups. The "open" social media pages will feature mechanisms to report concerns about abuse and procedural breaches.

The LVRC anti-bullying policy applies to rowing club related social media pages and will be treated according to the policy. Any photographs or video footage used on social media should comply with the photography section of this policy and British Rowing guidance (WG5.1).

Above all, those posting to and administering social media sites should "think before you post".

## Photography

Liverpool Victoria Rowing Club will follow the British Rowing guidance (WG 5.1) for the use of:

1. photographs and video footage of junior members for training/coaching purposes and
2. photographs and video footage of junior members for publication/promotional or related purposes.

Photographs and video footage obtained for publication/promotional purposes etc. may also be used for training/coaching purposes where appropriate.

Liverpool Victoria Rowing Club will take all reasonable steps to ensure these images are used solely for the relevant purposes. If any member becomes aware that these images are being used inappropriately they should inform the Club Welfare Officer immediately ([welfare@lvrc.co.uk](mailto:welfare@lvrc.co.uk)).

Photographic consent will be obtained on the LVRC Photographic consent form. LVRC will not permit photographs, videos or other images of young people to be taken without their consent and that of the parents/carers.

- Subject –should focus on the activity not the junior athlete and should be suitable for the target audience:
- Dress – juniors should be photographed or filmed in suitable dress,
- Identification – the visual contents or captions of an image should not identify the juniors involved,
- Safety – the activities depicted should be safe
- Photographs and video footage should not be taken in changing rooms.

### **Further information**

This policy has been developed with reference to the British Rowing Safeguarding and Protecting Children Policy and Child Protection in Sport Unit (CPSU) guidance. The Club Welfare Officer and General Committee will have reference to the British Rowing and CPSU guidance for clarification on matters arising not otherwise covered in this policy.