

SURREY SCOUT WATER ACTIVITIES CLUB

SAFEGUARDING YOUNG AND VULNERABLE PEOPLE

Single Day and Extended Event Protection Policy



Version 1.0

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The policies enclosed within this document will be adopted at all SSWAC single day and residential events. This policy is not exhaustive and does not replace the Safeguarding policy set out by the Scout Association and British Canoe Union (BCU). When such an event takes place Scout Association Policy, Organization and Rules will take precedence over BCU guidelines.

Notes

Where the phrase “should” is used this indicates best practice. SSWAC will adhere to best practice where practicable.

Where the phrase “will” is used this indicates compulsory practice. Failing to comply with this is a breach in the SSWAC Safeguarding Young People Policy and will be investigated by the SSWAC Child Protection Officer.

A young person or child is defined as any person aged 17 and below.

An adult is defined as any person aged 18 and above.

A vulnerable adult is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Where questions about this Policy arise they should be referred to the Child Protection Officer in the first instance.

Any changes to this Policy will be agreed by the SSWAC Committee and documents as such in SSWAC Committee meeting minutes.

Safeguarding

Surrey Scout Water Activities Club works with children and vulnerable adults providing water activities for them. We commit to safeguard and promote the welfare of those children and vulnerable adults. SSWAC believe that the welfare and wellbeing of all children and vulnerable adults is paramount. All children and vulnerable adults, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

Nights Away Events

1. SSWAC often provides residential paddling opportunities for children and adults. When doing so it will abide by the Scout Associations Policy, Organisation and Rules (POR).
2. The Nights Away Notification (NAN) form required within POR will be submitted to the County Activities Advisor for their notification for all events requiring it.
3. Written permission of parents/guardians should be obtained for all overnight away trips. Parents/guardians must inform the event organiser at the outset of any medical condition or special needs of their child, they must also supply the event organiser with emergency contact details for the parent/guardian during the event.
4. Adults attending an away trip will make known any medical condition/special needs to the Trip Organiser in advance.
5. All adults who attend SSWAC events involving nights away with children and/or vulnerable adults will hold a valid Scout Association enhanced CRB/disclosure check. SSWAC reserve the right to deny any adult attendance on a nights away event should they do not hold a valid Scout Association enhanced CRB/disclosure check at the commencement of the event or if it discloses information that would preclude that person from attend the event. The event organiser should refer anyone requiring a CRB check to the clubs Child Protection Officer.
6. SSWAC will abide by the "In Touch" Policy publish by the Scout Association to ensure there is a contact network for emergency situations. The process adopted by SSWAC will be that a "Home Contact" is appointed for each event. This person should be independent from any of the participants, regardless of age, who attend the event. They will act as a single point of contact for parents/guardians or Next of Kin to all the event participants and for the event organizer themselves. Where large contingents of one Scout Group or District attend they will adopt their own "Home Contact" for the event in addition to the contact arranged by the event organizer
7. Should an incident occur or a participant suffer a significant injury or be involved in an accident the parents/guardians or next of kin should be informed as soon as possible via the home contact. The home contact will then be responsible for making initial contact with the relevant Scout Association representatives.

8. The home contact will be a person familiar with the roles and responsibilities of being adopted in such position so should an incident occur they know what actions would be expected of them. This will be in line with Chapter 7 of scout association POR (Emergency Procedures) and Fact Sheet FS120078. Each home contact shall be supplied with a "What to do in an emergency" Card prior to the event. https://members.scouts.org.uk/documents/activities/emergency_card.pdf
9. The Home Contacts details will be circulated to all participants, their parents/guardians or Next of Kin prior to the event.
10. Information supplied to the Home Contact will be in accordance with the "In Touch" guidelines.
11. An Events Welfare Officer (EWO) shall be appointed for each event. This person shall be responsible for all Scout Association members under the age of 18 that are not accompanied by a section, group or district leader already known to that child or vulnerable adult. The EWO should not be the event organiser or member of coaching staff.
12. Any attendee's to SSWAC events involving nights away from affiliated or external clubs or organizations that are not Scout Association members shall ensure an adult from that club or organization attends and adopts the role of Event Welfare Officer for those children or vulnerable adults from their club or organisation.
13. Whilst travelling to and from an event all drivers should operate to the driving regulations and driving laws of the land in which they are operating
14. Where travel involves children or vulnerable adults, none should travel alone, except in exceptional circumstances when appropriate arrangements can be made with the young person/vulnerable adult and their parents/guardians, Adults are discouraged from travelling alone in their cars with children unless they are members of their own family.
15. SSWAC coaches shall be responsible for the safeguarding of event participants whilst they are engaged in the activity they are providing. EWO's shall be responsible for safeguarding event participants once the activity has ceased for that day.
16. Where the group consists of mixed sex groups there should be at least one adult of the same sex on site where overnight stays are involved.
17. Adults should not share accommodation with a child. Where this is unavoidable there will not be an occasion where a child is left alone accommodation with an adult. If children are sharing accommodation, it should be where possible, with those of the same age and sex.
18. SSWAC adopts a zero tolerance policy on drugs and substance abuse. Should any participant be found in possession of such substances they will be excluded from further participation in the event. Should the participant be a young person, arrangements will be made with their parent/guardian to be collected.
19. Whilst any young person attends a SSWAC event they will not consume any alcohol. Should a young person between the age of 16 and 18 take the decision to smoke, they will not do so in sight of any non-smoking young person or adult. Any adult

choosing to smoke will not do so in sight of any young person nor supply tobacco products to any young person.

Single Day Events

1. SSWAC often provides single day paddling opportunities for children and adults. When doing so they will abide by the Scout Associations Policy, Organisation and Rules (POR).
2. Written permission of parents/guardians should be obtained for all single day events. Parents/guardians must inform the event organiser at the outset of any medical condition or special needs of their child, they must also supply the event organiser with emergency contact details for the parent/guardian during the event.
3. Adults accompanying or participating in a day event should make known any medical condition/special needs to the event Organizer in advance.
4. All adults who attend SSWAC events involving nights away with children and/or vulnerable adults will hold a valid Scout Association enhanced CRB/disclosure check. SSWAC reserve the right to deny any adult attendance on a nights away event should they do not hold a valid Scout Association enhanced CRB/disclosure check at the commencement of the event or if it discloses information that would preclude that person from attend the event. The event organiser should refer anyone requiring a CRB check to the clubs Child Protection Officer.
5. SSWAC coaches shall be responsible for the safeguarding of event participants whilst they are engaged in the activity they are providing.
6. The event organiser for single day events should be the single point of contact if an emergency situation, accident or incident occur during any single day event
7. Where the group consists of mixed sex groups there should be at least one adult of the same sex on site during the event.
8. Adults will not share changing rooms with a child or children.
9. SSWAC adopts a zero tolerance policy on drugs and substance abuse. Should any participant be found in possession of such substances they will be excluded from further participation in the event. Should the participant be a young person, arrangements will be made with their parent/guardian to be collected.
10. Whilst any young person attends a SSWAC event they will not consume any alcohol. Should a young person between the age of 16 and 18 take the decision to smoke, they will not do so in sight of any non-smoking young person or adult. Any adult choosing to smoke will not do so in sight of any young person nor supply tobacco products to any young person.