



KKC Safeguarding Policy

Version: v2 15/05/2026

Approved by: Kingston Kayak Club Committee

Review date: Annually, or sooner if required

Club Welfare Officers: Claire Medina and Andy Davies

Safeguarding contact: welfare@kkc.org.uk

Website: www.kkc.org.uk

1. Policy Statement

Kingston Kayak Club is fully committed to safeguarding and promoting the welfare of all children, young people and adults at risk who take part in club activities.

We believe that everyone has the right to enjoy paddlesport in a safe, positive, respectful and inclusive environment. All members, volunteers, coaches, parents, carers and visitors are expected to show respect and understanding for the rights, safety and welfare of others, and to conduct themselves in a way that reflects the values and standards of the Club.

Safeguarding is everyone's responsibility. Concerns must be taken seriously, responded to appropriately, and reported through the correct channels.

2. Scope of this Policy

This policy applies to:

- all Kingston Kayak Club members;
- children, young people and adults at risk taking part in club activity;
- parents and carers;
- coaches, leaders, officials and volunteers;
- committee members;
- anyone representing the Club at training, competitions, trips, events or online.

This policy covers club activity at the clubhouse, pool sessions, outdoor water sessions, competitions, trips, camps, social events, online communications and any other activity organised under the Kingston Kayak Club name.

3. Our Safeguarding Commitments

Kingston Kayak Club will:

- promote the welfare and wellbeing of children, young people and adults at risk;
- provide a safe, welcoming and inclusive environment;
- follow Paddle UK safeguarding policies, procedures and guidance;
- ensure concerns, disclosures and allegations are taken seriously;
- respond promptly and appropriately to safeguarding concerns;
- maintain clear reporting routes for members, parents, carers and volunteers;

- appoint Club Welfare Officers and make their contact details available;
- use safer recruitment practices for relevant roles;
- ensure eligible volunteers and coaches complete appropriate DBS checks before being deployed;
- support coaches and volunteers to complete appropriate safeguarding training;
- maintain appropriate records of safeguarding concerns;
- review this policy annually, or sooner following any relevant change in guidance, legislation or club activity.

4. Codes of Conduct

All members, coaches, volunteers, parents, carers and officials are expected to follow the relevant Kingston Kayak Club Codes of Conduct.

Coaches, helpers and officials working with children or adults at risk must also follow relevant Paddle UK codes, policies and guidance.

Behaviour that undermines the safety, dignity or welfare of others may be dealt with under the Club's disciplinary procedure.

5. Club Welfare Officers

Kingston Kayak Club will appoint one or more Club Welfare Officers.

The Club Welfare Officers are responsible for:

- being the first point of contact for safeguarding and welfare concerns;
- supporting members, parents, carers, coaches and volunteers with safeguarding queries;
- ensuring concerns are recorded and reported appropriately;
- liaising with Paddle UK Safeguarding Team where required;
- helping the Club maintain safe practice;
- advising the Committee on safeguarding matters.

The Club Welfare Officers are:

Claire Medina

Andy Davies

Email: welfare@kkc.org.uk

If a Club Welfare Officer is unavailable, or if the concern relates to a Club Welfare Officer, the concern should be reported directly to Paddle UK Safeguarding Team.

6. Reporting a Safeguarding Concern

If someone is in immediate danger, requires urgent medical attention, or there is an immediate risk of harm, call **999** or **112**.

For non-emergency concerns, members should report concerns as soon as possible to:

Kingston Kayak Club Welfare Officers

welfare@kkc.org.uk

Or directly to:

Paddle UK Safeguarding Team

Telephone: **0115 865 5354**

Email: safeguarding@paddleuk.org.uk

Other useful contacts include:

NSPCC Helpline: 0808 800 5000

Childline: 0800 1111

Concerns should normally be reported within 24 hours where possible. Paddle UK's children safeguarding policy guidance says concerns should be reported to the Club Welfare Officer or Paddle UK Safeguarding Team within 24 hours and should include dates, times, people involved, circumstances and, where possible, the exact words used.

7. Responding to Concerns or Disclosures

If a child, young person or adult at risk tells you something concerning:

- listen calmly;
- take them seriously;
- do not promise to keep secrets;
- reassure them that they have done the right thing by telling someone;
- avoid asking leading questions;
- record what was said as accurately as possible;
- report the concern to the Club Welfare Officer or Paddle UK Safeguarding Team;
- do not investigate the matter yourself.

The role of club members and volunteers is to report concerns, not to decide whether abuse has taken place.

8. Children and Young People

Kingston Kayak Club recognises that children and young people have the right to be protected from abuse, neglect, exploitation, bullying and poor practice.

The Club will work to ensure that young paddlers:

- are listened to;
- are treated with dignity and respect;
- are encouraged to enjoy paddlesport safely;
- are supported according to their needs;
- know who they can speak to if they are worried;

- are not placed at unnecessary risk.

The NSPCC states that organisations working with children should have a safeguarding and child protection policy statement setting out their commitment to keeping children safe and the procedures that support that commitment.

9. Adults at Risk

Kingston Kayak Club also recognises its responsibility to safeguard adults at risk.

An adult at risk may be someone who has care or support needs and is experiencing, or is at risk of, abuse or neglect and is unable to protect themselves because of those needs.

The Club will follow Paddle UK Safeguarding Adults guidance and will respond appropriately to concerns involving adults at risk. Paddle UK provides a specific Club Safeguarding Adults Policy Template for paddlesport clubs.

10. Safer Recruitment and DBS Checks

Kingston Kayak Club will apply safer recruitment principles when appointing coaches, helpers, leaders, committee members and other volunteers in relevant roles.

This may include:

- clear role descriptions;
- appropriate checks for suitability;
- references where appropriate;
- DBS checks where the role meets the eligibility criteria;
- safeguarding training;
- induction into club policies and procedures;
- ongoing supervision and support.

Anyone who meets the eligibility criteria for a DBS check must not be deployed in that role until the appropriate check has been completed and assessed.

11. Training and Support

Kingston Kayak Club will encourage and support coaches, helpers and volunteers to gain appropriate qualifications and training.

Relevant volunteers should complete safeguarding training appropriate to their role. Coaches and volunteers should keep their qualifications, training and knowledge up to date.

12. Medical Information and Individual Needs

The Club will collect relevant medical and emergency contact information for young paddlers and, where appropriate, adult participants.

This information will be shared with coaches, leaders or volunteers only where necessary for safety, welfare or emergency response.

The Club will treat personal information carefully and in line with data protection requirements.

13. Bullying, Harassment and Poor Practice

Kingston Kayak Club will not tolerate bullying, harassment, intimidation, discrimination or victimisation.

This includes:

- verbal abuse;
- physical bullying;
- emotional bullying;
- online bullying;
- exclusion or humiliation;
- inappropriate jokes or comments;
- discriminatory language or behaviour;
- abuse of power or position.

Concerns about bullying or poor practice should be reported to the Club Welfare Officer. Serious or repeated behaviour may be dealt with under the Club's disciplinary procedure and may also be referred to Paddle UK.

14. Photography, Video and Social Media

The Club may use photographs and video to celebrate paddling, promote club activity and support coaching.

The Club will:

- seek appropriate consent for use of images;
- avoid publishing personal details alongside images of children;
- avoid images that could be considered inappropriate or embarrassing;
- respect requests not to be photographed or filmed;
- challenge inappropriate use of phones, cameras or recording equipment;
- follow relevant Paddle UK and club guidance on photography and online safety.

Members, parents and carers should not post images or videos that could compromise the safety, dignity or privacy of others.

15. Online Communication

Club communication with children and young people must be appropriate, transparent and linked to club activity.

Where possible, communication with children should include parents or carers, or take place through approved club channels.

Adults should not use private messaging with young people in a way that could be misunderstood or considered inappropriate.

16. Trips, Events and Competitions

For club trips, competitions, camps and events, Kingston Kayak Club will consider safeguarding as part of planning and risk assessment.

This may include:

- appropriate supervision ratios;
- emergency contact details;
- medical information;
- transport arrangements;
- changing arrangements;
- overnight accommodation arrangements;
- welfare support;
- photography and social media considerations;
- clear expectations for behaviour.

17. Confidentiality and Information Sharing

Safeguarding information will be handled sensitively and shared only with those who need to know.

However, confidentiality cannot be promised where a person may be at risk of harm, where others may be at risk, or where information needs to be shared with statutory services, Paddle UK or other appropriate bodies.

18. Record Keeping

The Club will keep clear, factual and secure records of safeguarding concerns.

Records should include:

- the date and time of the concern;
- who was involved;
- what was seen, heard or reported;
- the exact words used where possible;
- any action taken;
- who the concern was reported to;
- any follow-up action.

Records should be stored securely and shared only with appropriate people.

19. Related Policies and Guidance

This policy should be read alongside:

- Kingston Kayak Club Adult Code of Conduct;
- Kingston Kayak Club Junior Code of Conduct;
- Kingston Kayak Club Disciplinary Procedure;
- Kingston Kayak Club Health and Safety Policy;
- Paddle UK Safeguarding Children Policy;
- Paddle UK Safeguarding Adults Policy;
- Paddle UK Safeguarding Procedure;
- Paddle UK Safer Recruitment guidance;
- Paddle UK Anti-Bullying guidance.

Paddle UK's Safeguarding Procedure was updated in March 2026 and sets out procedures for safeguarding concerns involving children and adults at risk in paddlesport.

20. Review

This policy will be reviewed annually by the Kingston Kayak Club Committee, or sooner if:

- Paddle UK guidance changes;
- legislation changes;
- a safeguarding incident highlights the need for review;
- club activity changes significantly;
- the Committee considers that an earlier review is required.