

# Reporting a Safeguarding Concern

Norwich Canoe Club believes that any paddlesports should be enjoyable and safe. We strive to provide a club that is welcoming and supportive, so that all members feel accepted, enabled and valued. Norwich Canoe Club does not accept poor practice, harmful or abusive behaviours.

If you have any concerns, observations, anxieties or questions about welfare please contact the Welfare Officers (John Frankland or Jo Davis) at [welfare@norwichcanoecub.co.uk](mailto:welfare@norwichcanoecub.co.uk) or using the Welfare Concern Form attached.

We believe that everyone in Paddlesport has a moral responsibility and therefore a part to play in looking after children and vulnerable others in our community. It is important to be extra vigilant if you think someone could be at greater risk or in a situation which could increase their vulnerability.

PaddleUK provide national guidance regarding reporting concerns for yourself or others as noted below. When in doubt, just contact us as we are here for all members.

## What do I do?

### Concerned about Myself

If you are the subject of the concern, and if you require immediate medical attention, or if you are at risk of immediate harm or danger, then call the emergency services for the police or ambulance (999 or 112) immediately.

If you are not in need of emergency attention then either report your concern to your Club / Centre Welfare Officer (John Frankland or Jo Davis). All concerns raised will be treated sensitively and seriously.

Or, tell someone you trust. Here are some numbers and remember to keep trying if you can't get through.

- 1) Childline: 0800 1111 (24 hour)
- 2) NSPCC: 0800 800 5000
- 3) Paddle UK Safeguarding Lead 0115 8655354

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If calling out of office hours, leave a message and someone will respond as soon as possible the next working day.

### Concerned about someone else

Firstly, if the person requires immediate medical attention, or if they are at risk of immediate harm or danger, then call the emergency services for the police or ambulance (999 or 112) immediately.

If you have a concern about someone else remember: *It is not your responsibility to investigate a concern or allegation, or to decide whether someone is being abused. It is your responsibility to pass the information you have on to the appropriate person or organisation.* Make a note of the concerns in as much detail as you know within 24 hours (please see the Paddleuk template form attached). Also, report the concern to the NCC Welfare officers (John Frankland or Jo Davis), or the Paddleuk Safeguarding Lead on 0115 8655354. If there is an urgent concern and the Safeguarding Officer is unavailable refer immediately to Children's Social Care, Adult's Social Care or the Police.

Ensure confidentiality at all times and share information only with the appropriate people and on a 'need to know' basis.

Ensure you keep a record of your concern and how you reported it. Try to include:

1. The date
2. The time
3. The place
4. What happened, and
5. The name of anyone who may have seen what happened and who you reported it to and when. Try to note as much detail as you remember.

### Other Helpful resources

Helpful Paddleuk policies are available below if you would like to explore this further.  
<https://paddleuk.org.uk/report-a-safeguarding-concern/>

Safeguarding Children Policy (P1) – 13.03.24

<https://paddleuk.org.uk/shared-files/21993/P1-Paddle-UK-Safeguarding-Children-Policy-January-2023.pdf>

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Charity Number 1197922

[norwichcanoecub.co.uk](http://norwichcanoecub.co.uk)



Safer Together Strategy – 10.07.23

<https://paddleuk.org.uk/shared-files/21563/Safer-Together-Strategy.pdf>

There are many other policies on the website regarding anti-bullying, safeguarding adults and whistleblowing for reference. If you are unsure and just want to talk your concerns through with someone, please know that any club committee members can be approached and will be able to advise you regarding 'next steps'.

1.07.24

Policy Review Date	July 2024
Policy Owner	Welfare Team
Policy Reviewed by	Norwich Canoe Club Welfare Officers
Policy circulation and ratification	Norwich Canoe Club Committee
Policy Ratification date	August 2024 Committee meeting
Next policy review date	March 2026 or before if material changes via Paddles UK or Norwich Canoe Club changes to policy.

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