

G15 – Recruitment and Selection of Individuals Working with Children

The policies and guidelines referenced within this document apply to England, Wales and Northern Ireland. For Scotland, please refer to the SCA for further details.

Whilst it is vital to keep the issues of Safeguarding and Child Protection in proportion, British Canoeing recommends to clubs and centres that they adopt some basic procedures which will safeguard all concerned.

Abusers tend to gravitate to situations where little vetting or checking takes place. It is not possible to know who could abuse children; therefore it is important that all reasonable steps are taken by clubs and centres to ensure unsuitable people are prevented from working with children.

It is important that standard procedures are used, whether people are paid or unpaid, part time or full time. For all volunteers, coaches and officials working in Paddlesport and associated activities who have contact with children or young people the following actions demonstrate good practice.

- Where a role meets the eligibility requirements for a Disclosure check (see Disclosure and Barring Service Guidelines), the appropriate level of check must be completed prior to carrying out the role. It is the responsibility of the employer or deployer/club or centre, to ensure the relevant checks have been completed.
- The names and address of at least two referees who are able to comment on previous work with children of a similar capacity. These should have known the applicant for at least 3 years (not relatives) and who are able to comment confidentially on the person's previous work with children and any former involvement in the sport. These references may then be taken up by the club/centre.
- The individual should be observed working with children by a suitably trained person.
- The job requirement and responsibilities of the individual should be clearly explained along with British Canoeing and club/centre safeguarding procedures.

Anyone who has undergone a Disclosure check which has shown cautions or convictions which could present a risk to children will automatically be referred to the British Canoeing Case Management Group or the CANI Safeguarding Group for a risk assessment.

Safeguarding and Child Protection is about putting in place the best possible practices and procedures; this will protect not only the child but also the adult.