

# G3 – Reporting Guide for Concerns Within Paddlesport

***This following applies to British Canoeing and Canoe Wales. For Scotland please refer to the SCA and for Northern Ireland, please refer to CANI for further details.***

If you know of a Safeguarding concern or allegation, whether it has been disclosed to you, something you have witnessed or something that has been worrying you, don't keep it to yourself- **always report the concern!** Please see below what to do if you are concerned about the behavior of an individual in Paddlesport towards a child or young person.

**If the child requires immediate attention:** call an ambulance (999 or 112), and inform the doctor that there is a child protection concern.

**Report the concerns to your Club Welfare Officer who will:**

- Report to the British Canoeing Safeguarding Officer – Tel 077344 53430
- Complete the British Canoeing Recording Concerns Report Form (ensure all information is kept confidential and inform the appropriate people only).
- Where the concern is urgent and British Canoeing Safeguarding Officer is unavailable, refer immediately to Children's Social Care Services or Police and copy Report Form to both them and the British Canoeing Child Protection Officer within 24 hours.

**British Canoeing Safeguarding Officer**  
 (The British Canoeing Safeguarding Officer is an independent external Child Protection specialist (WT Associates) contracted by British Canoeing. If you cannot get through to someone straight away, leave a message and you will be called back as soon as possible)

**British Canoeing Safeguarding Case Management Group Decide which "route" the case should take**

**Alleged Minor Poor Practice**  
 Referred back to Club with advice on process to be followed

- Complaints procedure
- Disciplinary process
- No further action

**Possible Outcomes**

- No case to answer
- Complaint resolved with agreement between parties
- Training / Mentoring agreed
- More significant concerns emerged (refer back to Case Management Group)

**Serious Poor Practice, Poor Practice with Wider Implications, Alleged Child Abuse**  
 Possible Processes

- Child protection investigation
- Criminal investigation / proceedings
- Investigation under disciplinary proceedings – including possible temporary suspension of person accused

British Canoeing investigation pending outcome of Children's Social Care Services / Police investigation

**Possible Outcomes**

- No case to answer
- Less serious – referred to complaints procedure
- Disciplinary hearing – sanctions
- Civil proceedings

**Appeal Procedure**