



# Jersey Rowing Club Youth Protection Policy

Updated 2022 Review Date 2025

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## Terminology

For the purpose of this document, we will be using the following terminology:

**Children and young people:** A child is anyone under the age of 18 years. A young person is someone who is over 16 and under 18. Throughout this document, we will refer to children and young people using the collective term of 'child'.

**Parents, carers and guardians:** A parent is any person who is the biological father or mother of another person. A carer is any person who cares for an individual, who, due to illness, disability, a mental health issue or an addiction, cannot cope without that care and support. A guardian is a person who has been appointed by a court or otherwise has the legal authority to care for the personal and property interests of another person. Throughout this document, we will refer to parents, carers and guardians with the collective term of 'parents/carers'.



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## 1 Executive Summary

The JRC run a 'Youth Academy' to introduce, train and develop children between the ages of 14 and 18 years old in the sport of coastal rowing, the policy will provide standards, rules and guidance to all club members.

Our policy will conform with 'best practice' using guidance from British Rowing and Sport Jersey.

Jersey Rowing Club's Youth Protection Policy will be easy to follow, easily complied with and appropriate for the size of organisation.

## 2 General Health Safety & Welfare Statement

This Club gives the highest priority to the Health, Safety and Welfare of groups and individuals while participating in the sport of rowing.

Although not a professional organisation the Club will always look to 'best practice' where it exists and adopt those policies where they are most suited. The Club accepts it has a role to provide policies in a practical and easily understood manner that clearly identifies the minimum standards, who in the Club to go to for health, safety and welfare issues and what is expected of Club Members in this area.

The Club health, safety and welfare policy will have specific sections that focus on areas that are seen to be the highest risk to members.

## 3 Youth Protection Policy

### 3.1 Aim

Everyone who participates in rowing is entitled to do so in a safe and enjoyable environment, in particular we will use these procedures and rules to ensure that 'children' (those between the ages of 14 and 18 years) are given additional consideration and protection. In doing so we will reduce pressure on coaches and Club officials by providing a clear structure and code of conduct.

### 3.2 Why

While aiming to make the experience of rowing fun and enjoyable, abuse can occur in many situations including the home, school and the rowing club. We know that some individuals will actively seek access to children through rowing in order to harm them.

Youth Protection does not only mean abuse, it can also mean;

- promoting fairness and playing by the rules
- not tolerating the use of prohibited or illegal substances
- treating all children equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.



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### 3.3 How

We as a Club and individuals will take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings. Including taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and decisively to them.

Good risk assessment can reduce the potential for abuse and the following are standing rules that will not be altered without the Committees authorisation.

1. Children do not have the experience or wisdom to protect themselves in rowing environments, no youth activity will ever be unsupervised or without a risk assessment.
2. At present no youth coaching session or meetings are to take place where a coach and an individual athlete are completely unobserved (one to one).
3. At present Children will not attend overnight or residential events.
4. Children must attend the Rowing Club dressed and ready for the activity (with a change of clothing available should they get unreasonably wet).

## 4 Youth Risk Assessment

Youth Participation in Rowing Activities

| Hazard   | Risk  | Control Measures  |
|--|---|---|
| Water<br>Rowing at sea<br>Launch and recovery                              | Drowning / Exposure to<br>Rowers / Coach / Cox                | Training / Coaching / Supervision<br>Sea safety equipment<br>Communication equipment Accountability<br>(log book) |
| Musculo-skeletal<br>Lifting / moving / rigging /<br>launching and recovery | Cuts, strains, crushes to<br>Rowers / Coach / Cox             | Training / Coaching / Supervision   |
| Abuse  | Bullying / Harassment /<br>Assault to<br>Rowers / Coach / Cox | Policy / Qualifications / Vetting Training /<br>Coaching / Supervision<br>Parent involvement                      |

### 4.1 Risk Management Jersey Rowing Club

In addition, please also refer to Risk Management Jersey Rowing Club, La Folie Clubhouse, Boat Park and St Aubin's Bay rowing area



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## 5 Specific Risk Assessment of Abuse

| Hazard Areas | Risk   | Control Measure  |
|--------------|--|--|
| Youths       | Injury or harm   | Always supervised with risk assessed activities  |
| Lone contact | Giving lifts<br>One to one coaching<br>Unexpected problems | Meet at the Club House or travel as groups<br>No unplanned or individual coaching<br>Mobile phone contacts for all parents |
| Access       | Changing clothes<br>Communication                          | Arrive at club ready to go<br>Copy coaching arrangements with parents  |

### 5.1 Who has responsibility for what

- The Committee - will set policy, select and appoint those involved in Youth Coaching (all of whom have to be at least a social member of Jersey Rowing Club).
- The Club Captain- will provide leadership, guidance, deal with concerns and take all necessary actions arising from complaints.
- Welfare Officer- will be responsible for acting as a source of contact on youth protection matters and for co-ordinating action within the club on receipt of any concerns or referrals.
- Youth Chairman - will report to the Committee having a greater awareness and responsibility for Youth Protection (undertaking vetting and barring checks, coaching courses and gaining qualifications advised by Sport Jersey see appendix). Responsible for promoting 'Youth Rowing' and coordinating all youth activity on and off the water
- Youth Coach - will be appointed by the Committee and have greater awareness and responsibility for Youth Protection (undertaking vetting and DBS, coaching courses and gaining qualifications as advised by Sport Jersey or approved by the Club Committee see appendix).
- Occasional Helpers - will be appointed and supervised by the Youth Chairman. Where expected to regularly help (more than 4 occasions in 30 days) must be DBS checked and complete a volunteer form. Helpers when not supervised by a Youth Coach must only work in pairs.
- Club Members- when in contact with youths will do their best to present a good example and take responsibility to voice and report any concerns to the Club Captain.



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### 5.2 Complaints - Making and Dealing With

Complaints can come from Youths, Coaches, Club members and external sources. The main intention of this policy is to ensure that any complaint from any source, presented in any form is taken seriously and dealt with in a sensible and appropriate manner, within an effective time frame.

The Club Captain provides the leadership and authority to take action. Complaints should be directed to the Welfare Officer in the assurance of confidentiality and action.

### 6 CODE OF CONDUCT WHEN TRAINING & ROWING WITH YOUTHS

Adhere to Jersey Rowing Club Rules and Regulations and British Rowing Code of Conduct

The British Rowing Code of Conduct can be found at: <https://www.britishrowing.org/wp-content/uploads/2020/03/201103-Codes-of-Conduct-2020.pdf>

Welfare of the child is paramount, the needs of children override those of the adults working with them. Do not risk sacrificing a youth's welfare in a desire for club or personal achievement.

There is an additional obligation on a coach, or other individual with responsibility for youths, to act as a 'reasonable parent' would be expected to act (In loco parentis).

Coaches will ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the rower.

Coaches will work with parents and children to develop training and competition schedules which are suited to the needs and the lifestyle of the rower, not the ambitions of the parents, coaches, team managers or club.

Coaches will build relationships based on mutual trust and respect, encouraging children to take responsibility for their own development and decision-making.

Coaches will always be publicly open when working with children

- avoid coaching sessions or meetings where a coach and an individual rower are completely unobserved

- keep parents informed about the content and nature of any communications you have directly with their children including emails and text messages

- try to avoid one on one situations in changing rooms. If youths need to be supervised/helped try to involve parents or helpers

Coaches will be a role model by maintaining appropriate standards of behaviour at social events and competitions.

Coaches will gain written parental consent, to act in loco parentis for the administration of emergency first aid or other medical treatment if the need arises.

Coaches will be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given.



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### 7 Confirmation of Understanding

Where a Club member wishes to work with Youths and has completed the necessary selection processes and checks, they must provide a signature below to confirm understanding of this policy.

Policy Aim

Risk assessment

British Rowing Code of Conduct

*Parental Consent*

Your Signature

Club Captain or Youth Chairman Signature

Dated \_\_\_\_\_



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## 8 Appendix

### 8.1 Youth Coach Selection

Volunteers working in a role that involves significant access to children (4 or more occasions in a 30 day period), or where they have a position of trust are required to complete the following vetting process:

- complete a New Volunteer Form. (Appendix 8.2)
- provide two appropriate referees. (Appendix 8.3)
- provide details of previous volunteering experience or relevant employment.
- Complete a DBS application – please contact Club Welfare Officer at [thejerseyrowingclubwelfare@outlook.com](mailto:thejerseyrowingclubwelfare@outlook.com) for details.

You are required to renew your DBS on at least a three yearly basis, the best way to achieve this is to fill out an online application within 3 weeks of receiving your DBS certificate



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### Appendix 8.2 New Volunteer Details / Application

|  |  |
|--|--|
| Name:  |  |
| Preferred name (If applicable):  |  |
| Home address including postcode:   |  |
| Contact phone number:  |  |
| Email address:   |  |
| Next of kin:   |  |
| Emergency contact details:   |  |
| Medical conditions/allergies the club should know about:   |  |
| Do you have any relevant qualifications such as coaching awards, child protection training or a recent first aid certificate?<br>If so, please supply details: |  |
| If the role you are fulfilling at the club involves significant contact with children or vulnerable adults, please complete the section below                  |  |
| Please provide details of previous volunteering experience and/or relevant employment:   |  |





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### Appendix 8.3 Volunteer Reference Form

[.....] has expressed an interest in becoming a volunteer within the Jersey Rowing Club Youth Academy and has given your name as a referee. If you are happy to provide this reference, all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being candid in your evaluation of this person.

If you would prefer to talk directly with the Club Welfare Officer please email, [thejerseyrowingclubwelfare@outlook.com](mailto:thejerseyrowingclubwelfare@outlook.com) with your phone number and they will contact you.

*The above should be regarded only as the minimum information that must be obtained in relation to child protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances.*

|  |          |
|--|----------|
| How long have you known this person?                 |          |
| In what capacity have you known them?                |          |
| Would this person be suitable to work with children? | Yes / No |
| How would you describe their personality?            |          |
| Your name:   |          |
| Signed:  |          |
| Date:  |          |
| Your Position:                                       |          |
| Address:   |          |
| Email:   |          |
| Telephone:   |          |