

London Youth Rowing (LYR)

**Safeguarding & Protecting Children & Adults at Risk
Policy**

Version 8.5

April 2026

Version: 8.5

Last updated: 27/04/2026

Updated by: Bobbie Morgan

Changes: 2025 Mandatory Reports under Crime and Policing Bill added, Extra-Familial Harm added, AI-Generated Material and Digital Safety added, A10. Whistleblowing Procedure added, Photo and Image Sharing Guidelines added, addressing additional barriers added, feedback procedure added, influencing best practice within other organisations added, Key Contacts updated, CWO's updated

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1. Introduction

1.1 Our Mission

At Lyr, our mission is *“To provide young people with the opportunities, life skills and the feeling of belonging they need and that rowing and paddle sports provide”*. Protecting children and adults at risk from harm and promoting their wellbeing is fundamental to achieving this mission. Lyr also recognises its role as a leader in the youth sports sector and is committed to influencing and supporting our partners to maintain the highest possible safeguarding standards.

1.2 Recognising our Duty of Care

Lyr recognises that safeguarding children and adults at risk is the responsibility of everyone.

Lyr understands that it has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and adults at risk.

This Policy is intended to ensure and promote good practice and sound judgement from all that are involved in Lyr activities.

1.3 Creation of the Lyr Safeguarding and Protecting Children Policy

The National Governing Body, British Rowing, has robust policies in place for the Safeguarding and Protecting of Children and Adults at risk. In general, Lyr will follow these existing procedures, but recognises the need to adapt these policies given the range of activities Lyr provides for young people and adults at risk, many of which differ in nature from club rowing.

1.4 Reviewing and Updating the Lyr Policy

Lyr is committed to improving its operations and processes wherever and whenever possible.

Lyr has implemented a process for reporting incidents and reviewing where adjustments in policy or procedures will reduce the risk of harm or promote the wellbeing of children and adults at risk.

The COO and CWO of Lyr (or equivalent) will review this policy on an annual basis at a minimum. As part of the annual review process, Lyr will actively solicit feedback from participants and their families regarding their perception of safety and the accessibility of our safeguarding procedures. This feedback will be used to identify areas for improvement and ensure the policy remains effective and child-centered.

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2. Safeguarding and Protecting Children & Adults at Risk Policy

2.1 General principles

- Everyone who participates in LYR activities is entitled to do so in a safe and enjoyable environment.
- All individuals that are involved with LYR activities must follow the policies in this document.
- LYR will support everyone involved with its activities to accept their responsibility to safeguard children & adults at risk from harm and abuse.
- LYR will ensure a suitably skilled and trained Child Welfare Officer is available as a designated point of contact for raising concerns.

2.2 Scope

These policies apply to anyone that comes into contact with LYR participants. This includes contracted staff, session coaches, school & partner organisation staff, volunteers (including mentors) and parents.

All these people have a duty of care to safeguard the welfare of children and adults at risk and prevent their abuse.

For the purposes of this policy, a child or children shall be defined as: anyone under the age of 18 years old.

A junior shall be defined as: a person who is eligible to race in Junior Class Events, as defined by British Rowing's Rules of Racing.

An adult at risk shall be defined as those people of or over 18 years of age who have health or social care needs (irrespective of whether or not those needs are being met by social services) and who are unable to safeguard themselves as a result.

While we recognise that some people will be vulnerable due to their learning disability or mental health needs there are also those adults who are at risk due to a specific circumstance, they may find themselves in, for example; domestic abuse, forced marriage, and sexual or commercial exploitation (this is not an exhaustive list).

2.3 Why this policy and associated procedures are needed

- Abuse can occur in many forms and locations, including the home, school, and the rowing club. LYR also recognises that harm often occurs in wider community settings or through peer-to-peer interactions outside of the family environment, requiring a contextual approach to safeguarding
- Some individuals will actively seek access to Children through sport in order to harm them.
- This policy is intended to help prevent abuse or harm from occurring and to help ensure an appropriate response in the event that it does.

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2.4 Policy statement

London Youth Rowing is committed to:

- Making the welfare of children and adults at risk paramount. This means that the need to ensure that children and adults at risk are protected is a primary consideration and may override the rights and needs of those adults working with them.
- Enabling everyone whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to participate in LYR activities in a fun and safe environment.
- Taking all reasonable steps to protect children and adults at risk from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- Taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and appropriately to them in accordance with current procedures.
- Recognising that children, adults at risk and families from minority group backgrounds may face additional barriers to accessing help and reporting concerns in respect of safeguarding issues.
- Ensuring that all LYR employees, part-time staff and volunteers who work with children & adults at risk are appropriate for that role and the associated responsibilities. All LYR staff will be provided with relevant training and all volunteers will be appropriately supervised.
- Ensuring to the extent possible that all LYR partner organisations have appropriate safeguarding policies and processes in place. LYR partner organisations must recognise their safeguarding responsibilities and implement suitable policies & procedures. Where LYR works with organisations that have more established and mature safeguarding processes in place (e.g. schools), LYR will, where appropriate, align with the safeguarding procedures of that organisation
- Recognising that children with SEND, as well as children and families from minority ethnic or diverse backgrounds, may face additional barriers to accessing help or reporting concerns. LYR is committed to proactively identifying these barriers—such as communication difficulties, cultural differences, or lack of trust in authority—and ensuring our safeguarding procedures are accessible to all.

2.5 Responsibility of LYR Employees and Volunteers

It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. There are five general types of abuse:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Bullying

Each is discussed in more detail in [Appendix A1](#).

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In accordance with the 2025 Mandatory Reporting requirements introduced under the Crime and Policing Bill, all LYR employees and volunteers in positions of trust have a statutory duty to report any known or suspected instances of child sexual abuse. This legal duty requires individuals to report suspicions directly to the relevant authorities, reinforcing our principle that 'not acting is not an option

It is not the responsibility of an individual in our communities to make judgements about whether or not abuse is taking place, but everyone working in connection with LYR has a responsibility to:

- Identify poor practice and possible abuse.
- Act if they have concerns – how to report concerns is outlined in [Appendix A5](#).

An introduction to Good and Poor Practice is included in [Appendix A2](#).

As part of using the internet and social media, everyone working with LYR has a responsibility to:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication
- Be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console
- When using social media platforms (including Facebook, X and Instagram), ensure that we adhere to relevant legislation and good practice guidelines
- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps, AI-generative tools, and other forms of digital communication
- Ensure that all photography and image sharing, whether for training purposes or social media, is conducted in accordance with the guidelines in [Appendix A2](#) and only with parental consent (including that given by someone in loco parentis).

Further details on how to safely use the Internet and social media can be found in [Appendix A2](#).

2.6 Radicalisation of Young and Vulnerable People / "Prevent"

In the assessment of the Management Team and the Board, LYR does not qualify as a "Specified Authority" which has particular obligations under the Counter-Terrorism and Security Act 2015 and as such is not subject to the "Prevent" duty required of certain charities, in particular education charities, to have '*due regard to the need to prevent people from being drawn into terrorism*'.

Despite this, LYR fully recognises that extremism and radicalisation is one of the types of harm that we must be alert to when considering the welfare of young people and vulnerable adults. LYR will provide awareness training for employees to support LYR staff in this.

2.7 Protecting Children from Exploitation

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Child exploitation is a form of sexual abuse in which a child or young person is exploited, coerced and/or manipulated into engaging in some form of sexual activity in return for something they need or desire and/or for the gain of a third person. LYR recognizes that we must be alert when considering the welfare of young people and vulnerable adults. LYR will provide awareness training for employees to support LYR staff in this.

In line with *Working Together (2023)*, LYR adopts a contextual safeguarding approach. We recognise that children can be at risk of harm outside the home (extra-familial harm) from peers or other adults in the environments where they congregate. This includes risks such as criminal exploitation, serious violence, and online harm. LYR staff will remain vigilant to these community-based risks during all interactions with those we work with.

3. LYR Named Contacts Responsible for Safeguarding

3.1 LYR safeguarding leads and oversight

LYR will appoint a lead Child Welfare Officer (CWO) and an alternate Child Welfare Officer (CWO). The current appointees (April 2026) are:

Lead: Bobbie Morgan	bmorgan@londonyouthrowing.com	07889 691 866
Alternate 1: Owen Shephard	oshephard@londonyouthrowing.com	07919 286 116
Alternate 2: Emily Coe	ecoe@londonyouthrowing.com	07955 253 337

The CWO will be supported by senior management to deliver their role.

At Board level, LYR has a Risk and Performance Committee that has oversight of both Safeguarding and Health and Safety. The duties of members of this committee are detailed in the Terms of Reference for the committee.

3.2 Child Welfare Officer (CWO) Role

LYR will ensure there is an appointed Child Welfare Officer (CWO) at all times. LYR will use its best endeavours to ensure that this person:

- Has a child-focused approach, good communication skills and an ability to provide support and advice.
- Is well recognised, has good administrative and recording skills and an ability and willingness to promote and apply this Policy and associated procedures.
- Is well known and approachable by Children but not involved directly in the coaching or day-to-day running of Children's or Junior programmes.

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- Is able to act in a confidential manner and to recognise the boundaries of their competence, role and responsibilities and where to seek advice and support.

The CWO and Alternate are responsible for acting as a source of advice on Child Protection matters and for coordinating action within Lyr upon receipt of any concerns or referrals. They should have a detailed understanding of the this Policy and [British Rowing guidance](#).

The CWO and Alternate will complete formal safeguarding training within 3 months of appointment ('Time to Listen' course or equivalent) and will keep up to date with the appropriate level of training and latest safeguarding legal developments. The CWO and Alternate will hold individual British Rowing membership (as do all Lyr coaching staff).

It is critical that the CWO is known and approachable to all Lyr staff, volunteers and (to the extent practically possible) participants. A safeguarding information poster will be displayed at each Lyr site, detailing Lyr's CWO contact details.

Further details on the role & responsibilities of the Lyr CWO is included in [Appendix A3](#).

3.3 Extended absence

In the event of either the Lead CWO or Alternate CWO being unavailable for an extended period, Lyr will notify staff of a temporary replacement.

4. Supporting Procedures

This policy is supported by the following procedures, which are provided in the Appendices:

- Responding to Suspicions and Allegations of Poor Practice – [Appendix A5](#)
- Safeguarding participants during regular Lyr activities – [Appendix A6](#)
- Safeguarding on trips – [Appendix A7](#)
- Safeguarding at competitions & events – [Appendix A8](#)
- Safeguarding Requirements of Partner Organisations – [Appendix A9](#)
- Whistleblowing Procedure – [Appendix A10](#)

5. Recruiting and selecting people to work with children and adults at risk

5.1 Safe Recruitment Process

Lyr's approach to Recruitment is detailed in a separate document: [Lyr's Recruitment Process](#). This document is available on [BreatheHR](#) to recruiting managers.

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LYR ensures that all reasonable steps are taken to prevent unsuitable people from working with participants under their jurisdiction. This applies equally to those recruited in a paid or unpaid (voluntary) position.

LYR recognizes its responsibility as a regulated activity provider to have safe and careful recruitment processes in place. LYR recognises that reference checking, interviewing, attitude and aptitude testing, relevant experience and qualifications are important elements of this process, and just as important as a Criminal Records and/or Barred Lists Check.

5.2 DBS Checks

LYR recognises that a clear Criminal Records Check / Barred Lists Check does not guarantee that an individual is safe to work with children & adults at risk. LYR will use the information to support the overall recruitment process and assess any potential risk. LYR will also assess the individual's suitability by taking up references (and acting accordingly), interviewing and supervising.

In the case that the Disclosure contains details of current or spent convictions, LYR will refer to its separate policy on Employing Ex-Offenders. LYR will only employ people who have completed a DBS check that LYR considers acceptable. LYR may obtain guidance from British Rowing or other appropriate bodies if required to support any assessment required.

LYR has a robust process for tracking the date of expiry of DBS checks. These checks must be renewed at least every three years if a person remains in post or more regularly if new information indicates an updated check would be appropriate.

6. Training & Awareness

LYR recognises that formal training will help people to work safely and effectively with children & adults at risk by:

- Improving awareness of good practice and identifying ways to improve
- Ensuring that they are not placing themselves at risk from allegations
- Recognising their responsibilities and reporting concerns about suspected poor practice or abuse
- Understanding the recruitment and selection procedures described (Section 5)

6.1 Minimum levels of awareness and training

All individuals involved in LYR activities have a responsibility to be aware of the LYR Safeguarding & Protecting Children & Adults at risk Policy, understand what good and poor practice are and know what to do if they have a concern.

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All members of LYR and volunteers should know how to access the policy document and be aware of where to go for advice or questions. LYR staff should read and sign in [BreatheHR](#). Volunteers should sign the policy document to acknowledge receipt and understanding.

LYR commits to providing the appropriate level and frequency of training to individuals based on their role, as outlined below:

- All LYR Staff – online training via the [NSPCC online learning portal](#) – the recommended course being <https://learning.nspcc.org.uk/training/child-protection-safeguarding-sport>
- CWO and Alternate, Head Coaches – [Time to Listen](#) safeguarding course offered by the Child Protection in Sport Unit and NSPCC

The above qualifications will be arranged on joining London Youth Rowing or moving into the relevant role, with staff completing a refresher every 3 years at a minimum.

London Youth Rowing will run internal refresher training for all staff at least every 6 months.

7. Signed on behalf of the Board of Trustees at LYR

Andy Mitchell, Chair of Trustees, April 2026



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A1. Appendix – Types of Abuse

Abuse in all its forms can affect a child or vulnerable adult at any age. The effects can be so damaging that without appropriate intervention, they may continue to have a very negative impact upon an individual into adulthood.

An individual who has been abused may:

- Find it difficult, or impossible to maintain a stable, trusting relationship
- Become involved with drugs or prostitution
- Attempt suicide or self-harm
- Go on to abuse another Child

Children with disabilities may be at increased risk of Abuse through various factors such as:

- Stereotyping
- Prejudice
- Discrimination, including ethnic or racial
- Isolation
- Powerlessness to protect themselves
- Inability to communicate that Abuse has occurred

Indicators of abuse

Even for those experienced in working with abuse, it is not always easy to recognise a situation where Abuse may occur or has already taken place.

Staff must be mindful that children with SEND are statistically more vulnerable to abuse and may face greater challenges in communicating harm. Similarly, children from diverse backgrounds may feel unable to report concerns due to language barriers or a fear of not being believed. We adopt a 'child-first' approach that accounts for these specific intersecting needs to ensure no child is left without protection.

It is not the responsibility of those working in rowing to decide whether abuse is occurring, but it is their responsibility to act on any concerns.

Below are some examples of indications that a participant is being abused. This list is not exhaustive, and any concerns should be reported to the CWO:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or an injury for which an explanation seems inconsistent
- the participant describes what appears to be an abusive act involving themselves
- someone else, a participant or adult, expresses concern about the welfare of a Child
- unexplained changes in a Child's behaviour, e.g. becoming very quiet, withdrawn, displaying sudden outbursts of temper

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- behaviour changing over time
- unexplained or regular absence or lateness
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with other Children
- displaying variations in eating patterns including overeating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

Abuse may take a number of forms, and may be classified under the following headings:

Neglect

Neglect is the persistent failure to meet a Child's basic physical and/or psychological needs, likely to result in the serious impairment of the Child's health or development. It may also include neglect of, or unresponsiveness to, a Child's basic emotional needs.

In a rowing situation this could include:

- a coach not keeping Children safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing Rowers under their supervision to train or race inappropriately clothed for the prevailing conditions
- a Parent consistently leaving a Child without adequate provisions e.g. food, water, clothing, sun protection.

Physical Abuse

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a Child. Physical harm may also be caused when a Parent or carer fabricates the symptoms of or induces illness in a Child.

In a rowing situation this could include:

- a coach disregarding the individual requirements of each Child's growing body or needs when setting a training programme e.g. allowing 14 year olds to undertake hour-long, continuous ergos.

Sexual Abuse

Sexual Abuse involves forcing or enticing a Child or young person to take part in sexual activities, whether or not the Child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts

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such as fondling. It may also include non-contact activities such as involving Children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging Children to behave in sexually inappropriate ways. This also includes the use of technology to create or distribute AI-generated sexual imagery or deepfakes involving children.

In a rowing situation indicators could include:

- a coach engaging in unnecessary and inappropriate physical contact e.g. massaging the shoulders of the Rowers suggestively
- a coach making suggestive comments to their Rowers
- an inappropriately close relationship developing between a Rower and a coach
- an individual spending an unnecessary amount of time in the changing area when Children are present.

Emotional Abuse

Emotional Abuse is the persistent emotional ill treatment of a Child such as to cause severe and persistent adverse effects on the Child's emotional development. It may involve making the Child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on Children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing Children to frequently feel frightened or in danger, or the exploitation or corruption of Children.

Some level of emotional Abuse is involved in all types of maltreatment of a Child, although it may occur alone.

In a rowing situation, this could include:

- a Parent or coach subjecting a Rower to constant criticism, name-calling, sarcasm, bullying or racism
- a Parent or coach putting a Rower under unrealistic pressure in order to perform to high expectations.

Bullying

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. hiding kit threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti or gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on, the issue of sexuality

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- Verbal - name calling, sarcasm, spreading rumours, teasing

LYR has adopted an [Anti-Bullying Policy](#) which is available on the policy section of the LYR website and in the "Company Documents" section on [BreatheHR](#).

Alongside the types of abuse detailed above, LYR staff will also be provided with awareness training to ensure they have an understanding of extremism and radicalisation, as issues that may impact some of the young people and vulnerable adults LYR works with.

Further guidance

British Rowing has created a series of handbooks and supporting documents that give further information on these topics. Links to these documents can be found at the following address:

<https://www.britishrowing.org/knowledge/safeguarding/>

British Rowing also provide policy guidance that give further information and advice which can be found here:

<https://www.britishrowing.org/about-us/policies-guidance/>

In particular, the following documents are relevant for this section:

- Model Anti-Bullying Policy for Rowing Clubs (Section 6 of [British Rowing's Anti-Bullying Policy](#), found on British Rowing's website under Policies and Guidance)
- What constitutes abuse (Section 2.2 of [Handling Concerns](#), found on British Rowing's website under Safeguarding)
- Signs and Indicators of Abuse (Section 2.3 of [Handling Concerns](#), found on British Rowing's website under Safeguarding)

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Approved by Board:

A2. Appendix – Good and Poor Practice

Good practice

Good practice for ensuring appropriate vetting & training of individuals

LYR requires that **all employees** have:

- Read and signed the *LYR Code of Practice* and The *LYR Safeguarding & Protecting Children & Adults at risk Policy*
- Completed a recognised Safeguarding & Child Protection Basic Awareness Course within 3 months of starting with LYR, which is refreshed every 3 years
- Completed a Disclosure and Barring Service (including Enhanced Check) refreshed every 3 years

In addition, LYR requires that all **employee coaching staff**:

- Are registered as individual members of British Rowing

LYR requires that all **regular volunteers**:

- Read and signed the *LYR Code of Practice* and The *LYR Safeguarding & Protecting Children & Adults at risk Policy*
- Complete a recognised Safeguarding & Child Protection Basic Awareness Course within 3 months of starting with LYR, which is refreshed every 3 years
- Completed a Disclosure and Barring Service (including Enhanced Check) refreshed every 3 years

LYR requires that all **one-off volunteers** (e.g. events, work experience):

- Read and sign the *LYR Code of Practice*
- Are briefed on LYR's Safeguarding Principles
- Are supervised by DBS checked members of staff

Good practice for ensuring an appropriate approach to risk

LYR requires that all Programme Managers operate within LYR's risk assessment policy. In doing so, they:

- Aim to actively identify areas where risk to participants can be reduced, and adjust practices and documents accordingly
- Review existing Risk Assessments regularly to keep them up to date

Good practice for ensuring an appropriate approach to rowing training

Everyone should:

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- Aim to make the experience of rowing or other watersports or physical activity fun and enjoyable
- Promote fairness and playing by the rules
- Not tolerate the use of prohibited or illegal substances
- Treat all participants equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect

Those working directly with participants should:

- Respect the developmental stage of each participant and not risk sacrificing their welfare in a desire for club or personal achievement
- Ensure that the intensity is appropriate to the physical, social and emotional stage of the development of the participant (see British Rowing "How Much & How Often Guidance")
- Work with parents and participants to develop training and competition schedules which are suited to the needs and the lifestyle of the participant, not the ambitions of the parents, coaches, mentors, team managers or club
- Build relationships based on mutual trust and respect, encouraging participants to take responsibility for their own development and decision-making

Good practice for ensuring the safeguarding of participants

- Always be publicly open when working with participants:
 - Avoid coaching sessions or meetings where a coach and an individual participant 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
 - Avoid one on one situations in changing rooms. If participants need to be supervised/helped try to involve parents or helpers to maintain an appropriate and open environment, with no secrets
- Avoid unnecessary physical contact with children or adults at risk. Physical contact (touching) can be appropriate so long as:
 - It is neither intrusive nor disturbing nor sexual in nature
 - The reason that it is necessary has been fully explained
 - The Rower's permission has been openly given
 - It is delivered in an open environment
- Maintain a safe and appropriate relationship with participants and avoid forming an intimate relationship with any current or recent LYR participants as this may threaten the position of trust and respect between an athlete and their coach
- Be an excellent role model by maintaining appropriate standards of behaviour at social events and competitions

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- Gain written parental consent, to act in loco parentis for the administration of emergency First Aid or other medical treatment if the need arises
- 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
- Arrange that someone with appropriate training in and current knowledge of emergency First Aid is available
- Gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved (see WG 4.4).

Good practice for managing LYR's online presence

The following steps are regarded as good practice and it is the responsibility of all who work with LYR to adhere:

- All social media accounts will be password-protected, and at least 3 members of staff will have access to each account and password
- The accounts will be monitored by a designated person
- The designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- Anyone working with LYR will seek advice of the designated safeguarding lead if they have any concerns about the use of internet or social media
- A designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents/guardians of any children involved)
- Account, page and event settings will be set to 'private' so that only invited club members can see their content
- Live recordings should normally consist of one-way communication from the person working with LYR via a public platform
- Identifying details such as a home address, school name or telephone number shouldn't be posted on social media platforms
- Any posts or correspondence will be consistent with our aims
- Parents will be asked to give their approval for us to communicate with their children through social media, or by any other means of communication unless the conversation is initiated by the young person on a public platform
- All of our accounts and email addresses will be appropriate and fit for purpose
- Staff should not 'friend' or 'follow' children or young people from personal accounts on social media
- Staff should not communicate with young people via personal accounts or private messages
- Rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication such as face-to-face, via email or in writing, or use an organizational account, profile or website
- At least one other member of staff should be copied in to any emails sent to children or young people

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- Emails should be written and signed off in a professional manner, avoiding the use of emojis or symbols such as 'kisses' (X's)
- Any disclosures of (or suspicions of) abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- Staff and young people must not engage in 'sexting' or send pictures or messages to anyone that are obscene, indecent or menacing
- Digital Safety and AI-Generated Material - in line with recent NSPCC updates, LYR recognises the emerging risks of AI-generated material and 'deepfakes.' Staff and participants must not use artificial intelligence tools to create, manipulate, or distribute imagery of any person involved with LYR. Any suspicion that AI-generated child sexual abuse material or non-consensual deepfakes are being produced or shared must be reported immediately via the standard safeguarding procedures.

Photography and Image Sharing Guidelines

To protect the privacy and safety of our participants, the following rules must be strictly adhered to:

- **Consent:** Written parental consent must be obtained before any images or videos of children are taken or shared. This consent should be refreshed annually.
- **Focus on Activity:** Images should focus on the rowing activity or the team, rather than a single child. Participants must always be appropriately dressed (e.g., in full rowing kit).
- **No Personal Devices:** Staff and volunteers should use LYR-owned equipment to take photos wherever possible. If a personal device is used in an emergency, the images must be transferred to LYR's secure storage and deleted from the personal device immediately.
- **Identification:** When posting images on social media or the LYR website, children should not be identified by their full name along with other personal details (e.g. school or home address)
- **Secure Storage:** All digital images must be stored on LYR's password-protected servers and access limited to authorized personnel.
- **Prohibited Areas:** As stated in [Appendix A6](#), the use of any photographic equipment in changing rooms, toilets, or showers is strictly prohibited.

Those working with LYR must also take responsibility for:

- Avoiding having children's or young people's personal numbers and will instead seek contact through the parent or guardian
- Seeking parental permission on each occasion they need to contact the child or young person directly; the purpose for each contact will be clearly identified and agreed upon
- Being accountable for sharing copies of social media communications to parents or LYR's lead safeguarding officer
- Having a separate phone from their personal one for any contact with parents or young people
- Texting/social media messaging only to provide information and not to engage in conversation
- If a young person misinterprets such communication and tried to engage someone working with LYR in conversation, the person working with LYR should take the following steps:
 - i. end the conversation or stop replying; and

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- ii. suggest discussing the subject further at the next practice or event if concerned about the child or young person and provide contact details for LYR's CWO or appropriate agencies

The following is what LYR expects of the children and young people that they engage with:

- To be responsible for their behaviour when using a phone at the sports club, including the content accessed and how they conduct themselves
- To not deliberately create, browse or access material that could be considered offensive or illegal. If, accidentally, they come across any such material, they will report this to a member of staff
- To not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal
- To understand that they should only use the LYR's official social media or website communication channels to contact LYR and should not seek out individual members of staff or coaches
- To understand that their use of internet and social media is potentially visible to everyone and that any issues involving their behaviour online may be addressed by a coach or other staff members at the club
- To not give out any personal information (such as name, age, address or telephone number) online, or that of anyone else.
- To not share passwords with anyone else.
- To not arrange to meet someone that they have contacted online unless accompanied by a member of staff or parent.
- To understand that these rules are designed to keep them safe, and if they are not followed LYR may contact their parents/teachers/guardians
- To avoid using their mobile phone during activities as they understand that it will have an impact on their safety and opportunity to learn and achieve
- To be aware that if they are experiencing bullying behaviour or abuse online, they can contact the LYR CWO
- To know that they can contact Childline on 0800 11 11 or at www.childline.org.uk if they have any worries about something they have seen or experienced online

Good practice for working with Gender Questioning Children

LYR work directly with schools and LYR employees will follow the lead of the schoolteachers when handling requests from children questioning their gender. In addition, where possible, LYR follow the advice outlined in the non-statutory [Gender Questioning Children guidance](#) set by the Department for Education, in particular regarding the use of Single-Sex Spaces, Toilets, Changing Rooms and Showers detailed in Section 6: Handling Different Information and Requests.

Those working with LYR must also take responsibility for:

- Safeguarding and promoting the welfare of all children by considering how best to fulfil that duty towards the gender questioning children and their peers

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- Engaging participants in creating and maintaining a respectful and tolerant environment in which there is zero-tolerance to bullying

Poor practice

The following are regarded as poor practice and should be avoided:

- Unnecessary communication directly with a participant without the parents' knowledge
- Spending excessive amounts of time alone with children and adults at risk away from others
- Engaging in rough, physical or inappropriate behaviour
- Allowing or engaging in inappropriate touching of any form
- Using inappropriate language to a participant or allowing participants to use inappropriate language unchallenged
- Making sexually suggestive comments to a participant, even in jest
- Reducing a participant to tears as a form of control
- Letting allegations made by a participant go uninvestigated, unrecorded, or not acted upon
- Doing things of a personal nature that participants can do for themselves
- Taking participants alone in a car on journeys, however short (see note below)
- Inviting or taking participants to your home or office where they will be alone with you (see note below)
- Sharing a room with a participant

Note: *In exceptional circumstances, it may be impractical to avoid some of these particular examples of poor practice. In which case, to protect both the participant and yourself, you must seek written parental consent. It is also crucial that both the coach & athlete are comfortable with the situation and that the current LYR CWO is aware of the situation and gives formal approval.*

If whilst in your care a participant is accidentally hurt, the participant seems distressed in any way, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to LYR's CWO along with a submission of a formal report via the online form and make a brief written note of it for your own record. Parents should also be informed of the incident.

Further guidance

British Rowing has created a series of handbooks and supporting documents that give further information on these topics. Links to these documents can be found at the following address:

<https://www.britishrowing.org/knowledge/safeguarding/>

- Duty of Care (Section 1 of [The Club Welfare Officer](#))
- Safer Recruitment (Section 4 of [The Club Welfare Officer](#))
- Safeguarding training requirements (Section 6 of [The Club Welfare Officer](#))
- DBS checks (Section 7 of [The Club Welfare Officer](#))
- How much and how often? (Section 1 of [Club, Training and Competition Guidance](#))

Commented [SR1]: Should this not be reported on Salesforce?

Commented [D2R1]: Added the online form piece but the brief note is more for the person in the situation so they can refer back to it for their own account of the situation and actions they took – does that make sense? I've reworded.

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- Physical contact and young people in rowing (Section 3 of [Club, Training and Competition Guidance](#))
- Online safety and social media (Section 3 of [Safety in the Digital World](#))

A3. Appendix – CWO Job Description

The Role: Child Welfare Officer

- Proactively work with partner clubs, schools, sites and British Rowing to ensure appropriate safeguarding measures are in place. This will include regular attendance at coaching sessions, particularly in LYR junior clubs, in order to be a visible presence known to young people taking part in LYR's programmes, and to be a viable alternative point of contact in the event of any child welfare concerns and to give non-rowing support to young people on LYR's programmes
- As CWO, work with LYR's COO to update policies for safeguarding young people and adults at risk
- Work with LYR's COO and CEO to appropriately resolve concerns arising in relation to child welfare
- Coordinate delivery of relevant training (external and internal) for staff and volunteers to support the implementation of safeguarding policies
- LYR will implement a 'Safe to Share' survey twice per year. This will consist of:
 - Participant Surveys: Short, age-appropriate digital surveys or 'pulse checks' asking if they know who to talk to and if they feel safe at their rowing site.
 - Parent/Carer Feedback: An annual safeguarding-specific questionnaire sent to families to identify any barriers to reporting.
 - The 'Listening Box': A physical or digital anonymous suggestion box available at major events and permanent sites for non-urgent safety concerns or suggestions.
- The CWO will act as the lead for the collection and analysis of participant safety feedback, ensuring that the 'voice of the child' is represented in reports to the Board of Trustees
- Together with the COO, liaise with experts and counterparts in safeguarding at organisations including but not restricted to British Rowing and Mossbourne Community Academy to ensure that LYR complies with best practice and fulfils all legal requirements and those of our insurance policies
- Provide oversight of the practical implementation of LYR's safeguarding policies to help ensure compliance throughout LYR. This will involve ongoing monitoring of training and communication with other managers and staff to identify and address any potential compliance gaps
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated including:
 - Making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - Incorporating online bullying ('cyberbullying') into our anti-bullying policy
- Provide training for staff and volunteers responsible for managing LYR's online presence

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A4. Appendix – Key Contacts

1. Child Welfare Contacts at LYR sites, partner rowing clubs & open clubs:

#	Organisation	E Mail/More Info	Telephone
1	Royal Docks Watersports Centre	Simon Goodey - simon.goodey@radt.org.uk	020 7511 2211
2	Nottingham Union Rowing Club	Trevor Rainbow - trevor.rainbow@ntlworld.com	Club: 0115 981 1120 Mobile: 0786 092 8694
3	Gravesend Rowing Club	No named person, general email address - enquiries@gravesendrowingclub.co.uk	
4	Bristol Ariel Rowing Club	Geoff Lester - ghlester@compuserve.com Julian Tavener - enquiries@bristolarielrowingclub.org.uk	
5	Surrey Quays Watersports Centre	Southwark MASH MASH@southwark.gov.uk Joy Johnson (PUK) safeguarding@paddleuk.org.uk	Southwark MASH: 020 7525 1921 PUK Phone: 0115 8655354

2. Local Authorities where LYR principally operates (12 Active Row Boroughs)

#	Local Authority	E Mail/More Info	Telephone
1	Barking & Dagenham	childrenss@lbbd.gov.uk	Tel: 020 8227 3811 Out of hours: 020 8594 8356
2	Brent	Family.FrontDoor@brent.gov.uk safeguardingadults@brent.gov.uk	Tel: 020 8937 4300 (option 1) Out of hours: 020 8863 5250
3	Ealing	ECIRS@ealing.gov.uk	Tel: 020 8825 8000

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4	Hackney	fast@hackney.gov.uk	Tel: 020 8356 5500 Out of Hours: 020 8356 2710
5	Hounslow	childrensocialcare@hounslow.gov.uk	Tel: 020 8583 6600 (option 2) Out of hours: 020 8583 2222
6	Lambeth	helpandprotection@lambeth.gov.uk	Tel / Out of hours: 020 7926 5555
7	Lewisham	MASH form: https://lewisham.gov.uk/myservices/socialcare/children/keeping-children-safe/multi-agency-safeguarding-hub/mash-request-form	Tel / Out of hours: 020 8314 6660
8	Newham	MASH form: https://azcareportal-live.newham.gov.uk/aztrriageportal/jsp_mash/admin/login.jsp	Tel: 020 3373 4600 Out of hours: 020 8430 2000
9	Southwark	MASH@southwark.gov.uk	Tel: 020 7525 1921 Out of hours: 020 7525 5000
10	Tower Hamlets	mash@towerhamlets.gov.uk	Tel / Our of hours: 020 7364 5006 (option 3)
11	Waltham Forest	MASHrequests@walthamforest.gov.uk	Tel: 020 8496 2310
12	Wandsworth	MASH@wandsworth.gov.uk	Telephone: 020 8871 7899 Out of hours: 020 8871 6000
13	Active Row Leeds	Leeds City Council - Children's Social Work Services Bradford https://www.saferbradford.co.uk/children Wakefield	0113 222 4403 01274 434361 0345 8503 503

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14	Active Row Nottingham	Children's Social Care: Nottinghamshire County Multi-Agency Safeguarding Hub (MASH) Email: mash.safeguarding@nottscc.gov.uk	0115 876 4800 Phone: 0300 500 80 90 Emergency Duty Team (out of hours): 0300 456 4546
15	Active Row Kent	Kent County Council https://www.kent.gov.uk/social-care-and-health/report-abuse	03000 41 61 61
16	Active Row Bristol	Bristol City Council https://www.bristol.gov.uk/residents/social-care-and-health/children-and-families/concerns-about-a-child	0117 903 6444
17	Active Row Redhill	safeguardingteam@theredhillacademy.org.uk	Redhill Trust Office: 0115 926 1481
18	Active Row Thames Valley	Reading (Children/Adults): CSPOA@reading.gov.uk West Berkshire (Children): child@westberks.gov.uk Wokingham (Children): triage@wokingham.gov.uk General Safeguarding: bobicb-bw.safeguarding@nhs.net	MASH Phone: 01628 683150

3. Other Points of Contact in lieu of CWO or Alternate

NSPCC Child Protection in Sport Unit (CPSU) - <https://thecpsu.org.uk/help-advice/deal-with-a-concern/#article-top>

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A5. Appendix – Responding to Suspicions and Allegations of Poor Practice

1 Introduction

Although most cases of abuse take place within the family setting, abuse can and does occur in rowing environments.

- **It is essential that all allegations are taken seriously and appropriate action is taken**
- **It is not your responsibility to decide if abuse is taking place**
- **It is your responsibility to report your concerns to the appropriate agencies (see below)**
- **Not acting is not an option**

If you are not sure and want to discuss something please contact the LYR CWO or Alternate CWO, the [British Rowing Lead Safeguarding Officer](#) or NSPCC for advice.

2 Receiving evidence of possible abuse

You may have concerns about abuse or poor practice because:

- You see it happening
- You recognise signs such as those listed in [Appendix A1](#) or [A2](#)
- Someone reports it to you
- A participant approaches you directly

If a participant says or indicates that they are being abused, or you have concerns about their welfare you should:

- React calmly so as not to frighten them
- Tell them they are not to blame and that it was right to speak up
- Take what they say seriously
- Recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language
- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- Reassure them, but **do not promise to keep the matter secret** – explain that to resolve the problem it will be necessary to inform other people as appropriate
- The safety of the participant is paramount - if the participant needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a Child Protection issue
- Record all information
- Report in accordance with London Youth Rowing's procedures.
- Recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability, learning need (SEND), and/or differences in language. In such cases, staff should use appropriate communication aids where available and ensure the child is given extra time and a safe environment to express themselves in their own way.

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Avoid asking leading questions such as 'Was it X who did this?' Rather say, 'Is there anything else you want to tell me?'

Use the [LYR Reporting form](#) to record this information if useful.

3 Recording information: confidentiality and information sharing

All concerns that you may have or receive should be recorded. You are recording this information for:

- Yourself, so you have a record of what happened
- The LYR CWO who will co-ordinate any action that needs to be taken
- The British Rowing Lead Safeguarding Officer and Safeguarding Case Manager so that they can advise LYR if required
- The Police/Children's Social Care Services if appropriate

It is not appropriate to share sensitive and confidential information with other people, for example:

- Your club committee, or members of your club
- Other acquaintances outside the rowing community

Any information relating to Child Protection should be held under secure conditions and made available on a need-to-know basis. This is outlined in more detail in LYR's Data Protection policy.

When completing the form you should:

- Confine yourself to the facts – what you have observed/seen, heard or had reported to you
- Distinguish between what is your own personal knowledge and what you have been told by other people
- Not include your own opinions on the matter. Be clear where you are giving either your own or others' interpretation of events and the reasons for this

4 Reporting the concern

The process detailed on the following page should be followed to report a concern.

The discovery that someone you know may be abusing a Child will raise feelings and concerns.

Although it can be difficult to report such matters, you must remember that:

- The welfare of the participant is paramount
- Being vigilant helps to protect participants
- Everyone has a duty of care to report any concerns they have immediately
- A good reporting structure ensures that concerns are dealt with fairly

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- Reporting a concern related to child sexual abuse is no longer just organisational policy but a statutory requirement for individuals in positions of trust. Failure to comply with mandatory reporting duties regarding child sexual abuse may result in legal consequences for the individual as well as disciplinary action by LYR.

If the CWO or alternate CWO is not available and the matter is urgent, copying in the CWO to any email or texted information and emailing them to report any telephone conversations with the relevant parties, you should:

1. **Contact the CEO of LYR**
2. **Contact a statutory agency directly. Appropriate agencies are listed in [Appendix A4](#)**

The LYR Safeguarding Concern Reporting Workflow is included on the next page.

Commented [SR3]: Maybe for all cases where CWO is not available add "copying in the CWO to any email or texted information and emailing them to report any telephone conversations with the relevant parties."

Commented [D4R3]: Done – thank you

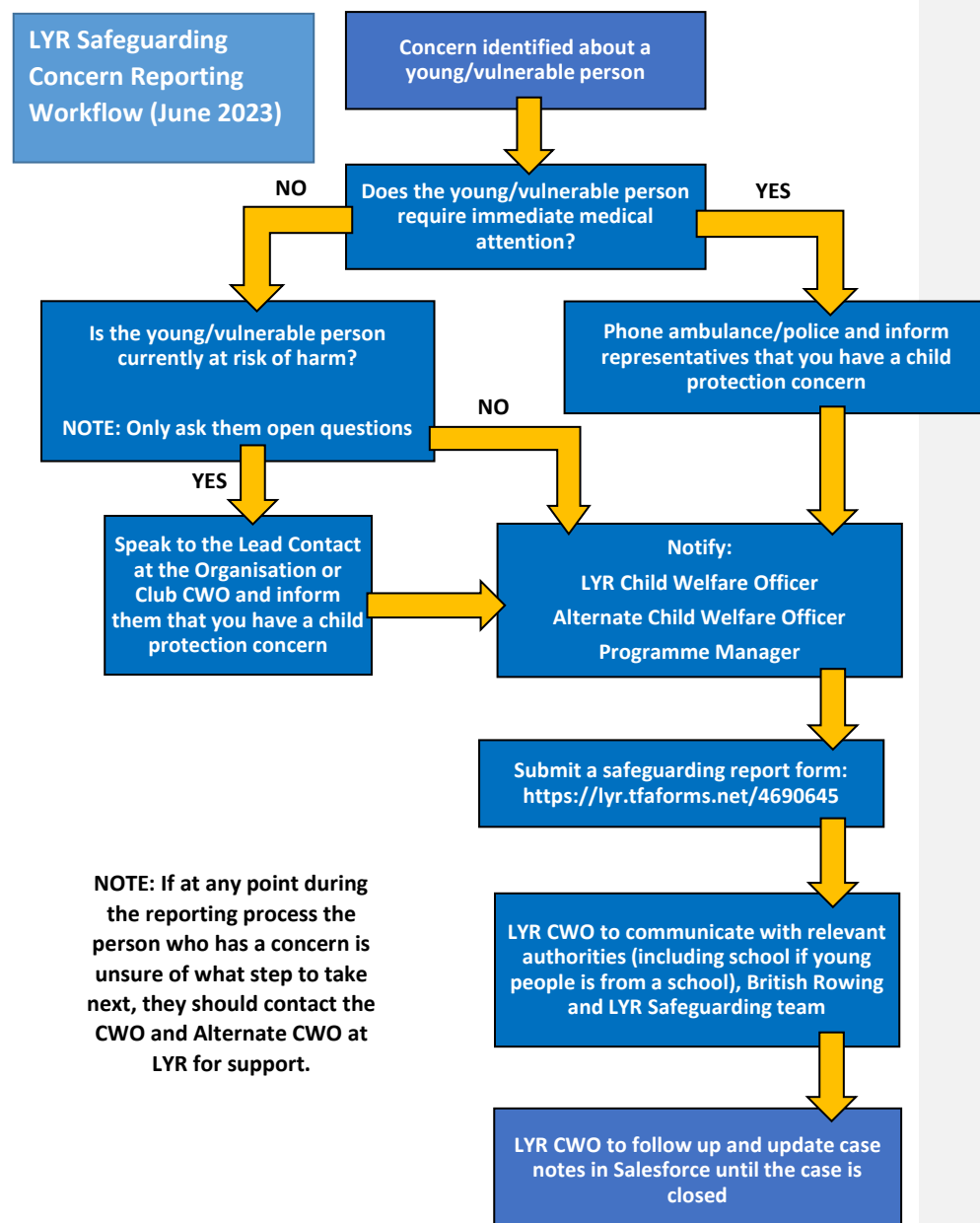
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Approved by Board:

5 Further guidance

Links to the helpful documents can be found on the "Company Documents" section of [BreatheHR](#). In particular, the following documents are relevant for this section:

- London Youth Rowing Code of Conduct
- London Youth Rowing Employee Handbook, including Complaints & Disciplinary Procedure
- London Youth Rowing Report form for recording concerns and referrals
- London Youth Rowing Whistleblowing Policy
- London Youth Rowing Recruitment Process
- London Youth Rowing Policy for Employing Ex-Offenders
- LYR Photography Policy
- LYR Anti-Bullying Policy

Further information relating to Safeguarding in Rowing can be found under the Welfare section at:

<https://www.britishrowing.org/about-us/policies-guidance/>

- Guidance for [On-Water and Indoor Rowing by School Children](#)
- British Rowing [Anti-Bullying policy](#)
- Signposting to the British Rowing [Safeguarding page](#) for further links, advice and guidance on:
 - o How to record a concern via [British Rowing report form for recording Safeguarding Concerns](#)
 - o the [British Rowing Safeguarding Strategy](#)
 - o British Rowing Policies for:
 - [Safeguarding Children and Young People](#)
 - [Young Person's Guide to the Safeguarding Policy](#)
 - [Safeguarding and Protecting Adults](#)
 - [Online Safety and Social Media](#)
 - o Handbooks for:
 - [for the Club Welfare Officer](#)
 - [for Handling Concerns](#)
 - [for Club, Training and Competition Guidance](#)
 - [for Safety in the Digital World](#)
 - o Safeguarding training guidance for Coaches and Welfare Officers:
 - [for Safeguarding and Protecting Children](#)
 - [for Safeguarding Adults](#)
 - [for upcoming NSPCC Time to Listen training dates](#)

Specific references for particular situations:

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- Advice and support for individuals receiving a concern or allegation - Section 1.1 of [Handling Concerns](#)
- Advice and support for those who have reported concerns - Section 1.3 of [Handling Concerns](#)
- Information for those against whom a complaint of poor practice or allegation of abuse has been made - Section 1.4 of [Handling Concerns](#)
- Advice and support for junior rowers - [Young Person's Guide to the Safeguarding Policy](#)
- Adults at risk: How to record concerns of abuse – page 7 of [Safeguarding and Protecting Adults](#)
- Dealing with allegations of bullying of Adults at risk – page 8 of [Safeguarding and Protecting Adults](#)

Useful Contacts for Clubs and Individuals – Section 4 of [Safeguarding Children and Young People](#)

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A6. Appendix – Responding to Suspicions and Allegations of Poor Practice

1 LYR Code of Practice

In line with good practice, LYR has created the [LYR Code of Practice](#) to ensure that everyone involved in LYR activities understands the expected behaviour of different groups.

Anyone that is regularly involved in LYR activities must read, understand and sign this document. This includes:

1. Participants and competitors
2. Parents/carers involved in rowing
3. Rowing coaches
4. Volunteers

2 Running Sessions – Coaching & Supervision Ratios

Although there is government guidance for people working with groups of Children, it is essential in rowing that a separate risk assessment is taken for each group of Children and that this is reviewed on an on-going basis.

The Head Coach or Group Leader should keep an up-to-date log of participants' personal risk factors (inc. injuries, allergies, medication) and emergency contact details. This information should be available confidentially to other LYR staff as required.

Any participants under the age of 18, even those qualified as coaches, should be supervised at all times.

In line with the national guidance, the level of supervision should take account of the:

- Age and ability of the Children
- Type of training session being undertaken (on land or water)
- Participant's growing independence
- Environment that the session is taking place in
- Risk assessment

If there is an accident or incident you should, where possible, ensure there is always someone available to supervise the remaining Children.

Coaches should remain aware that the level of supervision required might change after the original assessment is made (for example, weather conditions, injuries or broken equipment). In these scenarios, coaches should return to an appropriate level of supervision as quickly and safely as possible, which may mean cancelling the activity. There is guidance for coaches in the Standard Operating Procedures document which can be found in the "Company Documents" section of [BreatheHR](#).

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3 Changing rooms

- In mixed gender clubs separate changing facilities should be available
- Where practical, participants should be supervised by two adults in the vicinity
- Adult coaches or volunteers should not shower or change at the same time as the participants they have been working with
- No staff or volunteers, medical or otherwise should be present when participants of the opposite sex are showering or changing (for example a male coach working with a female crew)
- If a participant is uncomfortable showering or changing in public no pressure should be put on them to do so, they should be encouraged to change and shower at home
- Participants should not be allowed to change outside of designated areas (for example participants should not change in areas where members of the public or participants of the opposite sex may walk in or be visible)
- If the club has participants with disabilities, they and their carers should be involved in deciding how best they can be assisted. Always ensure the participant consents to the assistance that is offered
- No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, camera phones etc. Guidance on photography can found in Section 1 of British Rowing's [Safety in the Digital World Handbook](#) and LYR's Photography Policy.

As part of the service that LYR provides, there are many trips involving varying degrees of complexity. These include:

- Minibus journeys to and from LYR sites
- Day trips (e.g. to competitions or events)
- Overnight or residential trips (e.g. multi-day competitions, training camps)

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A7. Appendix – Safeguarding on trips

Organising trips away for Junior Rowers

British Rowing provides comprehensive guidance on planning and undertaking such trips. The details of these documents are included at the bottom of this section.

The main factors to consider when planning a trip include:

1.1 Communication with parents

For all LYR organised trips, parents should be made aware of:

- The details of transport
- Pick up and return points and times
- Competition or venue details
- Team leader or coach contact details
- Emergency contact details for Parents
- Costs
- Dietary requirements (if relevant)
- Any other special requirements or medical details
- Strict instructions regarding the drop off and return locations and times

1.2 Transport

When planning transport options, the LYR organiser should consider:

- The appropriate vehicle type (public transport, minibus, coach or private car)
- Any special requirements for Rowers with disabilities
- Competence of driver
- Journey length, time, distance, stopping points, refueling
- Supervision during journey
- Legislation regarding seat belts and the need to wear them at all times
- Action plan in case of breakdown

1.3 Supervision

The staff or volunteers organising the trip have the duty of care to act in the place of a parent for the duration of the trip.

LYR ensure that the persons appointed to care for the participants is appropriately briefed in safety and safeguarding and that they have relevant information regarding any special needs or requirements of any participant.

LYR ensures that anyone working in a supervisory role is appropriately vetted to ensure their suitability to work with Children in line with LYR's Safeguarding & Protecting Children & Adults at risk Policy and current legislation.

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1.4 Emergency Procedures

The team leader or coach should know how to contact emergency services and have access to at least a basic First Aid box and be trained in First Aid.

Those in charge of participants have a duty to ensure that they are kept safe and healthy and should not hesitate to act in an emergency and to take life saving action in an extreme situation.

Any on-water accident should follow the guidelines given in Section 3.7 of the British Rowing's '[RowSafe: a Guide to Good Practice](#)'. All adults working with the group should be briefed on the reporting procedure should an emergency occur.

1.5 Insurance

All Registered Individual members of British Rowing are covered for public liability and personal accident cover during rowing activities under British Rowing's policy. London Youth Rowing also retains public liability insurance for its programmes and locations.

Passengers travelling by motor vehicle should be covered by law by the insurances required under the Road Traffic Act (1988). When using private vehicles, it may be necessary to check with the insurance company for any restrictions. Consideration should be given to accident, breakdown and recovery cover.

2 Further guidance

British Rowing has created a series of handbooks and supporting documents that give further information on these topics. Links to these documents can be found at the following address:

<https://www.britishrowing.org/knowledge/safeguarding/>

In particular, the following documents are relevant for this section:

- Planning residential trips for children (Sections 5.3 and 9.6 of [Club, Training and Competition Guidance](#))
- Parental consent for residential trips (Section 7.7 and Appendix 1 of [Club, Training and Competition Guidance](#))
- Coach / volunteer information sheet for trips away (Appendix 3 of [Club, Training and Competition Guidance](#))
- Training camps checklist: water safety and welfare (Appendix 2 of [Club, Training and Competition Guidance](#))
- Adults at risk: Organising trips away (Section 9 of [Club, Training and Competition Guidance](#))

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A8. Appendix A8 - Safeguarding at competitions & events

LYR organises a number of competitions and events both on and off LYR sites. Although the same principles apply as during normal LYR activities, it is important to recognise the additional risks and responsibilities as the organiser of the event.

Should an allegation arise at a competition, or any individual witness an act of poor practice or abuse during the competition, which is not appropriately acted on, the organising committee may be in breach of its duty of care.

A welfare plan must be created for any LYR-organised competition or event. A welfare officer should be appointed and act as the point of contact for any concerns or allegations. This plan must be easily accessible to staff and volunteers ahead of the event, in their event packs or on the website. This welfare plan will include:

1. Reporting structure & escalation processes
2. Competition rules and code of conduct
3. Medical provision
4. Appropriate level of security
5. Procedures for missing participants
6. Staff & volunteer vetting procedures
7. Required basic training
8. DBS checks for anyone holding personal contact details of children
9. Photography guidelines: A clear statement must be included in the event program and displayed on-site regarding the use of photography. Spectators should be requested to register their intent to take photos, and LYR reserves the right to ask individuals to stop taking pictures if they are not following our safeguarding principles.

In addition, a brief notice should be clearly visible in changing rooms, boating areas and appropriate public areas of LYR events outlining:

- LYR's commitment to safeguarding children & adults at risk (see statement below)
- Details of the reporting procedures in the event of a concern or issue arising
- Contact details for the appointed welfare officer and an alternate

Below is the standard LYR statement for competitions and events:

The Organising Committee of [event name], a London Youth Rowing event, believe that the welfare and wellbeing of all children is paramount. All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

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A9. Appendix 9 - Safeguarding Requirements of Partner Organisations

9.1 Working with partner organisations

LYR works with a range of partner organisations including schools, rowing clubs and youth organisations. All of these may vary in their own maturity to safeguarding Children.

LYR recognises that there may be increased risk to participants in scenarios which may involve:

- Unfamiliar surroundings
- Non-LYR individuals being in the vicinity
- Crowds, unexpected events, or excessive noise
- Heightened emotions (nerves, excitement, disappointment)

As the organiser of the activity, LYR has a duty of care to maintain the safety and promote the welfare of participants despite these challenges.

When working with partners, LYR applies contextual safeguarding principles to assess risks in the local area (e.g., transport hubs or public parks) that may impact the safety of participants while they are under our duty of care.

9.2 The minimum requirements of partner organisations

LYR cannot assume that appropriate safeguarding procedures are in place and must undertake appropriate due diligence.

Where procedures are not appropriate, LYR will assist the organisation to implement the LYR Safeguarding & Protecting Children & Adults at risk Policy.

Where a partner organisation's standards are found to be lacking following LYR's due diligence, LYR will adopt an active 'influencing' role to drive improvement. This support includes:

- **Mentorship:** Providing direct guidance from the LYR Lead CWO to the partner's designated welfare officer to help align their procedures with British Rowing standards.
- **Shared Resources:** Granting the partner access to LYR-developed templates, including child-friendly summaries and digital safety checklists.
- **Joint Training:** Inviting partner staff/volunteers to participate in LYR's internal safeguarding briefings or workshops to ensure a consistent culture of vigilance.
- **Staged Compliance:** Agreeing a time-bound Action Plan for improvements, with regular check-ins to monitor progress before full partnership activities commence.

In situations where this is not possible, LYR will not partner with the organisation.

9.3 Escalation of Concerns

If a partner organisation fails to engage with the suggested improvements or continues to operate below safe thresholds, LYR will:

1. Formally notify the partner's Board of Trustees or Headteacher.
2. Suspend all joint activities until safety benchmarks are met.

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3. Where appropriate, report persistent safeguarding gaps to the relevant National Governing Body (e.g., British Rowing) or the Local Authority.

9.4 Key Contacts

Key Contacts at Partner Organisations and in London Boroughs where LYR works are listed in [Appendix A4](#).

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A10. Appendix 10 – Whistleblowing Procedure

10.1 Definition of Whistleblowing

Whistleblowing is the term used when an individual raises a concern about a danger, risk, malpractice, or wrongdoing that affects others within London Youth Rowing (LYR). While standard safeguarding procedures typically address the conduct of an individual toward a child, whistleblowing relates specifically to concerns regarding LYR's own practices, culture, or leadership. This includes, but is not limited to:

- A "culture of silence" where poor practice or low-level concerns are overlooked
- Failure by senior management or the Lead CWO to act appropriately on reported safeguarding concerns
- Deliberate non-compliance with statutory safeguarding duties or LYR's own policy requirements
- Professional malpractice or health and safety risks that compromise the welfare of participants

10.2 Protection and Non-Reprisal

LYR is committed to an open and transparent culture and recognises that the decision to report a concern can be difficult. LYR guarantees that any individual who makes a disclosure in good faith will be supported and protected.

- **No Fear of Reprisal:** LYR strictly prohibits any form of retribution, victimisation, or detrimental treatment against a whistleblower. This includes protection against disciplinary action or loss of volunteer status for those raising genuine concerns.
- **Confidentiality:** Every effort will be made to maintain the whistleblower's anonymity for as long as possible, provided this does not impede a formal investigation or statutory reporting requirements.
- **Malicious Allegations:** While protection is provided for all genuine concerns, LYR reserves the right to take disciplinary action against any individual found to have made a deliberately false or malicious allegation.

10.3 External Escalation

In circumstances where an individual feels they cannot raise a concern within LYR's internal management structure—or where a concern has been raised but not handled appropriately—they should contact external bodies directly.

Key External Contacts:

- NSPCC Whistleblowing Advice Line
 - Phone: 0800 028 0285
 - Email: help@nspcc.org.uk
- British Rowing Lead Safeguarding Officer:
 - Email: safeguarding@britishrowing.org

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- Protect (Independent Whistleblowing Charity):
 - Web: <https://protect-advice.org.uk>
 - Statutory Agencies:
 - Concerns may also be escalated to the relevant Local Authority Designated Officer (LADO) or the Police if a child is at immediate risk of harm.
-

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