Safeguarding Meeting Minutes – Liverpool Canoe Club

**Location:** Marina Club, Liverpool

**Date:** Thursday 9th January 2020

**Time:** 8.30pm

## Attendance

Keith Steer (Chairperson)

Sharon Walters: Lead Safeguarding Officer at LCC

John Fay: Assistant: Safeguarding Officer at LCC

Jim Duffy

Richard Clews

Ian Bell

Mark Garrod

Dave Reynolds

Julie Brookes

## Agenda Items

1. British Canoeing has basic guidelines on Safeguarding rather than a policy. LCC wants to develop a workable policy based on BC guidelines.
2. British Canoeing and LCC Safeguarding Policy integration.
3. Who needs to have a DBS check?
4. Status of ‘Sunday Dock Coordinators’ to be reviewed.

## Action Items

1. LCC to develop a workable Safeguarding Policy. Thanks to Sharon for updating and assimilating ideas from BC policy and incorporating into LCC policy. **Action SW / JF (KS to put on website)** (Completed 15/2/20)
2. A simple A4 information sheet with Safeguarding Lead and Assistant, including photographs and contact details, to be displayed in LCC changing rooms. This should also include BC changing room advice and other relevant policies. **Action SW / JF (KS to put on website)**
3. A Safeguarding Refresher Course will be delivered by LCC as part of ongoing training to those who supervise club sessions, under 18s and vulnerable adults. **Action SW / JF / KS / IB / DR** (on club calendar for Saturday 18/4/20)
4. Some people have DBS certificates from scouts, schools etc. which may be portable to BC / LCC provided they have signed up to the DBS Update Service. **Action SW / JF**
5. A British Canoeing ‘self-declaration form’ is available and **could** be used for all roles requiring a standard or enhanced electronic DBS check. In future it could be used for all coaching and leading roles but exactly how this is to be implemented needs looking at. **Action SW / JF / KS** (Form Completed 15/2/20 and available from Safeguarding page)
6. Not all coaches, instructors, supervisors or leaders need a DBS check or safeguarding course – this may only apply to the most recent renditions of coaching Awards. However, regular official helpers of the junior club and junior polo (3 or more sessions a month) will need an Enhance DBS check with BC. **This list of current holders of DBS certificates will be maintained by Safeguarding Officers and Membership Secretary Action SW / JF / KS** (Spreadsheet Completed 1/2/20 – ongoing updates)
7. Docks Session ‘Coordinators’ will be renamed ‘Dock Supervisors’ to recognise their authority to cancel sessions (due to adverse weather etc.) or refuse to allow individual(s) to take part if there are not enough experienced coaches/kayakers on that session to guarantee safety. They have the full authority and support of LCC to take such action. **Action KS** (Completed 1/2/20)
8. British Canoeing has a Parent’s Form which specifies the Parent’s responsibilities when their children are canoeing. Parents should be made aware of this and acknowledge their responsibilities when they register to join the club. **Action KS (**available from Safeguarding page - [**Information for Parents or Carers Guidance**](https://www.liverpoolcanoeclub.co.uk/About%20us/Documents/Policy/Safeguarding/Information-for-Parents-or-Carers-Guidance-200815.pdf))
9. A Safeguarding ‘Flow Chart’ of DBS procedure will be refined and circulated. **Action JF)** (Completed 15/2/20 – part of [LCC Safeguarding policy](https://www.liverpoolcanoeclub.co.uk/About%20us/Documents/Safeguarding/Safeguarding%20Policy.pdf))

## Other Notes

Meeting finished at 10.10pm.