

Kirkwall Kayak Club Child Protection - Code of Conduct

A Child Protection Coordinator (CPC) will be appointed.

The CPC will:

- a) Have attended a recognized child protection course
- b) Co-ordinate disclosure checks for all who assist in KKC activities involving children. This includes coaches, leaders, helpers and drivers.
- c) Be the initial point of contact if there is any child protection concern within KKC.
- d) Undertake annual updates regarding Child Protection for all who assist in KKC activities involving children

Child Protection training will be offered at appropriate levels for those volunteering to help with activities involving children and young persons.

Volunteers regularly helping with activities involving children and young persons will submit a CRBS Disclosure form via the SCA and be approved by the CPC.

Anyone with concerns with respect to Child Protection and KKC should contact the CPC without delay. If the concerns involve the CPC, then the SCA child protection officer should be contacted.

KKC activities involving children and young persons will always be led by an appropriately qualified coach/leader assisted by at least one other adult.

Children and young persons will not be left in the care of a solitary adult, unless there are exceptional circumstances (eg illness/injury). This may necessitate cancellation or curtailment of some activities.

Coaches and trip leaders must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.

During KKC kayaking activities, coaches, trip leaders, helpers and drivers should not be under the influence of drink, drugs or any substance.

KKC will maintain a list of emergency contact numbers for all children and young persons participating in KKC activities. This will be readily available to the leaders of that activity.

KKC will maintain a list of important medical information for all children and young persons participating in KKC activities. This will be held in confidence but will be readily available to the activity leaders.

Transport will normally be provided by the parents. However, if transport is provided for children or young persons through KKC, then that driver must be **accompanied by at least one other adult** and the vehicle must be insured and roadworthy.

If overnight trips are arranged involving children and young adults, then special arrangements will be made for that trip with the involvement of the CPC and the parents.

Any member undergoing investigation of Child Protection issues will be suspended from all activities involving children and young persons until that investigation is concluded. The committee will offer an uninvolved member to provide impartial support to any member undergoing investigation.

Any member convicted for child abuse will be expelled from KKC and the SCA Child Protection Officer informed of reasons for expulsion.