

Aboyne Canoe Club

Code of Behaviour



It is the policy of the Aboyne Canoe Club to safeguard the welfare of all its members by protecting them from neglect and physical, sexual or emotional harm.

Child Protection – A code of good practice

Essential information for all adults involved in the Aboyne Canoe Club.

What happens if...?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern.

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said.
2. Offer immediate understanding and reassurance, DO NOT pass judgement.
3. Advise that you will try to offer support but that you must pass the information on.
4. Immediately inform the club Child Protection Officer.
5. Make careful notes about what was said; quote directly wherever possible.
6. Sign, date and pass your notes to the Child Protection Officer.
7. Ensure that no situation arises which could cause any further concern

Note: In an emergency (young person at imminent risk of significant harm) contact the police directly. Inform the clubs Child Protection Officer of the action you have taken at the earliest opportunity.

If you have a concern about a young person's safety and well being:

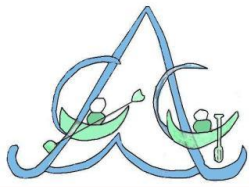
1. Immediately tell the club Child Protection Officer.
2. Write careful notes of what you witnessed, heard or were told.
3. Sign, date and pass your notes to the clubs Child Protection Officer.
4. Ensure that no situation arises which could cause any further concern.

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell the club Child Protection Officer.
2. Write careful notes of what you witnessed, heard or were told.
3. Sign, date and pass your notes to the club Child Protection Officer.
4. Ensure no-one is placed in a position which could cause further compromise.

Note: Any adult in the club has the right to report any concerns, or suspicions to the clubs Child Protection Officer in confidence.

Always remember - You must refer, you must not investigate.



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Do's and Don'ts in Child Protection

- DO** put this code into practice at all times.
- DO** treat everyone with dignity and respect.
- DO** set an example you would wish others to follow.
- DO** treat all young people equally – show no favouritism.
- DO** plan activities that involve more than one other person being present.
- DO** follow the recommended adult / young people ratios for activities.
- DO** respect a young person's right to personal privacy.
- DO** avoid unacceptable situations within a relationship of trust.
- DO** have separate sleeping accommodation for adults and young people.
- DO** allow young people to talk about any concerns they may have.
- DO** encourage others to challenge any attitudes or behaviours they do not like.
- DO** avoid being drawn into inappropriate attention seeking behaviour.
- DO** ensure a no alcohol policy when young people are in your care.
- DO** make everyone aware of the club and SCA child protection procedures.
- DO** remember this code even at sensitive moments.
- DO** keep other leaders informed of where you are and what you are doing.
- DO** remember your actions may be misinterpreted, no matter how well-intentioned.
- DO** take any allegations or concerns of abuse seriously and refer immediately.

- DO NOT** trivialise abuse.
- DO NOT** form a relationship with a young person. That is an abuse of trust.
- DO NOT** engage in inappropriate behaviour or contact – physical, verbal, sexual.
- DO NOT** make suggestive remarks or threats to a young person, even in fun.
- DO NOT** use inappropriate language – writing, phoning, email or internet.
- DO NOT** let allegations, suspicions, or concerns about abuse go unreported.
- DO NOT** rely on your good name to protect you.