

# MINERVA BATH ROWING CLUB Junior Framework

Version 1.2

Last Review: February 2022

Main Committee Date Ratified: 7<sup>th</sup> February 2022

Next Review: January 2023

## **Introduction**

Minerva Rowing Club (RC) is committed to providing a safe environment to enable junior members to enjoy the sport of rowing.

As an affiliated member of British Rowing (BR), Minerva RC has adopted the BR Safeguarding and Protecting Children Policy, which can be found here:

<https://www.britishrowing.org/wp-content/uploads/2020/03/Safeguarding-Protecting-Children-Policy-March-2020.pdf>

The Club Welfare Officers (CWOs) have the responsibility of ensuring that all adults in a 'position of trust' including through being responsible for the training of junior members, confirm that they have read this framework and are familiar with its contents.

All coaching of the Junior squad will follow British Rowing's 'How Much/How Often' guide

<https://www.britishrowing.org/knowledge/rower-development/how-much-how-often/>

This framework will be reviewed at least annually by the Minerva Main Committee.

## **Session Rules**

- The Session Rules apply to any activity involving Junior members.
- The only exception is when a suitably experienced Senior member takes their own child (who must be a Minerva member) rowing or erging on their own. The Senior Member must be approved as a fully competent sculler (allowed to scull alone) in order to take their child on the water. If another Junior member is involved, then this becomes a Junior session and Session Rules then apply. Minerva follows BR guidance that a Junior rower can row with their parent in a crew boat as long as they are under the supervision of their parent at all times. A Junior session always takes precedence over Juniors rowing with adult members. A Junior rowing in an adult crew with their parents should always be at the best interest of the Junior not to benefit the adult member.

## **Adult Volunteers**

The Junior section of Minerva will be organised by the Junior Coordinator in conjunction with the Head Junior Coach. This person will have responsibility to oversee the organisation of Junior sessions, deployment of coaches and volunteers and will act as the main point of contact between the club, juniors, and parents. The Head Junior Coach is responsible for safety and is the safeguarding lead.

Like any other volunteer working with juniors, the coordinator must have a DBS check through Minerva and will have gone through the Safer Recruitment process and Safeguarding and Protecting Children Training (NSPCC or CPSU).

Any volunteer who is coaching a session must have also completed Safeguarding and Protecting Children Training.

## **Safer Recruitment and DBS status**

### **All volunteer adult helpers must:**

- Be invited to work with the juniors by the Junior Coordinator or the Main Committee
- Complete all aspects of minimum Safer Recruitment (Minerva volunteer application form and two personal references)
- Have a completed DBS check that has been requested by Minerva through BR. Minerva CWO can only do this once all aspects of safer recruitment have been completed.
- DBS checks must be obtained through Minerva before any adult can help with the juniors. They are not portable and therefore a check through any other organisation will not enable an adult to volunteer with Minerva juniors. Adults who have been approached to help with the juniors through the main committee or by the junior

coordinator will complete a volunteer application form and obtain two personal references and pass these to the CWO in order that a DBS check can be made through British Rowing.

- A volunteer may receive communication from GBG Online (provider of online criminal checks) with a copy of their DBS clearance, but they may not be deployed to work with the Minerva juniors until the CWO receives notification from BR.
- The CWO will inform the coordinator and the Main Committee when a new volunteer is cleared to work with the juniors. DBS checks will be done by the CWO and renewed every 3 years.

### **Supervision in a session**

- All volunteers must be trained in how to summon an ambulance and direct it to the club; the use of a throw line; the actions to take after someone is recovered from cold water.
- Parents will be expected to organise transport to and from the rowing club for their child and they may not assist in any aspect of the rowing sessions unless they have been through the safer recruitment process and have up to date DBS check through Minerva.
- Any junior coordinator, coach or helper will ensure that they are not in the situation where they are working with a junior on their own, unless this is their own child.
- In the event of a single sex session (land based or on the water), it is important that two adults are present, one must be the same sex as the juniors.
- Juniors may help with novice juniors sharing their knowledge and experience however this must be done under the supervision of a fully qualified coach.
- Adult helpers should undertake the British Rowing “Cold Water and Hypothermia” online course at: <https://www.britishrowing.org/knowledge/online-learning/safety/cold-water-and-hypothermia/>
- They should also read the British Rowing Rowsafe Manual section concerning juniors at - [3.2 Juniors - British Rowing](#)

### **All Sessions**

- The Head Junior Coach is ultimately responsible for all Junior sessions and must therefore know who the nominated person is in charge of each session
- Every session or event must have a safeguarding lead and designated first aider
- The Head Junior Coach and Junior Coordinator will make the decision about a session being on the water or land based.
- The Person in Charge must perform a Risk Assessment\* before each activity. If necessary, the planned session should be modified or abandoned. In situations where there is any doubt about any safety aspect of the session the club Safety Officer must be consulted.
- There must be a **minimum** of 2 DBS checked adults for all sessions.
- All Juniors must be under the supervision of a suitably trained adult at all times.
- Juniors will be advised to bring appropriate clothing for both.
- Juniors must come to a session ready to row.
- If the activity is mixed gender, male and female DBS volunteers should be available.
- All adult helpers must inform the person in charge of a junior session that they have arrived to help and also when they are leaving the site.

### **Risk Assessments\***

The overall aim of the assessment is to ensure the activity is safe and enjoyable for both junior members and adult volunteers. All Junior activities must have an associated written risk assessment. It is acknowledged that most Junior rowing at Minerva takes the form of standard weekend and week-day club sessions. These sessions are covered by the wider club risk assessment and it would be unreasonable to expect the Junior Team to regularly update this. However, ‘on the day risk assessments’ must always be carried out to maintain its validity. Any other Junior activities, including but not limited to, Learn to Row, training camp and social and or charity events will be expected to have an associated, specific risk assessments extending or modifying the existing club risk assessment. More detail can be found in the Training Camp section.

- The Person in Charge should be quite certain that any Junior who capsizes can be recovered from the water within 5 minutes without anyone else entering the water, and that they can return the junior to the nearest club within 15 minutes
  - The following factors should be considered when determining what water based activities (if any) should be undertaken: **River conditions** -- Height, speed, how busy, water temperature; **Weather conditions** -- wind speed, air temperature, rain / sleet / snow / thunder; **Number and experience of participants, number and experience of the coaches, launch driver and helpers.**
  - Possible mitigations if conditions are unsuitable -- use coxed quad / VIII rather than small boats or run a land-based session.
- \* It is acknowledged that paper risk assessments are not always practical and this will most probably take the form of a risk assessment done without a paper record.

### Water sessions

- There will be a launch available on the water (with a qualified driver) at all times when juniors are on the water.
- For all water sessions the person in charge will hold a British Rowing coaching award.
- The Person in Charge must run the session in such a way that any Junior who capsizes can be recovered from the water within 5 minutes without anyone else entering the water, and they must be able to return the junior to the nearest club within 15 minutes
- The suitability and experience of adults assisting juniors on the water must have been agreed by the CWO.
- All coaches and adult helpers will carry a throw--line at all times when helping with water-based activities. They are required to be able to use it.
- In anything other than warm summer conditions they should also carry thermal blankets.
- All junior scullers and coxes are required (after initial training) to have a clear understanding of: the navigation rules for the river; the river locations where particular care is required; the requirement to sign--out before boating and to sign--in after returning, and the procedure to be followed when boating or returning to the landing stage
- All junior scullers and coxes are required (after initial training) to be able to maintain their course on the correct side of the river.

### Coaching Ratios

For each session, the Head Junior Coach's risk assessment will help decide on supervision ratios. If there is a coach deputising, the ratio is still led by the Head Junior Coach. Ratios for less competent junior session leads need to be established by the Head Junior Coach.

- 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 for each training session.
- Following BR and Child Protection in Sport Unit guidance whatever recommended ratio of adults to participants is, **a minimum of two DBS adults must be present.** This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (eg in the event of one participant requiring the attention of an adult during the activity following an accident). The lower the age of the participants, the higher the ratio of supervisors there must be.
- Recommended ratios from NSPCC advises 1:10 children aged 13-18 years and many Water Sports akin to rowing state 1:8 (UK Coaching)
- The coaching ratio for a less experienced coach or volunteer must always be established by the Head Junior Coach taking into account the coach or volunteers' capabilities.
- Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.
- BR states that ratio of rowers to coaches in attendance is not specified as no two situations are the same but the lead coach must be able to justify their supervision ratio using their session risk assessment.
- Participants under the age of 18, 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)
  - children's growing independence

- environment in which the session is taking place
- If there is an accident or incident you should ensure there is always someone available to supervise the remaining Children.
- Coaches working with children should ensure that they do not work in isolation.
- A risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels Adults included in this ratio must be suitably trained and experienced for the role required of them.
- Before beginning any coaching session, water or land based, the coach must go through a risk assessment process relevant to the activity proposed. The assessment must take into account the ages, abilities and limitations of the athletes involved, together with the water and weather conditions prevailing or facilities available, so that a Safety Plan can be prepared, and the programme of activity adjusted to suit.

### **Land Sessions**

- The Person in Charge does not have to be a qualified coach
- For all land sessions, the person in charge must have completed Safeguarding and Protecting Children Policy training and First Aid Training. (These two courses form part of the Level 2 qualification which all qualified coaches will have)
- There should be two adults present with the juniors as a minimum requirement at these sessions

### **Training Camps or Competitions at other Clubs**

- If Minerva Juniors are taken to another club/stretch of water for a session, Minerva Session Rules apply
- A formal risk assessment and plan will be mapped out for the event. This will include listing all supervisory adults and must be handed to the CWO with at least two weekends notice for feedback and advice
- Minerva will follow the guidance on risk assessments from <https://www.britishrowing.org/knowledge/safety/> and training camp checklist from British Rowing Safeguarding and Protecting Children document WG 4.4
- A first aider must be present at all Junior Learn to Row courses and training camps
- Risk Assessment for the visit must be carried out, and with regard to a regatta, the hosting club Risk Assessment form must be completed and returned prior to the event
- Parents will be responsible for transporting their child to the event and must accompany them if they are travelling in a vehicle that is not driven by themselves
- At events away from Minerva parents will be responsible for supervising their own children

### **Use of Photography (including Video) and Online Safety**

Through the Minerva Membership form, we will ask for the permission of young rowers and their parents/carers to take and use their image. We follow BR guidance on how to keep children safe online.

- If a rower is named (never full name), we will avoid using their photograph.
- If a photograph is used, we will avoid naming the rower.
- We will NEVER publish personal details (email addresses, Instagram/Twitter/Facebook tags, telephone numbers, addresses etc) of a child/young person.
- We will only authorise the use of images of rowers in suitable dress.
- Care must be taken to ensure that images of children/adults at risk who are under a court order are not recorded or published without permission.
- DBS checked volunteers will be the only ones able to take photographs of Juniors-they will sign a disclosure about the deletion of photographs.
- The Junior Coordinator will have the most up to date list of consent.

### **Use of Video as an Aid to Coaching**

The use of video equipment (including drones) can be a valuable aid to coaching. We will adhere to the following procedures:

- Ensure that any young person or adult at risk and their parent/carer are aware of the purpose of the filming as a coaching aid and have given their written consent.
- Not publish any footage without consent.
- Ensure that two responsible adults are always present when filming is taking place.

- Store any footage securely to avoid any inappropriate use.
- Only keep the footage for as long as is necessary for the purpose expressed at the outset.

### **Use of changing rooms**

Minerva follows BR guidance.

Minerva Juniors must come to their session ready to row.

Where a Junior session follows an Adult session, Juniors must use the disabled changing room/toilet and cannot use the adult changing rooms this is to allow adult members to use changing rooms after their session. (Sunday Adults using changing rooms 7am-11.30am, Juniors use disabled changing room/toilet if necessary, from 11-11.30, Juniors are able to use main changing rooms from 11.30am).

- Adult coaches or volunteers should not shower or change at the same time as the Children they have been working with.
- No staff or volunteers, medical or otherwise should be present when Rowers of the opposite sex are showering or changing (for example a male coach working with a female crew).
- In mixed gender clubs separate changing facilities should be available.
- If a Junior is rowing with their parent in a quad of adult rowers, the Junior must use the disabled toilet/changing room with or without their parent.
- BR states that anyone who is classed as an adult (18 years and above) must use separate changing facilities.
- If a Child 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.
- If the club has Children with disabilities, they and their carers should be involved in deciding how best they can be assisted. Always ensure the Children consent 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.

### **Record Keeping**

- The Junior Coordinator should have a list of all Junior Members to include: Name, date of birth, parent / guardian name, emergency contact details, consent to photograph, date of last swim test / capsize drill, any medical conditions (Please note that serious medical conditions e.g. diabetes, severe asthma, epilepsy should be highlighted on the Junior's personal record and this information must be shared with the coaches or adults leading a session)
- Junior information must be accessible by the person in charge of each session
- Minerva follows British Rowing CPSU (NSPCC) guidance that Juniors will not be contacted directly but instead all communications will go through their parent or carer.
- For each session there should be a list of juniors in attendance and a register taken
- All juniors should sign- in at the beginning of every session and sign out at the end.
- The Junior Coordinator, Head Junior Coach and Club Welfare Officer should be in direct contact and good practice states that they meet regularly. This is of particular importance when planning Junior events and training camps.
- The CWO must be informed of any safeguarding concerns, incidents, or disclosures
- All safety incidents or concerns will be reported to the Club Safety Officer who will cascade the information to the CWO
- The Club Welfare Officer should be in direct contact with the Safeguarding team at British Rowing.

### **Disclosures**

If a child has made a disclosure, please use this form from British Rowing:

[Report form for recording concerns and referrals](#)

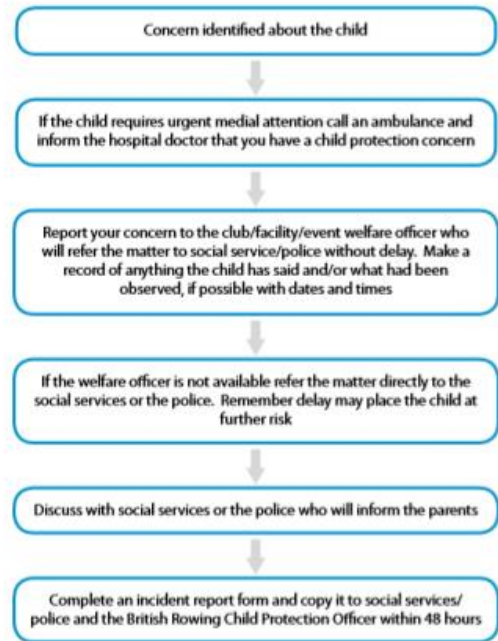
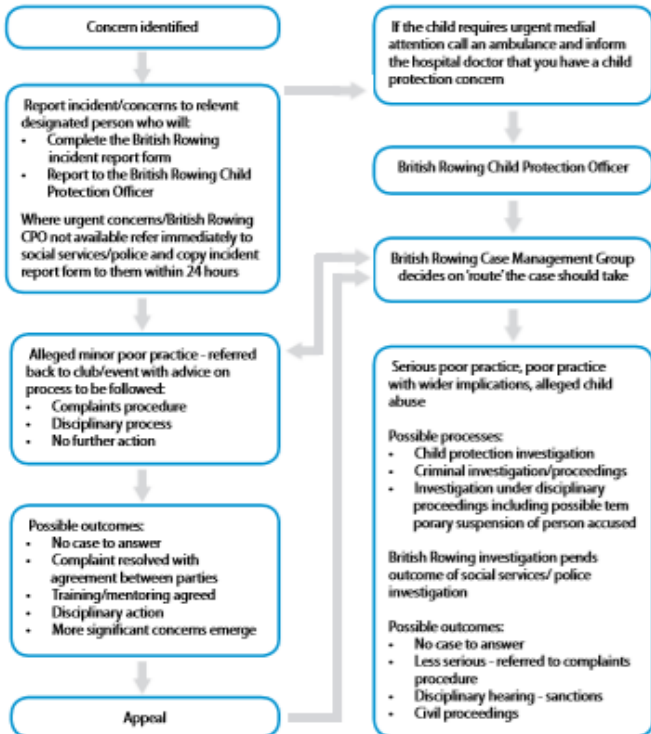
More support and advice can be found here

<https://thecpsu.org.uk/help-advice/deal-with-a-concern/>

<https://thecpsu.org.uk/resource-library/webinars/responding-safely-to-a-concern/>

## What to do if you are worried that a child is being abused outside of the rowing environment (but the concern is identified through the child's involvement in the sport)

### Flowcharts for referral procedure within rowing



If you are uncertain as to what to do at any stage, contact the British Rowing Child Protection Officer or use the NSPCC's free 24-hour helpline: 0800 800 5000

### Transition to Senior Squads

When a Junior Member reaches the age of 18, they are considered to be an adult and hence become a Senior Member. In accordance with BR competition rules they may continue to compete as a Junior until the 31st August in that year and, therefore, whilst they will become a Senior Member, when they reach the age of 18 they may choose to row with the Senior and/or Junior squads (ie either or both) until the 31st of August in that year.

At Minerva, we will plan ahead to ensure that when Juniors turn 18 they transition smoothly over an appropriate period into the Senior squads. Each Junior transitioning will be considered on a case-by-case basis. Their transition will be managed by the Head Junior Coach and Junior Coordinator, alongside the individual and their parents or guardians, working with the Club CWOs, the Club Captain and the relevant Squad Reps (Sculling, Men's or Women's, Development).

To be clear: once a Junior Member reaches the age of 18 they are an adult and hence no longer need to be subject to the same formal safeguarding procedures that apply to those under 18 who are considered to be children. That is not to say that appropriate formal safeguarding procedures will not need to be in place if, for example, they are considered to be vulnerable, but in normal circumstances they will not need to be considered vulnerable as a "young adult" and hence they may, once they reach the age of 18, use the changing facilities as an adult, alongside other adults.

Once past the 31st August in that year, should the individual wish to continue to be part of the Junior programme, then the Head Junior Coach and Junior Coordinator should involve the Club Welfare Officers (CWOs). Again, each case will be considered on a case-by-case basis and individuals will be informed of any decisions made. To be part of the Junior programme, acting as a helper, an assistant coach or in another role, then the individual would be subject to the same safeguarding rules as any other adult in the same role and would potentially need to apply for and obtain a DBS check and supply the relevant references.