

# Safeguarding Policies

## Poplar Blackwall & District Rowing Club (PBDRC)



Safeguarding Policy Review Summary	
Reviewed	June 2025
Reviewed by	Nick Paul, Welfare Officer / Safeguarding PBDRC
Changes Made	None
Next Review	May 2026

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# Children and Young People

## 1. Policy Statement

### Safeguarding Children and Young People: Our Commitment

Poplar Blackwall & District Rowing Club is fully committed to protecting and promoting the welfare of all children and young people involved in our activities. We believe that:

- Every child has the right to live free from abuse, harm, and neglect.
- All children and young people—regardless of gender, race, disability, religion, sexuality, or social background—have equal rights to protection.
- Safeguarding is everyone's responsibility. All Trustees, members, volunteers, partners, must play their part.

We recognise that some children face greater risks due to personal, cultural, or environmental circumstances. We are committed to providing appropriate support, guidance, and action to ensure their safety and well-being.

This policy outlines PBDRC's approach to safeguarding children and young people and applies to all Trustees, Members, Volunteers, partners, and anyone representing PBDRC in any capacity.

## 2. Definitions and Signs of Abuse

Child abuse is any action (or inaction) that causes harm or potential harm to a child or young person. Abuse can happen anywhere—at home, school, during activities, or online. Children may experience more than one form of abuse at a time.

### Types of Abuse:

#### Physical Abuse

When someone hurts a child on purpose—for example, hitting, shaking, burning, or poisoning.

#### Possible signs:

- Unexplained injuries
- Injuries in unusual places
- Fear of adults

#### Emotional Abuse

Persistent emotional mistreatment—for example, constant criticism, threats, or ignoring a child's emotional needs.

#### Possible signs:

- Low self-esteem
- Withdrawn or anxious behaviour
- Developmental delays

#### Sexual Abuse

Any sexual activity involving a child, whether touching or non-touching (e.g., showing sexual images, inappropriate conversations).

Possible signs:

- Acting in sexual ways beyond their age
- Bedwetting, nightmares
- Fear of being alone with certain people

Neglect

Failure to meet a child's basic needs—such as food, clothing, cleanliness, medical care, or emotional support.

Possible signs:

- Constant hunger or tiredness
- Poor hygiene or appearance
- Frequent illnesses or untreated injuries

Bullying (including Online/Cyberbullying)

Repeated behaviour intended to hurt or intimidate another child, including verbal, physical, or emotional abuse, whether in person or online.

Examples include:

- Name-calling, threats, spreading rumours
- Hitting or pushing
- Posting harmful messages or images online

### 3. Safeguarding Principles and Responsibilities

Our Safeguarding Principles

The welfare of children and young people is always the top priority.

- All children and young people, regardless of age, disability, gender identity, race, religion or belief, sex, or sexual orientation, have the right to equal protection from harm.
- Safeguarding is everyone's responsibility. Any concern must be acted on—no matter how small it may seem.
- All safeguarding concerns and allegations will be taken seriously, acted upon promptly, and handled professionally.

Who Must Follow This Policy

This policy applies to all individuals working with, or on behalf of PBDRC who may come into contact with children and young people, including:

- Trustees
- Anyone Coaching or Supervising children
- Volunteers
- Visitors or contractors attending PBDRC premises

Everyone in these roles must:

- Read and understand the Safeguarding Policy.
- Complete relevant safeguarding and child protection training.

- Know how to recognise the signs of abuse or neglect.
- Know what to do if a child tells them they are being harmed or if they suspect abuse.

#### Eligibility to Work with Children and Young People

- No one may work in any capacity with children and young people through PBDRC if they: Are listed on the [Children's or Adult's Barred Lists](#).
- Have been convicted or cautioned for offences listed in the [Children and Young Persons Act 1933 \(First Schedule\)](#) or for sexual offences involving children.
- Are under investigation for allegations of abuse, unless authorised by the Safeguarding Lead under a formal risk assessment.

#### Safe Recruitment and Checks

PBDRC follows safer recruitment practices, which include:

- Requiring coaches and volunteers to disclose any convictions or safeguarding concerns
- Carrying out Disclosure and Barring Service (DBS) checks for all roles involving children or young people
- Checking references
- Using interview questions that explore safeguarding attitudes and understanding

#### Named Safeguarding Lead (DSL)

The PBDRC Designated Safeguarding Lead (DSL) for Children and Young People is:

Nick Paul

Designated Safeguarding Lead, email: [welfare@pbdrc.co.uk](mailto:welfare@pbdrc.co.uk)

The DSL is responsible for:

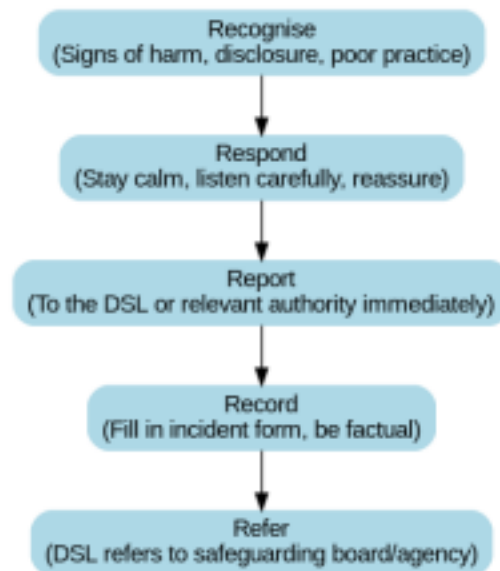
- Overseeing implementation of the safeguarding policy
- Responding to concerns or disclosures
- Liaising with external agencies (e.g., children's services, LADO)
- Keeping accurate records of all concerns, incidents, and outcomes

## 4. Responding to Concerns and Disclosures (5 R's)

Safeguarding is everyone's responsibility. If you are worried about a child or a child tells you something concerning, you must act immediately. Do not wait for proof. Early action can prevent harm.

### What to Do If You're Worried About a Child

#### The 5 R of Safeguarding



The DSL will assess and, if necessary, make a referral to children's social care or the police.

#### 1. Recognise

Be alert to:

- Unexplained injuries or changes in behaviour
- Verbal hints or drawings suggesting abuse
- A child telling you something concerning (a disclosure)

Even small concerns should not be ignored. Trust your instincts.

#### 2. Respond

- Listen without interrupting.
- Stay calm and don't express shock.
- Reassure the child: "I'm glad you told me. You're not in trouble."
- Be honest: Never promise to keep secrets.

#### 3. Report

Report your concern or the child's disclosure to the Designated Safeguarding Lead (DSL) immediately:

- Do not delay.
- If the DSL is unavailable and a child is in immediate danger, contact emergency services: 999

#### 4. Record

As soon as possible:

- Write a factual record using the child's own words.
- Include date, time, location, who was present.
- Sign and date the record.
- Submit to the DSL securely (in person or via safeguarding inbox).

Do not investigate or question the child for more detail.

#### 5. Refer

- The DSL will decide whether to refer the case to Local Authority Designated Officer (LADO) for Tower Hamlets Melanie Benzie 020 7364 0677
- Where appropriate, the child and their family will be involved in the process.

### 5. Safer Recruitment and Safe Working Practices

PBDRC is committed to creating a safe environment for children and young people by ensuring that only suitable, appropriately vetted individuals work with them. We follow clear processes and behavioural expectations to reduce the risk of harm and misconduct.

#### Safer Recruitment Procedures

All Coaches, Volunteers, and those Supervising children or young people will:

- Undergo an Enhanced DBS check with a check against the Children's Barred List
- Be asked to declare any past disciplinary action or criminal convictions related to children
- Where appropriate provide at least two references, which are checked and followed up
- Complete a safeguarding induction before beginning work
- Be asked safeguarding-related questions as part of interviews.

#### Safe Working Practices

All adults working with children and young people must:

- Act as positive role models
- Maintain appropriate boundaries at all times
- Avoid being alone with a child whenever possible
- Use open, visible spaces for interactions
- Avoid physical contact, unless necessary for safety or first aid
- Never share personal contact details or communicate with children via personal social media or messaging apps

Supervision must follow the Child Protection in Sports Unit CPSU supervision ratio guidance:

- Age 9 and under: 1 adult to 8 children
- Age 10 and over: 1 adult to 10 children
- Mixed-gender groups: include male and female staff wherever possible. See CPSU guidance for more: Supervision Ratios – CPSU
- At least two Adults in gym or on water activity.

#### Understanding Poor Practice

Poor practice includes behaviour that falls short of the expected safeguarding standards but may

not meet the threshold of abuse or a criminal offence. Examples include:

- Favouritism towards certain children
- Inappropriate jokes or comments
- Breaching confidentiality or boundaries
- Failing to report low-level concerns

If left unaddressed, poor practice can create opportunities for abuse or harm. It must be recorded and addressed quickly.

#### Low-Level Concerns and Whistleblowing

PBDRC encourages the reporting of low-level concerns before they escalate. A low-level concern is any behaviour that:

- Is inconsistent with Best Practice
- Makes a child or adult feel uncomfortable
- May indicate a pattern or emerging issue

These should be reported to the DSL using the same reporting process. All concerns will be handled with discretion, and whistle-blowers will be protected.

## 6. Managing Allegations Against Coaches and Volunteers

If a safeguarding concern or allegation is made against a member of coach, volunteer, or someone supervising children partner, PBDRC will follow national guidance and ensure a fair, prompt, and transparent process.

Allegations May Include:

- Harm or risk of harm to a child
- Inappropriate conduct (verbal, physical, or online)
- Breach of professional boundaries
- Use of position of trust to exploit or groom

#### Step-by-Step Procedure

##### 1. Report Immediately

Any allegation or concern must be reported without delay to the Designated Safeguarding Lead (DSL).

##### 2. Initial Consideration

The DSL will assess whether:

Immediate action is needed to protect a child

The concern meets the threshold for referral to the [Local Authority Designated Officer \(LADO\)](#)

##### 3. Referral to LADO

If the allegation is serious, the DSL will refer it to the LADO within 1 working day, as required by [Working Together to Safeguard Children \(2023\)](#).

##### 4. Internal Action



Pending external investigation, DSL advise PBDRC Trustees to:

- Suspend the individual
- Initiate an internal investigation.
- Cancel the person's membership.

5. Outcome and Record keeping

All allegations and actions taken will be documented and securely stored. If an allegation is substantiated, this may result in disciplinary action, referral to the DBS.

## 7. Additional Guidance and Legislation

This policy is informed by the following legislation, statutory guidance, and best practice:

[Working Together to Safeguard Children \(2023\)](#)

Working Together - GOV.UK

[Children Act 1989 & 2004](#)

[Keeping Children Safe in Education \(KCSIE\)](#)

[The UN Convention on the Rights of the Child \(UNCRC\)](#)

UNCRC – UNICEF UK

[CPSU Supervision Guidance](#)

Supervision Ratios – CPSU

[Disclosure and Barring Service \(DBS\)](#)

DBS Checks - GOV.UK

## 8. Key Safeguarding Contacts

Contact	Role	Email
Nick Paul	Welfare Officer/Safeguarding Lead	<a href="mailto:welfare@pbdrc.co.uk">welfare@pbdrc.co.uk</a> 020 7538 9869
Ben Gliniecki	Captain PBDRC	<a href="mailto:ben.gliniecki@pbdrc.co.uk">ben.gliniecki@pbdrc.co.uk</a> 020 7538 9869
Anita Newland	Secretary PBDRC	<a href="mailto:anita.newland@pbdrc.co.uk">anita.newland@pbdrc.co.uk</a> 020 7538 9869
Local Authority Designated Officer (LADO)	Tower Hamlets LADO	<a href="mailto:lado@towerhamlets.gov.uk">lado@towerhamlets.gov.uk</a> 020 7364 0677
Police (Emergency)		

## 10. Useful Contacts and Resources

[British Rowing Safeguarding Team](#)

[Childline](#) – 0800 1111

[NSPCC](#) – 0800 800 5000

[Bullying UK](#) – 0800 800 2222 – for people who would like support with bullying. [Young](#)

[Minds](#) – support for young people and their mental health.

[Internet Matters](#) – guidance for young people about online safety.

# Safeguarding and Protecting Adults Policy

## 1. Policy Statement

### **Safeguarding Adults: Our Commitment**

Poplar Blackwall & District Rowing Club (PBDRC) is committed to promoting the rights, independence, and safety of all its adult members. PBDRC recognise that adults may be at risk of abuse or neglect at any point in their lives and in various settings. Everyone - regardless of age, disability, gender identity, race, religion, sexual orientation, or socio-economic background - deserves protection from harm.

Abuse of adults can happen anywhere, and it is everyone's responsibility to recognise and respond to concerns appropriately. We aim to create a safe, respectful, and inclusive environment for all adults, whether or not they meet statutory definitions of "at risk."

This policy applies to all PBDRC volunteers, trustees, partners, and anyone representing PBDRC in any capacity.

## 2. Definition of an Adult at Risk

An Adult at Risk is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting those needs),
- Is experiencing or at risk of abuse or neglect, and
- As a result of those needs, is unable to protect themselves from abuse or neglect.

Circumstances contributing to risk may include physical or mental health issues, learning disabilities, substance misuse, social isolation, or situational crises.

## 3. Principles and Responsibilities

### **Our Safeguarding Principles**

- The safety and dignity of all adults are paramount.
- Adults have the right to make their own decisions and be supported to do so.
- Safeguarding is everyone's responsibility - concerns must not be ignored.
- Concerns and allegations will be responded to promptly and professionally.
- We support and empower individuals while taking necessary protective steps.

### **Who Must Follow This Policy**

This policy applies to:

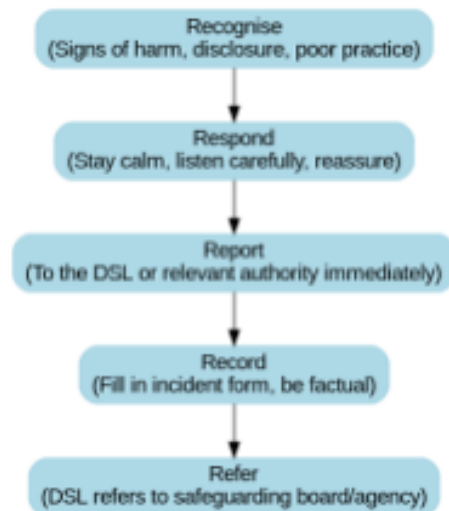
- Volunteers
- Trustees
- Contractors and visitors to PBDRC premises

### **All must:**

- Read and understand this policy
- Recognise the signs of abuse
- Know how to act on concerns or disclosures

## 4. Responding to Concerns and Disclosures (5 R)

### The 5 R of Adult Safeguarding



#### 1. Recognise

Be alert to signs such as:

- Unexplained injuries or withdrawal
- Sudden changes in behaviour
- Confusion, fear, or emotional distress

#### 2. Respond

- Listen calmly and without judgement
- Reassure the individual: "You've done the right thing by telling me"
- Do not promise to keep the information secret

#### 3. Report

Report concerns immediately to the Designated Safeguarding Lead (DSL)

#### 4. Record

- Make a factual, signed, and dated record
- Include dates, times, and the individual's own words

#### 5. Refer

- The DSL will refer to Captain and Trustees in the first instance

### Safe Practice Expectations

- Maintain professional boundaries
- Avoid unnecessary one-to-one contact
- Uphold confidentiality on a need-to-know basis
- Use appropriate communication channels
- Promote autonomy and respect

## 6. Managing Allegations Against Trustees, Volunteers

Allegations may involve:

- Abuse or neglect of an adult
- Breaches of professional boundaries
- Use of a position of trust for exploitation

- **Procedure**

1. Report to DSL
2. If risk serious enough contact Safeguarding Adults Board for Tower Hamlets
3. Consider suspension whilst under investigation
4. Maintain accurate, secure records
5. Cooperate fully with investigations and outcomes

## 7. Relevant Legislation and Guidance

This policy is informed by:

- [Care Act 2014](#)
- [Mental Capacity Act 2005](#)
- [Human Rights Act 1998](#)
- [Data Protection Act 2018](#)
- [London Multi-Agency Safeguarding Adults Policy and Procedures](#)
- [Guidance from the Ann Craft Trust and Local Authority](#)

## 8. Key Contacts

- Designated Safeguarding Lead: Nick Paul, [welfare@pbdrc.co.uk](mailto:welfare@pbdrc.co.uk)
- Captain PBDRC: Ben Gliniecki, [ben.gliniecki@pbdrc.co.uk](mailto:ben.gliniecki@pbdrc.co.uk)
- Secretary PBDRC: Anita Newland, [anita.newlands@pbdrc.co.uk](mailto:anita.newlands@pbdrc.co.uk)

## 9. Sources of Information and Support

### **Action on Elder Abuse**

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: [enquiries@elderabuse.org.uk](mailto:enquiries@elderabuse.org.uk)

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

### **Ann Craft Trust (ACT)**

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

[www.anncrafttrust.org](http://www.anncrafttrust.org)

### Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

### National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

### National 24-Hour Free Phone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 <a href="http://www.nationaldahelpline.org.uk/Contactus">www.nationaldahelpline.org.uk/Contactus</a>	Tel: 0808 802 1414 <a href="http://www.dsahelpline.org">www.dsahelpline.org</a> Twitter: <a href="https://www.twitter.com/dsahelpline">www.twitter.com/dsahelpline</a> Facebook: <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a>
Scotland	Wales
Tel: 0800 027 1234 Email: <a href="mailto:helpline@sdaafmh.org.uk">helpline@sdaafmh.org.uk</a> Web chat: <a href="http://sdaafmh.org.uk">sdaafmh.org.uk</a>	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

### Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)

[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)

### Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: [services@respond.org.uk](mailto:services@respond.org.uk)

[www.respond.org.uk](http://www.respond.org.uk)

### Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours' service:

Telephone: 0800 138 1625

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

### **Susy Lamplugh Trust**

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org)

[www.suzylamplugh.org](http://www.suzylamplugh.org)

### **Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

[www.victimsupport.com](http://www.victimsupport.com)

### **Women's Aid Federation of England and Wales**

Women's Aid is a national domestic violence charity.

It also runs a domestic violence online help service.

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)