**Event Plan**

**Site**

[Location, address, and postcode]

**Date**

[Event dates]

**Event Organiser**

Name:

Mobile number:

Email:

**Event** **Description**

[Insert brief description of event and the purpose of the event] e.g. Whitewater based freestyle kayaking event to select a team to represent GB at the World Freestyle Kayak Championships in 2018

**Competition Process**

e.g. Each competitor will take four rides of 45 second duration on the entry gate feature in heats of five athletes. They will be assessed by two judges assisted by a scorekeeper each and a timekeeper, situated in a temporary shelter on the catwalk above the feature. The event will be organised and overseen by Tim Ward, British Canoeing Level 5 Coach and GB Team Manager. He will be assisted by a selected group of volunteers.

A marshal will be situated above the entry gate to control the start and liaise with other course users who will have been briefed by course control.

All participants must sign the declaration on the entry form agreeing to the risks associated with kayaking on moving water.

The competition will commence with a general briefing at the start of the day outlining the purpose and process of the event. The briefing will include start and end times, requirement of competitors to remain on the water to provide additional safety cover to other paddlers before, during and following heats until advised by organiser to leave the water. Bank side safety cover will be provided for the junior heats by an experienced person trained in the use of throw lines, wearing CE approved buoyancy aids and helmet.

**Welfare Plan**

**The policies and guidelines referenced within this document are those of British Canoeing and its home nation associations.**

We **all** have a duty with respect to safeguarding and protecting children, and young adults, to ensure they can participate and enjoy canoeing with the highest possible standards of care. All coaches, volunteers and providers should have a clear understanding of operating within an appropriate code of ethics, aware of what their ‘duty of care’ is and how this relates to their position in providing activities and being responsible for others.

This document provides guidance and information for everyone involved in [Event Title] Freestyle Kayaking Events to help keep each event fun and safe for all.

All points outlined in this plan will be covered by the Event Organisers when giving their briefing to staff and volunteers.

1. **WHAT TO DO IF YOU HAVE A CONCERN**

If you have concerns about the welfare of a child or young adult, please remember – **It is not your responsibility to decide whether a child is being abused** - **but it is your responsibility to pass the information on to the appropriate person**.

Any safeguarding concerns, no matter how minor they seem, must be reported to the Event Welfare Officer on site. They will ensure that the correct reporting procedure is followed based on British Canoeing Guidelines for paddle safe events as per documents [SPC- G2](https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G2-Reporting-Guide-for-Concerns-Outside-Paddlesport-250117.pdf) and [SPC- G3](https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G3-Reporting-Guide-for-Concerns-Within-Paddlesport-280217.pdf). These documents are included within this folder. All information collected will be kept confidential.

**For safeguarding incidents and concerns, contact the Event Welfare Officer**

Team Event Welfare Officer Name: [name]

Mobile number: [number]

Location: [location e.g. riverside]

**Other Important Contact details:**

Event Organiser Name: [name]

Mobile number: [number]

Location: [location e.g. riverside]

British Canoeing Safeguarding Lead – 0115 8968842

BC Safeguarding Officer (for events in England) – 0115 8966580

24 Help Lines - NSPCC 0808 800 5000

Local police – [number]

2. **CODES OF CONDUCT**

All participants and individuals attending the event must abide by the rules of the event, good sportsmanship, and the British Canoeing Code of Conduct as per documents [SPC- T2](https://www.britishcanoeing.org.uk/uploads/documents/T2-Junior-Code-of-Conduct-280716.pdf), [SPC-T3](https://www.britishcanoeing.org.uk/uploads/documents/T3-Club-Code-of-Conduct-280716.pdf), and [SPC- G18](https://www.britishcanoeing.org.uk/uploads/documents/G18-Code-of-Conduct-for-Parents-and-Carers-270716.pdf). These codes of conduct are available from the BC website.

3. **MEDICAL COVER**

Whilst the event is being run, first aid cover will be provided by [insert details e.g. Holme Pierrepont White Water Course]. In an emergency, call **999** or **111**.

In addition a first aid kit will be available, for use by trained first aiders, in the [insert location e.g. judges shelter], first aiders will be identified at the morning event briefing. In the event of an accident requiring medical attention an ambulance will be called. All details will be recorded and kept by the event organiser/welfare officer.

The local hospital with an accident and emergency department:

**[Local Hospital]**

**[Hospital Address]**

**Tel: [number]**

**[Distance from event venue]**

4. **SECURITY**

It is important for everyone to be aware of the **Security** of young people on site. This in particular should be the role of the Team Leaders and parents/ carers to ensure people are not given free access to young people. In addition the Event Organiser may brief appropriate volunteers to be vigilant and report anything suspicious such as someone unknown/ suspicious hanging around.

5. **MISSING PERSON**

In the instance of a missing participants**, r**eport immediately to the registration desk to seek help. The Event Welfare Officer will be alerted and coordinate an appropriate investigation ensuring parents/ carers are fully aware of the situation and involving the emergency services if indicated.

6. **BACKGROUND CHECKING**

Where staff and volunteers have unsupervised contact with children at the competition, the Committee must consider who needs to be vetted including Disclosure checks. These decisions including reasons for not vetting an individual should be documented.

7. **POLICY**

All staff and volunteers who provide services to the event are to be aware of the British Canoeing Child and Vulnerable Adults Protection Policy.

Any volunteer officials (as designated by the Event Organiser or Welfare Officer) will have completed the Paddlesafe online child protection course, or have equivalent training, as outlined in the British Canoeing [SPC- G21](https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G21-Safeguarding-Training-Requirements-240418-FINAL.pdf) Training and Disclosure Requirements. The course covers basic awareness, explaining best practice and what to do if you have a safeguarding concern. It can be accessed via the British Canoeing website.

8. **PHOTOGRAPHY**

Photography is a difficult issue as events often take place in areas with open public access and may cover considerable distances. The Organising Committee will consider the advice given in the British Canoeing Guidelines for Photography and brief volunteers on how to respond to any inappropriate photography they may witness. To publish any photos of children consent will be obtained from parents/ carers. Any professional photographers will be required to register with the Event Team.

9. **COMPLAINTS**

Any complaints should be communicated to the Event Organiser. They will implement disciplinary procedures accordingly.

Further information can be found in the NSPCC publication “Safe Sports Events.”

10. **SITE SAFETY**

Site specific rules provided by course control should be made available to the event organiser prior to the event commencing will be complied with whilst we are on site and added into our briefing as required.

**Non-Competition Attendees**

Paddlers on the river outside of competition times are to be responsible for their own safety, stated during briefing, and will be instructed to not paddle alone.

**Juniors (under 18s)**

Will be in the care of their parent or guardian whilst not competing.

**PPE**

All paddlers must use well maintained conformity certification approved helmets and PFD. Including but not limited to CE, GCS, CCC, UL, CSA, GOST-R. Acceptance on certification is at the Event Organisers discretion. Boats must comply with safety rules in the International Canoe Federation competition rules. Any paddler not meeting this standard will not be allowed to compete or use the course. Spot checks may be made.

**Spectators, Time Keepers, and Judges**

Must adhere to all site rules and remain behind barriers as per site warning signs.

**Electrical**

All electrical equipment and junction boxes to be protected from the weather.