



Standards for Deployment  
Guidance for Event  
Organising Groups and  
Discipline Development  
Groups

March 2024

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## Introduction from Paddle UK

As the National Governing Body for paddlesports, Paddle UK wants to do everything it can to create a sustainable, safe and enjoyable environment for everyone who paddles or organises paddling activity. Safeguarding is an integral part of the process of protecting children and adults from harm by providing a safe space in which to paddle and be active. Safeguarding means protecting people's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect.

In addition, those people that take part in activities led or coached by others need to know that these leaders or coaches have the skills, knowledge and experience that allows them to run safe, enjoyable and purposeful activities. We want to make sure that volunteers that coach or lead paddling activities are competent to do so and this policy outlines minimum standards required for leaders and coaches.

Over the next two years we will be phasing in, first the safeguarding and safety standards for deployment and then the coaching and leading standards; all with the aim of continuing to ensure that every paddler has a safe and enjoyable paddling experience.

## Introduction from Paddle Scotland

This document provides a Paddle Scotland perspective of the Paddle UK Standards for Deployment, focused on Discipline Development Groups and Event Organising Groups. Whilst the Standards for Deployment policy is a UK wide policy, the practical implementation varies between the National Associations based on current organisational structures, previous committee/group requirements, training completions and more.

The recent SCA Committee review leading to the restructure to Discipline Development Groups puts Paddle Scotland in a strong position to implement the Standards for Deployment. However, Paddle Scotland recognises there will be some volunteers who will require to complete additional training or qualifications and resources are being invested to help those volunteers. Paddle Scotland is extremely grateful to all the volunteers involved in making all our disciplines and events possible and overall, making paddlesport a safer place for all.

# Paddle Scotland support to Discipline Development Groups and Event Organising Groups

In order to help Groups meet the additional requirements detailed in the Standards for Deployment Policy, Paddle Scotland is increasing the level of support available, and is recruiting additional resource to the Development Team in order to more actively support Group in meeting the requirements.

Paddle Scotland will offer the following support arrangements to groups:

- **Direct support from the Paddle Scotland staff team** - The Development Manager team at Paddle Scotland will provide 1:1 support with groups to identify support
- **PVG processing** - Paddle Scotland continue to process PVGs for those in regulated work roles
- **Free Safeguarding courses** - Paddle Scotland will offer free safeguarding training where it is required for volunteers on Discipline Development Groups or Event Organising Groups
- **Free Risk Assessment and Risk Management Training** - Paddle Scotland will issue discount codes to those on Discipline Development Groups or Event Organising Groups who require Risk Assessment and Risk Management Training
- **Free Event Safety Training courses** - Paddle Scotland offers free training to those on Discipline Development Groups or Event Organising Groups who require Event Safety Training
- **Subsidised safety and leadership courses** - utilising the planned additional capacity in the staff team, Paddle Scotland plans to coordinate a range training and assessments for volunteers.
- **Subsidised Instructor and Coach Award training and assessments** - As part of the existing and long running subsidy programme there are opportunities for groups to apply for funds to support those working towards these qualifications

## Role Specifics

Discipline Groups and Event Organising Groups wouldn't be the same without their amazing volunteers! To show our appreciation, we want to help our volunteer groups ensure their volunteers have everything they need to thrive. This includes support, training, and insurance to keep them safe and effective.

### Discipline Development Group members

Group committee members are champions for safety! They play a key role in building a positive environment where safeguarding and high standards are at the forefront. Committee members work together to decide how the group handles its safeguarding responsibilities. This ensures everyone - parents, members, and the wider community - feels confident and safe participating in group activities. To support you in this important role, we encourage all committee members to complete a basic safeguarding training course.

#### Action by December 2024

- All Discipline Development Group members to have completed, as a minimum either the [Paddle UK Introduction to Safeguarding training](#), the sportscotland [Child Wellbeing and Protection in Sport course](#) or the [sportscotland Board & Committee Safeguarding elearning](#)

### Discipline Development or Event Organising Group Safeguarding Officers

Whilst safeguarding is a shared responsibility, Safeguarding Officers take a lead within the group and need a greater understanding and training around safeguarding issues and processes. Safeguarding applies to adults as well as children so even disciplines and events without children still require this role.

#### Existing requirements:

All Group Safeguarding Officers are required to have completed both

- [Child Wellbeing and Protection in Sport](#) (or refresher) in the last 3 years
- [Child Wellbeing and Protection Officer](#) training (or refresher) in the last 3 years

There are many opportunities to access these training courses both via Paddle Scotland and the network of other Governing Bodies of sport and Local Authorities.

#### **Action by December 2024**

- Safeguarding Officers to complete the [Paddle UK Code of Conduct for Coaching Workforce](#)

### **Group Safety Officers**

A Group Event Safety Officer takes the lead on safety matters in a group and has a need for a greater level of training and understanding of risk assessment and safety management.

#### **Action by December 2024**

- Group Event Safety Officer to have completed the Paddle UK Risk Assessment and [Risk Management elearning](#) and Paddle UK Event Safety Management Training (and 3 year refresher thereafter)
- Have completed either the [Paddle UK Introduction to Safeguarding training](#) or [sportscotland Child Wellbeing and Protection in Sport \(CWPS\)](#) (and 3 year refresher thereafter)

### **Competition and Event Organisers, Trip Organisers, Team Leaders & other similar organising roles**

These specific roles may vary between groups but in broad terms they have a responsibility for those who are attending trips and competitions.

#### **Action by end of December 2024**

- Have completed either the [Paddle UK Introduction to Safeguarding training](#) or [sportscotland Child Wellbeing and Protection in Sport \(CWPS\)](#) (and 3 year refresher thereafter)
- Have completed the [Paddle UK Risk Assessment and Risk Management elearning](#)

## **Chaperones or anyone taking direct responsibility for under 18's or Adults at Risk**

These individuals have a responsibility for others in their care and require some appropriate training to support the safety of those participants.

### **Action by end of December 2024**

- Have completed [sportscotland Child Wellbeing and Protection in Sport \(CWPS\)](#) (and 3 year refresher thereafter)
- Have completed the [Paddle UK Code of Conduct for Coaching Workforce](#)

# Discipline Development Group / Event Organising Group Activity

## Instructors, Coaches, Leaders

### Action by December 2024

All Paddlers providing formal Instruction, Coaching or leading within Group activity must

- Be deployed by the Group
- Be a Member of Paddle Scotland
- Have safeguarding training suitable for their role
- Have completed the [Paddle UK Code of Conduct for Coaching Workforce](#)

### Action by December 2026

Anyone providing formal Instruction, Coaching or leading within Group activity will:

- Be 18 years old to deliver independently,
- Be deployed by the Group
- Hold a British Canoeing Awarding Body Qualification (or previous BCU)
- Meet the Continual Personal Development requirements by gaining 20 points over a 3-year period
- Hold an appropriate First Aid Certificate in line with British Canoeing Awarding Body [First Aid Policy](#)

When a Group deploys a young person (under 18), a qualified Instructor, level 1 coach, Stadium Raft Guide or Bellboat helm to lead Group activity, the following additional requirements must be met.

- Completed site or session specific training and assessment.
- Hold a first aid certificate and appropriate safeguarding training
- Operate within a written risk assessment for the venue, environment, session and participants.



## Events

Where a Discipline Development Group or Event Organising Group organises an event, it must have a specific event risk assessment and an event safeguarding plan. The event must be approved by Paddle Scotland staff.

### Event Volunteers

A record of all Event Volunteers and their role should be listed as part of the event plan. Depending on the role they may require safeguarding training.

**Event Organisers** have a greater need for understanding and training to be able to oversee events safely and successfully.

#### Action by end of 2024

All Event Organisers will:

- Completed [Paddle UK Introduction to Safeguarding training](#) or [Child Wellbeing and Protection in Sport](#) training (and complete 3 year refresher thereafter)
- Completion of the Paddle UK [Risk Management and Risk Assessment eLearning](#).
- Completed Paddle UK's Event Safety Management Training (and complete 3 year refresher thereafter)

**Event Safeguarding Officers** take a lead for safeguarding across specific events and as such have greater need for understanding and training across event safeguarding.

#### Action - By end of 2024

All Event Safeguarding Officers are required to have completed both

- [Child Wellbeing and Protection in Sport](#) (or refresher) in the last 3 years
- [Child Wellbeing and Protection Officer](#) training (or refresher) in the last 3 years
- Completed, Paddle UK Code of Conduct for Coaching Workforce elearning

**Event Safety Officers** take a lead for safety within the group and as such have greater need for understanding and training

**Action - By end of 2024**

Safety Officers will:

- Have completed as a minimum [Paddle UK Introduction to Safeguarding training](#) or [Child Wellbeing and Protection in Sport](#) training (and complete 3 year refresher thereafter)
- Have completed [Paddle UK's Risk Assessment and Risk Management Elearning](#)

# Questions and Answers

## **Why is Standards for Deployment being introduced?**

- We fundamentally want paddling to be a safe and fun activity, open to everyone.
- One of our roles as a Governing Body is to ensure systems and processes are in place to minimise risk.
- As such we have worked closely with Paddle UK and other governing bodies to learn lessons from the findings of reports into safeguarding issues experienced in other sports, (e.g. the Whyte report into gymnastics). We are committed to put in place expertise and training to support the safeguarding and safety of paddlers.
- Following the follow-up reports by coroners, the Marine Accident Investigation Branch and others into a number of paddling related incidents, including Haverfordwest, the Kerry River, the Great Orme, we want to ensure those coaches and leaders that take responsibility for paddlers have the required level of training, qualification and support to ensure the safety of all participants.

## **What support is available to Discipline Development Groups and Event Organising Groups?**

- Paddle Scotland is offering a wide package of support to assist with meeting the Standards for Deployment. Refer to the further [details here](#).

## **What are the implications if Groups do not meet the requirements?**

- These Standards are being introduced gradually to allow clubs, Discipline Development Groups and Event Organising Groups ample time to understand, implement, and meet all the requirements. However, once the phase-in period is complete, failing to follow these standards could have serious consequences.
- The Standards for Deployment are designed to prioritise safety. Ignoring them could invalidate insurance and be considered negligence, including of a criminal nature. In the event of an incident, it could lead to legal repercussions. An inquiry or the police may hold those responsible accountable for not following the recommended guidelines set by the governing body.

## **What if our Group does not have activities for children or adults at risk? Do we still have to comply with this policy?**

- Yes you do. Safeguarding is a collective responsibility. Everybody involved in paddlesports has a duty of care to safeguard and protect adults, both inside

and outside our sport. Safeguarding training will become mandatory for people in key roles of responsibility working with adults. Paddle Scotland will ensure that all those working or volunteering in regulated activity have access to appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to adults at risk.

### **What about activities that my Group delivers that are not formal coaching or leading?**

- Paddle Scotland recognises that there are many areas of Group activity that are not formally led or coached. If this is the case, those requirements will not apply.

### **How do I know what training our Group members have done?**

- Paddle Scotland staff can assist with this information.

### **How will this be assessed?**

- This process is about helping you to protect our volunteers, members and paddlers. We are here to help you comply too. Paddle Scotland will liaise with Groups and carry out regular monitoring and send reminders where necessary.

### **Can I use alternative training for safeguarding courses?**

- No, Safeguarding training exists in many contexts and we recognise some individuals may have completed training through other organisations. However, there are important differences between sport and other sectors and therefore there is no longer any recognition of equivalents. All roles must follow the training pathway outlined in our standard of deployment.

### **Can our certificated coaches or leaders operate outside of the recommended ratios and remits?**

- BCU/BC/BCAB Coaches & Leaders have been assessed that they are able to make appropriate professional judgements, and use informed decisions on the suitable environment and craft taking into account your own skills, experience and knowledge as well as those you are coaching/leading. Working outside of your formal qualification remit, would require a robust and detailed risk assessment to be carried out, a recorded and current skills verification approved by the committee gaining assurances from experienced coaches/leaders holding an appropriate qualification within the discipline and environment. The [Environmental Definitions & Deployment Guidance](#) for

Instructors, Coaches & Leaders document provides recommendations for ratios and remits.