

Minutes of Forth Canoe Club Committee Meeting held 20 June 2011

Present: Meriel Sweetnam, Annemarie Procter, Alistair Riddell, Cynthia Berry, Kristina Medovcikova, Jonathan Riddell, Polly Golding, Mick James

Apologies: Kelso Riddell, Ben Golding

Boathouse keys

It was decided to adopt the following statement to be agreed to by all members hiring boathouse keys:

All persons using Club equipment and premises must be of at least BCU 1 Star Award standard, or must be supervised by a responsible adult of at least BCU Foundation Safety and Rescue standard. All persons involved in canoeing-related activities are strongly recommended to take out public liability insurance by joining the Scottish Canoe Association.

Craiglockhart Fete was successful but could have done with more helpers / coaches. Several notes of interests for summer courses.

Canal Festival will take place on Saturday 9 July. Annemarie is coordinating FCC involvement. Polo team will be doing demonstration. There will be a planning meeting on Thursday 23 June 8.30pm at the boathouse, and a briefing meeting for all volunteers involved on Thursday 7 July 8.30pm at the boathouse. Anyone who would like to help should contact Annemarie. Note that many Club boats are booked out for this event - please check the diary or check with Annemarie before assuming any boat will be available for other use.

Grandtully Div 1 Slalom will be held 27-28 August. Anyone available to help should contact David Dickson who is organising the event. AR to confirm with DD re catering.

Sprint - Marcus Kneen organising Ratho race in September. Suggestion to move closer to Edinburgh due to problems with parking at original course.

After School Activity Sessions have not been successful, mainly due to poor response from Active Schools Coordinators.

Summer sessions more successful - bookings are coming in, including many repeat bookings from last year. Coach expected to be Philip Curry - currently Coach Level 1, aiming to Level 2. Kristina to ensure PVG check / 1st Aid qualification etc in place, in liaison with AP.

Child Protection

AM attended SCA briefing in March.

It was agreed to adopt for Forth Canoe Club the model Child Protection policy provided at the briefing (amended to these minutes). All members to indicate they have read and agree to abide by this policy - this will be by means of a tick box on the membership form.

It was agreed that all coaches (including assistant coaches) should be asked to sign up to Good Practice in Care of Children document. AP to check with SCA that we have the latest version.

AP and CB to clarify with SCA who holds responsibilities for checking coaching qualifications including first aid, PVG and child protection training, i.e. does the SCA do any of these checks.

JR to produce web page with list of FCC coaches and qualifications they hold including date of verification of PVG check, first aid qualification etc.

It was noted that there is a £59 fee for carrying out the PVG check for paid coaches - FCC will cover this.

Club Nights

The principle of hiring paid qualified coaches for Thursday Club nights (ideally subject to commitment of 4-week block) was reiterated.

CB to approach Martin MacKay (Epic Ventures) to see if he is interested in coaching.

Boathouse

It was agreed to proceed with joinery repairs to the fabric of the boathouse building at a cost of £850 and with painting the exterior walls at a cost of £1585. AR to check with Planning Dept re restrictions on colours. MJ to get quote from joiner for repair to the landing stage.

MJ has compiled an inventory of all Club equipment in the boathouse. The committee will review this so it is as accurate as possible to enable us to get insurance quotations.

It was agreed to sign off the boathouse Risk assessment as reviewed, there being no amendments required.

Constitution

AR to email final draft of revised Club Constitution to all members for comments.

CHILD PROTECTION POLICY

Forth Canoe Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines **Forth Canoe Club's** commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Forth Canoe Club will:

- Promote the health and welfare of children by providing opportunities for them to take part in canoeing safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within **Forth Canoe Club**.
- Following any issues or concerns raised about the protection of children within **Forth Canoe Club**.
- In all other circumstances, at least every three years.

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