

Paddlers for Life Windermere

Charitable Incorporated Organisation (CIO) No. 1200841



Safeguarding Procedures v1.0

To be used in conjunction with Paddlers for Life Windermere
“Safeguarding Children Guidelines and
Safeguarding Adults at Risk of Harm Policy” document

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Mission Statement

We are a team of cancer survivors — primarily those affected by breast cancer — and their supporters, united through the empowering sport of dragon-boat paddling.

Our mission is to foster healing, resilience, and community through shared physical activity and emotional support.

We believe in paddling, thriving, and surviving... after cancer.

We are committed to creating a safe, inclusive, and respectful environment for all who join us.

Contents

- 1. Purpose and Scope**
- 2. Key Principles**
- 3. Definitions**
- 4. Roles and Responsibilities**
- 5. Code of Conduct**
- 6. Recognising and Responding to Concerns**
- 7. Step-by-Step Procedure for the DSL**
- 8. Reporting Contacts**
- 9. Record Keeping**
- 10. Training and Review**

Addendum: Safeguarding Children at PflW

Appendix 1: Safeguarding Concern Form

Appendix 2: Child Attendance Consent Form

1. Purpose and Scope

Paddlers for Life Windermere is a Charitable Incorporated Organisation (CIO No. 1200841) made up of cancer survivors — primarily those affected by breast cancer — and their supporters, who come together to paddle dragon boats as a means of healing, connection, and empowerment.

This document outlines the safeguarding procedures that should be followed by all trustees, members, and supporters. It ensures compliance with safeguarding legislation and provides a clear process for responding to concerns or incidents involving children and adults at risk.

2. Key Principles

- Everyone has the right to participate in activities free from abuse or harm.
- Safeguarding is everyone's responsibility.
- We prioritise the welfare, dignity, and rights of all members, especially those affected by cancer.
- Our ethos — *paddling, thriving and surviving...after cancer* — reflects our commitment to physical and emotional wellbeing.

3. Definitions

- **Adult at Risk:** A person aged 18+ who may be vulnerable due to illness, disability, trauma, or life circumstances.
- **Abuse:** Includes physical, domestic, psychological, emotional, sexual, financial abuse, modern slavery, neglect, self-neglect and discriminatory or institutional abuse.
- **Child:** a person aged under 18
- **DSL:** Designated Safeguarding Lead
- **PfLW:** Paddlers for Life Windermere

4. Roles and Responsibilities

- **Trustees:**
Ensure safeguarding is embedded in governance and risk management.
- **Designated Safeguarding Lead (DSL):**
Coordinates safeguarding concerns, maintains records, and liaises with external agencies.
- **All Members:**
Must report concerns and follow safeguarding procedures.

5. Code of Conduct

All members must:

- Treat others with respect and dignity.
- Avoid behaviour that could be misinterpreted.
- Never ignore or trivialise concerns raised by others.

6. Recognising and Responding to Concerns

Signs of abuse may include:

- Unexplained injuries or changes in behaviour
- Withdrawal, anxiety, or fearfulness
- Financial irregularities, neglect or self-neglect

See Appendix 1 of Safeguarding Policy for comprehensive list of examples of risks and signs of abuse

If you witness or suspect abuse, or if details are disclosed to you:

1. Stay calm and listen without judgment.
2. Do not promise confidentiality — explain you may need to share the concern.
3. Record the facts as soon as possible (who, what, when, where).
4. Report immediately to the DSL.

7. Step-by-Step Procedure for the DSL

1. Concerns received via email should be acknowledged as soon as possible. Both verbal and email concerns should be acted upon on receipt.
2. Assess the risk: if immediate action is needed to protect someone, call the Police immediately on 999.
3. Inform the Chair of Pfl Trustees that a safeguarding concern has been raised (unless implicated, in which case inform another Trustee).
4. Record details as soon as possible using the Safeguarding Concern Form (Appendix 1).
5. Seek advice from local Safeguarding Boards or the NSPCC Helpline (details below) if unsure.
6. Refer to local services (details below) if necessary.
7. For child safety concerns about an adult working with children, the Local Authority Designated Officer (LADO) should be contacted within one working day (details below).
8. Maintain confidentiality and store records securely.
9. Follow up to ensure appropriate support is in place.

8. Reporting Contacts

DSL for Paddlers for Life Windermere:

Philippa Springle via safeguarding@paddlersforlife.co.uk, or via WhatsApp if preferred.

Police: Non-emergency: 101 / Emergency: 999

Safeguarding Children

- **Cumberland Children Advice and Support Service (CCASS):** 0333 240 1727
<https://www.cumberland.gov.uk/health-and-social-care/children-and-families/child-protection-and-safeguarding/report-concern-about-child>
- **Westmorland and Furness Safeguarding Children Partnership (WFSCP):**
0300 373 2724
<https://wfscp.org.uk/how-report-concern>
- **Cumberland Local Authority Designated Officer (LADO):** 0300 303 3892
lado@cumberland.gov.uk
- **Westmorland and Furness LADO:** 0300 303 3897
lado@cumberland.gov.uk
- **Lancashire LADO:** 01772 536694
<https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/safeguarding-children/local-authority-designated-officer/>
- **NSPCC Helpline:** 0808 800 5000

Safeguarding Adults

- **Cumbria Adult Social Care:**
<https://cumbriasab.org.uk/i-am-member-public/report-abuse-adults>
- **Cumberland Council Single Point of Access Team:** 0300 373 3732
- **Westmorland and Furness Single Point of Access Team:** 0300 373 3301

9. Record Keeping

- All safeguarding concerns will be documented and securely stored electronically by the DSL. They will use password-protected documents on a device that has appropriate virus protection. If a new DSL is appointed, records will be securely transferred via encrypted email to the new DSL.
- Records will be retained for:
 - 7 years for concerns relating to adults

- until the person's 25th birthday for concerns relating to under 18s
- Access is restricted to the DSL and Chair of Trustees.

10. Training and Review

- The PflW DSL must complete safeguarding training every 3 years, using an accredited trainer approved by the trustees.
- Awareness training will be given annually to members at a pre-season training session. Attendance will be recorded.
- PflW will audit safeguarding training needs and review the PflW Safeguarding Policy and PflW Safeguarding Procedures documents annually and after any safeguarding incident.

Resources:

National Council for Voluntary Organisations (NCVO):

<https://www.ncvo.org.uk/help-and-guidance/safeguarding/safeguarding-law/legal-duties-charities/trustees/>

Safeguarding for charities and trustees – the Charity Commission:

https://www.youtube.com/watch?v=-6V_-JcbKZA

Government guidance: Safeguarding for charities and trustees

<https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees>

Addendum: Safeguarding Children at Paddlers for Life Windermere

Although PflW primarily supports adults affected by breast cancer, children may occasionally attend events, activities, or celebrations. This addendum outlines how safeguarding procedures apply to children and what steps must be taken to protect their welfare.

1. Definition of a Child at Risk

A person under the age of 18 who is experiencing, or is at risk of, abuse, neglect, or other kinds of harm, and who may have needs for care and support — whether or not those needs are currently being met.

This includes:

- Direct harm or neglect
- Witnessing harm to others
- Exposure to unsafe environments or relationships

Types of harm may include:

- Physical, emotional, sexual abuse, financial exploitation, neglect, discrimination

2. Responsibilities

- **Trustees and DSL:** ensure safeguarding procedures extend to children present at any activity.
- **Parents/guardians:** must supervise their children unless prior arrangements are made.
- **All members:** must report concerns involving children to the DSL immediately.

3. Reporting and Referral

Concerns involving children will be handled with the same urgency and confidentiality as adult safeguarding cases. The DSL will refer to Cumberland/Westmorland & Furness Children's Services or the NSPCC as appropriate.

4. Children's Attendance at PflW events, activities or celebrations

A completed Child Attendance Consent Form (Appendix 2) must be received by the trustees before a child attends any PflW event, activity or celebration.

Appendix 1 *(paper copies to be kept in the PflW garage)*

Safeguarding Concern Form - Paddlers for Life Windermere

Charitable Incorporated Organisation (CIO) No. 1200841

Please complete this form as soon as possible after a safeguarding concern is raised.
Submit it to the Designated Safeguarding Lead (DSL) and store securely.

◆ Section 1: Reporter Information

Date of Concern:

Name of Person Reporting:

Contact Details (email or phone):

Role in the Charity:

◆ Section 2: Person Concerned

Name of Person Concerned (if known):

Is this person a member of the charity?

Yes

No

Not sure

Age Group (if known):

Under 18

18–64

65+

Unknown

◆ Section 3: Details of Concern

Type of Concern (tick all that apply):

Physical abuse

Emotional abuse

Sexual abuse

Financial abuse

Neglect

Discrimination

Other:

Description of Concern *(Include time, location, what was said or observed)*

◆ **Section 4: Action Taken**

Was immediate action taken?

Yes

No

If yes, describe the action taken:

Was the DSL informed?

Yes

No

Not yet

Date and time DSL was informed (if applicable):

◆ **Section 5: Declaration** *(please print and sign & date)*

Signature of Person Reporting:

Date Submitted:



Confidentiality Notice

This form must be stored securely and shared only with those who need to know, in accordance with Paddlers for Life Windermere's safeguarding policy.

Appendix 2 *(paper templates available in the PflW garage)*

Child Attendance Consent Form - Paddlers for Life Windermere

Charitable Incorporated Organisation (CIO) No. 1200841

Please complete this form if a child under 18 will be attending
a Paddlers for Life Windermere event or activity.

Child's Full Name:

Date of Birth:

Parent/Guardian Name:

Contact Number:

Email Address:

Event Name/Date:

Will the parent/guardian be present during the event?

Yes

No

If no, who will supervise the child?

Medical Conditions or Allergies:

Emergency Contact Name and Number:

Consent to participate and be photographed (tick two out of three):

I give permission for my child to participate in this event (mandatory)

I give permission for my child to be photographed for charity use

OR

I do not give permission for my child to be photographed for charity use

Signature of Parent/Guardian *(please print and sign and date)*:

Date: