

Border Kayak and Canoe Club (SCIO)

Safety Framework for Club Activity

25/1/2026

Introduction

The purpose of the safety framework is to allow the Border Kayak and Canoe Club to deliver paddlesport activities which are safe, inclusive and insured.

Supporting Documents

- Risk Assessment: Sea Kayaking
- Risk Assessment: River Paddling
- Risk Assessment: Pool Session
- Club Activity Volunteer Deployment Record

Committee Responsibilities

The Club Committee is responsible and accountable for the management of club activity and the deployment of volunteers who lead activities. The Committee must approve all volunteer leaders and coaches, ensuring that they meet the requirements for deployment. This includes relevant qualifications, valid first aid certificate, safeguarding training, clear PVG / DBS and updated CPD through PaddleUK/PaddleScotland. The Committee have the authority to cancel a club event or remove a volunteer from club deployment if they deem that there has been a breach in policy or club safety standards are not being met. A high degree of trust and clear communication is needed between the Committee and volunteers.

Volunteer Leader and Coach Responsibilities

All club leaders and coaches must familiarise themselves with policies, risk assessments and safety framework before commencing activities. The matrix in the Club Activity Definition section (below) will help a volunteer to plan and deliver a session aligned with the club safety framework. A volunteer leader or coach has the authority to cancel an activity or remove a participant if in breach of policy or safety standards are not being met. Volunteer leaders may also

remove a participant from an activity if the activity is deemed inappropriate for the participants needs and level of ability. Clear reasons must be given in this instance, with every effort made to accommodate the needs of the participant before removing them from an activity.

Club Member Responsibilities

Policies and risk assessments are made available for all club members. Participants in club activity must conduct themselves in a manner which does not endanger the safety and wellbeing of other participants, and respect instructions, decisions and advice from leaders and coaches. This includes communicating clearly with club leaders and coaches, to ensure physical, medical and emotional needs are being met. Concerns or grievances can be made by contacting a Committee member.

Promotion of Club Activity

Border Kayak and Canoe Club use the platform SPOND to advertise all club activity. Volunteers can use SPOND to create an event which can then be shared to all members to ensure that the activity is inclusive. Organisers must ensure that the event description is clear and that participant numbers do not exceed the ratio and remit of their qualification. Sometimes, club activity is also shared and reported to the club Facebook page. All content on this page must be club activity only, with exceptions for members sharing experience of PUK/PS courses or relevant CPD opportunities. SPOND must not be used for any “ad-hoc” activities or “peer paddles” which lie out with the safety framework, and to avoid confusion for club members.

Club Activity Definition

Club activity is insured club activity which is delivered within the club’s safety framework: This includes risk assessments, club policies and approval by the Committee. The Club Committee is responsible and accountable for the management of club activity and the deployment of volunteers who lead activities.

CLUB ACTIVITY PLANNING MATRIX	YES	DON'T KNOW	NO
Activity complies with BKCC Risk Assessments			
Activity has been advertised to all BKCC members (SPOND)			
Working within your qualification/ deployment remit?			
Designated "off water" contact and/ or float plan?			
Appropriate first aid cover and kit?			
Appropriate safety and rescue cover and kit?			
Check and plan for: weather, tides and/ or river levels?			
Are all participants properly equipped?			
Do coaches/ leaders have ALL of their kit?			

Is it safe to start the activity?			
Go ahead with activity			
Consider, think, act			
STOP			

? If “YES” to all:

- Carry out intended club activity.
- Update “off water” contact if there is any change to activity and when off the water.
- Any issues regarding safety and/or safeguarding are reported using club procedures.

? If any are “DON’T KNOW”:

- Contact Committee for guidance if the trip does not meet club activity criteria.
- Change intended activity so that it is appropriate and safe for all participants.
- Access club website for information on policies, procedures and risk assessments.
- Access PUK website for guidance on qualification remits.
- If there’s doubt, do not go ahead with activity.

? If any are “STOP”:

- The activity is **not a club activity**.
- Don’t go ahead with activity.
- Postpone or rearrange for another time.