



CRANBROOK & DISTRICT  
ANGLING CLUB

# **Cranbrook & District Angling Club**

## **Policy Book**

Child Protection Policy

Drugs & Alcohol Policy

Data Security Policy

Equality Policy

Facebook Policy

Privacy Policy

Covid-19 Policy





## Child Protection Policy Statement

**CADAC** acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring that this practice reflects the statutory responsibilities, government guidance and complies with best practice and The Child Protection in Sport requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:

- Have positive and enjoyable experience in sport in all activities run and supported by **CADAC** and are able to do so in a safe and child centered environment.
- Are protected from abuse whilst participating in angling or outside activity

## AIMS

**CADAC** acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy the **CADAC** will:

- **promote** and prioritise the safety and wellbeing of children and young people
- **ensure** everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- **ensure** appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- **ensure** that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- **prevent** the employment/deployment of unsuitable individuals
- **ensure** robust safeguarding arrangements and procedures are in operation
- **support** the training and development of all those supporting safeguarding standards in angling

The policy and procedures will be widely promoted and are mandatory for everyone involved in **CADAC**. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.



## Child Protection Policy Application

### PRINCIPLES

- The welfare of children is always paramount
- All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All staff and volunteers working in angling have a responsibility to report concerns to the Club Welfare Officer
- Adults – staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light

### RESPONSIBILITIES

- **CADAC's** Child Protection Policy will be available to all members, parents, staff, volunteers and participants
- The Policy will be reviewed every three years by the CADAC Committee, and amended as appropriate. Guidance from the Angling Trust will be sought as part of the review process
- The CADAC Committee has a responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary
- The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Lead Child Protection Officer and informing the appropriate club staff
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves



## Drugs & Alcohol Policy Statement

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.

The aim of this policy is to ensure the safety of all club members by having clear guidelines in place regarding use and possession of alcohol and drugs.

### Scope

- The Club's alcohol and drugs policy applies to all members and their guests.
- The *rules* laid out in this policy apply to all members and their guests.
- Misconduct in relation to alcohol and drugs will be dealt with by the Committee.

## Drugs & Alcohol Policy Application

The Club's policy is that whilst fishing and at all times whilst on club venues, members must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of themselves and others with whom they are responsible for or come into contact with. For those reasons, the following guidelines will be strictly enforced.

No member or their guest shall -

- Fish or try to fish when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse;
- Be in possession of excessive alcohol or illegal drugs\* whilst on club waters;
- Supply others with excessive alcohol or illegal drugs\*;
- Consume excessive alcohol or illegal drugs or abuse any substance whilst on club waters.

\*Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines

In addition, members and their guests must ensure they are aware of the side effects of any prescription drugs;

The Committee will take action for any reported breach of these guidelines, which may include suspension or termination of their membership.

When a bailiff has reasonable belief that an individual is under the influence of alcohol or drugs whilst on club waters and is a cause for concern, they will be asked to leave the venue immediately.

In addition, possession of or dealing in illegal drugs whilst on club waters will, without exception, be reported to the Police.



## Data Security Policy Statement

- CADAC will use personal data only in connection with the activities relating to the effective running of the club.
- CADAC will request members to submit personal data to enable the club to operate effectively.
- Personal details will only be held on a limited number of storage devices or hard drives being used by a limited number of authorised committee members.
- All databases will be stored in Excel spreadsheet format and the spreadsheet will be password protected.
- Personal contact details e.g. email addresses and telephone numbers for Junior members will be held in a higher level access database with only access given to the Membership Secretary or their representative and the Child Welfare Contact. One person having access will have attended a Child Protection course and have appropriate certification.
- Data submitted as part of the application process e.g. joining or re-joining in hard copy form will be disposed of appropriately and in a secure manner e.g. shredding, in June of the following year. Any other hard copy data will be held in a locked filing cabinet.
- Data from previous members will be used responsibly and also stored securely. We reserve the right to contact former members to update them on club membership and to promote possible membership i.e. re-joining.



## Equality Policy Statement

This club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equality:

***Sports equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.***

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of angling, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy angling in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- The Club has agreed the following Equality Statement, which reflects our objectives and approach to opportunity within the club and outside it, at all times:

CADAC is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer or coach, receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief. CADAC will ensure that everyone who wishes has an equal opportunity to participate in all disciplines of the sport of angling at all levels and in all roles, whether as a participant, coach, volunteer or official, in or outside the club.



## Equality Policy Application

The Committee takes responsibility for the development of the policy and all Committee members should lead by example. Regular reviews of our implementation and success of the policy will be carried out on a regular basis.

Committee members will take their responsibilities seriously by promoting the policy and demonstrate their commitment by treating everyone with respect, consideration and without prejudice and to promote the same responsibilities to other members of the club.

### To Demonstrate the Success of the Policy

The Committee will visibly:

- Challenge unacceptable behaviours and create an ethos where complaints can be made without worry or concern of reprisal.
- Take firm action where unfairness or inconsistency exists.
- Demonstrate and promote considerate and fair behaviour.
- Treat those employed formally or on a volunteer basis by the club to carry out physical or sedentary work with dignity and respect and recognise their efforts.
- Encourage membership from all backgrounds. Achieve diversity targets.
- Demonstrate that the policy is meaningful by giving it due priority at meetings and in communications e.g. Newsletters.
- Ensure the membership understands the need for and shares good practice in achieving diversity.

### Communication

The policy will be accessible to all members of CADAC

Communicating the message is a key objective and CADAC will ensure all members, officers and other volunteers of CADAC are aware of:

- CADAC's Policies
- Government Policies
- The benefits of diversity and how this impacts on the work and activities of CADAC
- The benefits of communication to a wider audience
- Their role to play and responsibilities in promoting equality and diversity
- Legislation governing equality and diversity

The policy will be accessible on the club's website [www.cranbrookanglingclub.co.uk](http://www.cranbrookanglingclub.co.uk)



## **Complaints**

Persons feeling that the club has treated them unfairly and contrary to the policy should raise their concerns in writing to the Committee so that the matter can be investigated and addressed in a timely manner.

Contravention of the policy will be deemed to be a breach of Club Rules.

## **Review of the Policy**

The policy will be kept current and relevant. It will be reviewed regularly and any changes made annually at the Annual General Meeting or Extraordinary General Meetings.

The Committee will discuss at its Committee Meetings the policy and its implementation as a specific agenda item, its implications and report any need for revision via the Annual General Meeting.





## Facebook Policy Statement & Rules

The club does its best to keep Facebook safe, but we cannot guarantee it. We need your help to keep Facebook safe, which includes adhering to the following rules:

1. By using or accessing Cranbrook and District Angling Club Facebook pages Cranbrook and District Angling Club Facebook users agree to these rules.
2. Only current Cranbrook and District Angling Club members can have access to Cranbrook and District Angling Club Facebook pages and also have to be over 13 years of age.
3. Cranbrook and District Angling Club Facebook users can use Cranbrook and District Angling Club Facebook pages to share ideas, institutions and practices. Such discussion can promote debate and greater understanding of our club and fishing in general. Of course, we allow humour, satire or social commentary related to these topics, however, we urge people to be conscious of their audience when sharing this type of content and be mindful of Cranbrook and District Angling Club Facebook rules **before** posting on Cranbrook and District Angling Club Facebook pages.
4. Cranbrook and District Angling Club Facebook users will not post content that: is hate speech, threatening, or pornographic; incites violence; or contains nudity or graphic or gratuitous violence.
5. Cranbrook and District Angling Club Facebook users will not post content, which includes content that directly attacks people based on their: age, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation, political belief, sex, gender or gender identity, or serious disabilities or diseases.
6. Cranbrook and District Angling Club Facebook users will not use Facebook to do anything unlawful, misleading, malicious, or discriminatory.
7. Cranbrook and District Angling Club Facebook users will not use Cranbrook and District Angling Club Facebook to bully, intimidate, or harass any user.
8. Cranbrook and District Angling Club Facebook users have a responsibility to report any content which breach the Cranbrook and District Angling Club Facebook Rules to the Cranbrook and District Angling Club Committee.
9. The Cranbrook and District Angling Club committee reserve the right to remove any content posted on Cranbrook and District Angling Club Facebook pages.
10. The Cranbrook and District Angling Club committee reserve the right to remove users from the Cranbrook and District Angling Club Facebook pages at any time.
11. The Cranbrook and District Angling Club committee reserve the right to cancel Cranbrook and District Angling Club membership if Cranbrook and District Angling Club Facebook rules and or Facebook's own Terms or Polices are broken without the any recall to any refund of monies paid.



## Privacy Policy Statement

Cranbrook and District Angling Club is committed to protecting your privacy and this notice sets out how we handle and or process your personal data.

In this Privacy Notice the terms, 'Cranbrook and District Angling Club', 'CADAC', 'we', 'us' and 'our' are references to Cranbrook and District Angling Club having the address of 38 Jaggard Way, Staplehurst, Tonbridge, Kent, TN12 0LF.

This Privacy Notice sets out the basis on which any personal data we collect from you through our membership application process, social media, our website ([www.cranbrookanglingclub.co.uk](http://www.cranbrookanglingclub.co.uk) – the Site) or that you provide to us via other methods, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it, including:

### [What Information is being collected?](#)

### [What information is collected if you are a Committee member or Bailiff?](#)

### [What information is collected if you are a Water Owner?](#)

### [What do we do with the Information we receive?](#)

### [Data Retention](#)

### [Disclosure of Information](#)

### [Links to third party sites](#)

### [Security](#)

### [Data Protection Information](#)

### [Cookies](#)

### [Your Rights](#)

### [Contact](#)

### [Complaints](#)

Your privacy is important to us, and we are committed to keeping your information secure and managing it in accordance with our legal responsibilities under applicable data protection laws.

By accessing, browsing or otherwise using the Site you confirm that you have read and agreed to this Privacy Notice. If you do not agree with any part of this Privacy Notice, you should not use the Site.

We reserve the right to change the contents of the Site, including this Privacy Notice at any time, by posting such changes on the Site. It is your responsibility to familiarise yourself with the Privacy Notice regularly to ensure that you are aware of any changes. Your continued use of the Site following the posting of any such changes will constitute your acceptance of the revised Privacy Notice.



## Privacy Policy Application

### What Information is being collected?

We may collect personal information from you in connection with your membership and use of the Site or when you call us to enquire about club activities, including personal information such as:

- your full name, including your email address and telephone number when completing our membership form.

We may also collect additional information from you if you decide to join our club including personal information such as:

- the first line of your address and property postcode;
- an emergency contact number;
- your date of birth;
- your ethnicity;
- any disability;
- your payment details including the surname and post code of the account holder if you are paying for a membership using our BACS facility.

### What information is collected if you are a Committee member or Bailiff?

We will not collect any more personal information than your membership.

### What information is collected if you are a Water Owner?

We will collect the following personal information when we enter into an agreement or licence to fish:

- your full name, including your email address and telephone number, where appropriate
- your Company details including VAT number; where appropriate
- the first line of your address and property postcode;

### What do we do with the Information we receive?

Your information will be used by us in connection with the following purposes:

- Providing you with your membership including membership and ID card
- Contact in the event of an emergency
- Junior coaching
- Contact to update you on upcoming club activities e.g. coaching, family days, Angling Trust events
- Report or contact you in the event of rule breaches
- Create a Water Agreement or Licence and share this with you



### **Responding to your queries:**

- to help answer any questions which you have asked regarding club membership; and

### **Improving our Site:**

- to analyse feedback and website usage data to keep improving the Site and search functionality; and
- to allow us to customise the content which is presented to you based on your likely interests.

### **Legal and Regulatory Obligations:**

- to comply with applicable laws where we are obliged to retain and/or disclose certain information;
- to investigate or address claims or complaints relating to your membership

### **Data Retention**

The personal information that you provide will be retained by us in accordance with applicable laws and our internal Data Security Policy. However, we will take reasonable steps to destroy or de-identify personal information we hold if it is no longer needed for the purposes set out above. We will only hold your personal information on our systems for as long as is necessary for the relevant purposes for which it was collected. A copy of our Data Security Policy is available on request.

### **Disclosure of Information**

The information you provide to us will be held on our computers in the United Kingdom and will only be accessed by the following officers:

**Treasurer**

**Membership Office**

**Junior Membership Officer**

**Administration Officer**

**Secretary**

**Child Welfare Officer**

We will not disclose your personal information to any third parties unless agreed by you in advance.

We will, however provide statistical analysis of our membership regarding age categories and gender, to the Angling Trust and the Environment Agency We expect such third parties to process any data disclosed to them in accordance with applicable law, including with respect to data confidentiality and security and have appropriate services agreements in place with each.



### **Links to third party sites**

The Site may contain links to other sites. CADAC is not responsible for and accepts no liability for the content of other sites which are not under its strict control, in particular, we are not responsible for the protection and privacy of any information which you provide whilst visiting other websites and such sites are not governed by our Privacy Notice.

### **Security**

We employ security measures which aim to protect the information provided by you from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage.

### **Data Protection Information**

You can obtain further information about data protection laws by visiting the Information Commissioner's website at <https://www.gov.uk/data-protection>

### **Cookies**

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

CADAC uses cookies on the Site to:

- track visits to the Site;
- obtain information about your preferences, online movements and use of the internet;
- carry out research and statistical analysis to help improve our content and services and to help us better understand our customer requirements and interests; and
- make your online experience more efficient and enjoyable.

The information we obtain from our use of cookies will not contain your personal data. There is a notice on our home page which describes how we use cookies and which also provides a link to this Privacy Notice. If you use the Site after this notification has been displayed to you, we will assume that you consent to our use of cookies for the purposes described in this Privacy Notice.

### **Your Rights**

Provided you provided your surname and CADAC membership number, you can request copies of your personal information within our custody and control and details of how we use that information. If you think any of the personal information we hold about you is inaccurate, you may also request it is corrected or erased. You can request an electronic copy of your personal data be sent to you, should you wish. You also have a right to require us to stop processing your personal information and/or to withdraw your agreement to processing based on 'consent', unless we have a legal justification for doing so. If you have a complaint about how we have handled your personal information you may contact us using the details below and we will investigate your complaint.



## Contact

If you have any questions or comments about our Privacy Notice or if you wish to exercise your right to access, correction or erasure or your right to ask us to stop processing your information mentioned above please contact:

- E-mail: [cadacsecretary@outlook.com](mailto:cadacsecretary@outlook.com)
- Post: **Cranbrook and District Angling Club**  
38 Jaggard Way  
Staplehurst  
Tonbridge  
Kent  
TN12 0LF

## Complaints

If you have any concerns or complaints as to how we have handled your personal data you may lodge a complaint with the UK's data protection regulator, the ICO, who can be contacted through their website at <https://ico.org.uk/global/contact-us/> or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



## **Policy regarding COVID-19 protection**

All members to comply with the UK Governments and Angling Trust guidelines in respect of the latest COVID-19 advice.

Members to carry appropriate hand sanitisers with them for frequent cleaning of hands especially after handling gates and locks.

The above requirements are correct at the time of publication but subject to change in the event of the UK Government or Angling Trusts guidelines being amended or review by the CADAC committee.