



Standards for
Deployment -
Guidance
for Affiliated Clubs

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Standards for Deployment – Guidance for Affiliated Clubs

Approved:	March 2024
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Introduction from Paddle Cymru

We are all responsible for creating a safe culture and environment within paddlesport. Paddle Cymru acknowledges and recognises the various roles which are fulfilled by volunteers and paid staff to ensure those engaging in paddlesport enjoy a safe and structured experience. This includes the amazing work of club volunteers which is the bedrock to our sport.

In collaboration with partners and key stakeholders, Paddle UK launched the safety strategy, #SaferTogether, in October 2023. This sets out our combined vision for a safer paddlesports community and the actions needed to achieve this.

A crucial stage of building a safer culture and environment within paddlesport is that we all ensure that anyone supporting paddlesport activity is appropriately trained, qualified and competent. This policy provides the standards for deployment for those involved in delivering paddlesport activity, ensuring that the activity is delivered safely and that all deployers understand the standards required. We are very aware that our Paddle Cymru clubs have an impeccable safety record and we want to help as much as we can to keep it that way.

Scope for the Standards for Deployment Policy

The policy provides the standards for deployment required for affiliated Clubs, Paddle Cymru events, activities, and committees which cover a variety of roles including, committee members, volunteers, formal instructing, coaching, leading, and those organising and supervising events and trips.

While there is not a specific deployment document for commercial operators, it would be deemed as good practice for anyone that offers paddlesport activity, either voluntary or paid, to adhere to the appropriate standards.

This document provides a Paddle Cymru perspective of the Paddle UK Standards for Deployment, focused on affiliated clubs.

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 club affiliation requirements, training completions, and more.

Affiliated Clubs in Wales are already in a good place in terms of governance, the recording of all club members in JustGo, and in the training of many roles. However, Paddle Cymru also recognises there will be some clubs and individuals who will be required to complete additional training or qualifications and others who will have to help coordinate these for others in the club.

Paddle Cymru is committed to supporting affiliated clubs in the next stages of implementation and has a range of support and tools available.

All of these steps are designed to help make paddlesport a safer place for all.

Paddle Cymru support to affiliated clubs

In order to help clubs meet the additional requirements detailed in the Standards for Deployment Policy, Paddle Cymru is increasing the level of support available. Paddle Cymru will offer the following support arrangements to affiliated clubs:

- **Webinars** - as part of our regular series of club webinars, we will discuss the implementation of Standards for Deployment and how to access support.
- **Direct support and advice upon request** - The Development Officer at Paddle Cymru is happy to arrange 1:1 discussions with clubs to identify club-specific requirements and plan accordingly.
- **Reporting systems in JustGo** - the existing reporting tools available in JustGo will support clubs to identify any gaps, keep track of training, and manage the roles of members.
- **GoPaddling Clubs dashboard to quickly view status** - this new dashboard will complement the reporting in JustGo and utilises a live feed from the JustGo data to provide a quick visual dashboard of safeguarding, first aid, Coaching CPD, and more.
- **Discounted Safeguarding courses** - Paddle Cymru will offer 50% off access to the introductory elearning until 1st August.
- **Discounted Risk Assessment and Risk Management Training** - Those requiring access to the training as a result of Standards for Deployment can access it at 50% off until 8th August.
riskwales - £5 for Risk management and Risk Assessment eLearning
safeguardingwales - £5 for Introduction to Safeguarding eLearning
- **Discounted Event Safety Training courses** - Will be running free of charge before our Roadshows.
- **Connection Opportunities** - Paddle Cymru Development Officer will facilitate connections between clubs.
- **Be Active Sports Wales Grant** - Is available to apply for coach, leader, and instructor courses.

Club Level Requirements

As part of the annual affiliation arrangements, clubs are already required to upload/confirm the adoption of certain documents/policies:

- Club Constitution
- Club Child Protection and Safeguarding Policy
- Generic Risk Assessment
- Standard Operating Procedure
- Health and Safety Policy
- Equality Policy

These documents need to be updated every 3 years. Templates of these documents are available on the Benefits of Affiliation page on the Paddle Cymru website [Templates](#)

Action - By End of 2024

Clubs must provide the listed policies to Paddle Cymru within the credentials section of the club JustGo profile

Action - By End of 2026

- Clubs must make the listed documents publicly available.

Club Role Specifics

Clubs wouldn't be the same without their amazing volunteers. They're the heart and soul of what makes a club safe, welcoming, and fun. To show our appreciation, we want to help clubs ensure their volunteers have everything they need to thrive. This includes support, training, and insurance to keep them safe and effective.

Club Committee members

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

Paddle Cymru already requires all clubs to register all club members, and to name the Chair and Safeguarding Officer. New roles do need to be designated.

Club Committee members - Action by December 2024

- All club committee members are to be identified in JustGo as committee members (either in the specific role or using the 'Club Official' role).
- Paddle Cymru already requires all clubs to have a Chair, Secretary, Treasurer, and Safeguarding Officer listed.
- One person can hold multiple roles.
- A Club Safety Officer needs to be designated with appropriate training.
- All Club committee members to have completed, as a minimum either the [Paddle UK Introduction to Safeguarding training](#) (or more advanced if working with children)

Club Safeguarding Officers

Whilst safeguarding is a shared responsibility, Club Safeguarding Officers take a lead within the club and need a greater understanding and training around safeguarding issues and processes. This includes clubs without children, as safeguarding includes the safeguarding of adults at risk.

Existing requirements:

All Club Safeguarding Officers are required to have completed both

- If **not working with children**, completion of awareness of safeguarding and protecting children - [British Canoeing Introduction to Safeguarding eLearning](#), within the last 3 years is required (and refresher thereafter)
- If **working with children** attend a basic understanding of safeguarding and protecting children: [UK Coaching Safeguarding and Protecting Children](#) or equivalent within the last 3 years or refresher thereafter

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

Club Safeguarding Officers - Action by December 2024

- Complete the [Paddle UK Code of Conduct for Coaching Workforce](#)
- Complete the [Time to Listen training course](#)
- Have Appropriate Criminal Records Check
- Any club without a safeguarding officer to appoint one and have them appropriately trained, including clubs with only adults

Club Safety Officers

A Club Safety Officer takes the lead on safety matters in a club and is required to have a greater level of training and understanding of risk assessment and safety management.

Club Safety Officers - Action by December 2024

- Each club is to have a designated Club Safety Officer and be identified in JustGo
- Club Safety Officer to have completed the [Paddle UK Risk Assessment and Risk Management eLearning](#)
- Paddle UK Event Safety Management Training (and 3 year refresher thereafter)
- Have completed either the [Paddle UK Introduction to Safeguarding training](#) (and 3 year refresher thereafter)
- Attendance of the Safety Officer Induction Programme and continual engagement with CPD through Safety Officer newsletters and workshops

- Note: Those that have attended Event Safety Training are required to attend the Safety Officer Induction Programme within a 3 year period of their Event Safety Training

Club Trip Organisers, Team Leaders & other similar organising roles

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

Club Trip Organisers, Team Leaders & other similar organising roles - Action by the end of December 2024

- Have completed either the [Paddle UK Introduction to Safeguarding training](#) (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.

Chaperones or anyone taking direct responsibility for under 18's or Adults at Risk - Action by the end of December 2024

- Have completed the [UK Coaching Safeguarding and Protecting Children](#),
- Have completed the [Paddle UK Code of Conduct for Coaching Workforce](#)

Club Activity

Formal Instructing, Coaching, or Leading

Action by December 2024

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

- Be deployed by the club
- Be a Member of Paddle Cymru
- Identified on the Paddle Cymru JustGo by their role
- Have Appropriate Criminal Records Check
- Have safeguarding training suitable for their role
- Have completed the [Paddle UK Code of Conduct for Coaching eLearning](#)

* i.e. In this case 'club activity' is defined as "Any activity that has been assessed as part of the club's safety framework and promoted on the club calendar, website or noticeboard."

Action by December 2026

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

- Be 18 years old to deliver independently,
- Be deployed by the club
- Hold a British Canoeing Awarding Body Qualification
- Meet the Continual Personal Development requirements by gaining 20 points over a 3-year period
- Hold an appropriate First Aid Certificate: [British Canoeing Awarding Body First Aid Policy](#)
- Completed the [Paddle UK Code of Conduct for Coaching Workforce elearning](#),

When a club deploys a young person (under 18), a qualified Instructor, level 1 coach, Stadium Raft Guide, or Bellboat helm to lead club 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

Club and Competition Events

Where a club organises an event designed for non-members, it must have a specific event risk assessment and an event safeguarding plan. The event must be approved by the Club Committee and, if required, recognised by the appropriate discipline development group or Paddle Cymru. Examples of Club events could include a tour down the local river that is open to non-club members, a competitive event such as a Surf meet, a Polo Tournament, or a recreation event such as a symposium.

Event Volunteers

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

Event & Trip Organisers (Team managers) have a greater need for understanding and training to be able to oversee club events safely and successfully.

Action by the end of 2024

All Club Event Organisers will:

- Completed [Paddle UK's Introduction to Safeguarding training](#) (and complete 3 year refresher thereafter)

OR

- Have completed the [UK Coaching Safeguarding and Protecting Children](#) (If working with Children)
- 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)
- Have Appropriate Criminal Records Check

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

Action - By the end of 2024

All Club Event Safeguarding Officers are required to have completed both

- [UK Coaching Safeguarding and Protecting Children](#) (or refresher) in the last 3 years
- Complete the [Time to Listen training course](#)
- training (or refresher) in the last 3 years
- Completed, [Paddle UK Code of Conduct for Coaching Workforce eLearning](#)
- Have Appropriate Criminal Records Check

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

Action - By the end of 2024

Club Safety Officers will

- Completed as a minimum Paddle UK's Introduction to Safeguarding eLearning (and 3 year refresher thereafter)
 - Completed [Paddle UK's Risk Assessment and Risk Management Elearning](#)
 - Attendance of the Safety Officer Induction Programme and continual engagement with CPD through Safety Officer newsletters and workshops
- Note: Those that have attended Event Safety Training are required to attend the Safety Officer Induction Programme within a 3 year period of their Event Safety Training

The Safeguarding Training must be updated every three years.

Questions and Answers

Why are 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 on safeguarding issues experienced in other sports, (e.g. the Whyte report into gymnastics). We are committed to putting 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, and 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 Affiliated Clubs?

- Paddle Cymru is offering a wide package of support to clubs to assist with meeting the Standards for Deployment. Refer to the section earlier in this document for further details.

What are the implications if clubs do not meet the requirements?

- These Standards are being introduced gradually to allow clubs 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. This applies regardless of your affiliation with the governing body. An inquiry or the police may hold those responsible accountable for not following the recommended guidelines set by the governing body.

What if our club 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 Cymru 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 club delivers that are not formal coaching or leading?

- Paddle Cymru recognises that there are many areas of club activity that are not formally led or coached. Please see **Appendix 1** below for a more in-depth understanding of Types of Club activity and guidance.
CW Types of Club Activity

How do I know what training our members have done?

- Within JustGo, club secretaries and online administrators already have access to a number of reports to view the training, qualifications, and roles of club members.
- Clubs also now have access to a visual dashboard in GoPaddling with the option to add specific individuals and view their details.

How will this be assessed?

- This process is about helping you protect your volunteers, members, and paddlers. We are here to help you comply too. Paddle Cymru will carry out regular monitoring and send reminders to clubs 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.

My Club buys in Coaching and leading support from outside our membership. Do we have to check their qualifications and status?

- Yes, many clubs use outside providers to provide coaching and leading within the club. Coaches and Leaders should be happy to provide evidence that they are qualified for the activity and updated.

Can our certificated coaches or leaders operate outside of the recommended ratios?

Yes, follow the guidance in the [Environmental Definitions & Deployment Guidance](#) for Instructors, Coaches & Leaders document, page 1. Ratios are given as suggestions in this document and refer to newly qualified and less experienced instructors, coaches, and leaders.

Can our certificated coaches or leaders operate outside of the recommended remit?

Yes, if a coach or leader is working outside of their formal qualification remit, a robust and detailed risk assessment needs to be carried out, and 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**. BCU/BC/BCAB Coaches & Leaders have been assessed that they are able to make appropriate professional judgments and use informed decisions in a suitable environment and craft taking into account their own skills, experience, and knowledge as well as those you are coaching/leading.

Definitions

What is “Club Activity”?

Club Activity is defined as ‘Any activity that is organised and delivered by club members (or others appointed by the committee) for club members and promoted on the official club calendar, website, social media or noticeboard.’

Club activities can also include inter-club activities (involving no more than 4 clubs), providing all clubs involved recognise it as part of their official club activities (see above definition). In this case, one club (host club) is responsible for risk assessment, management of the activity, and sharing this information with the other clubs who take part.

For more information please see Appendix 1

Appendix 1

Examples of different types of Club Activity and Standards for Deployment

Description	Examples	Standards for Deployment
Formal Club Coaching, Leading and/or Instructing: • The activity has a specific focus and responsibility of instruction, coaching or leading others; • Planned, organised and sanctioned by the club; • Covered by the clubs safety framework; • On the club calendar. Insured within the club's affiliation. The coach/leader/Instructor is viewed as being responsible for leading the session, managing safety, enforcing rules and making informed decisions in response to changing conditions or emergencies. Participants are expected to follow the instructions of the coach/leader/instructor, to act responsibly, follow club rules, support each other and the general safety of all participants.	Examples: • Taster sessions • Coached sessions • Led club trips Typically sessions for club members, or taster sessions for potential club members.	Requirements of 'Club Trip Organisers, Team Leaders and other organising roles' apply. Requirements of 'Chaperones or anyone taking direct responsibility for under 18's or Adults at Risk' apply. Requirements of 'Formal, Instructing, Coaching or Leadership' apply.

Description	Examples	Standards for Deployment
Supervised Club Activity: • The activity has a designated 'supervisor' • Planned, organised, and sanctioned by the club; • Covered by the club's safety framework • The safety framework must specifically include clear supervision arrangements using designated people skilled enough (and with appropriate safety training and competency checks) for the responsibility and define the expectations of the participants. Is insured within the club's affiliation. The supervisor is generally viewed as being responsible for managing safety, enforcing rules, and making informed decisions in response to changing conditions or emergencies. Participants are expected to meet defined levels of competence, follow the instructions of the supervisor, to act responsibly, follow club rules, support each other, and the general safety of all participants.	Examples: • Supervised pool or 'park and play' session. • Supervised opportunities for practice. • Supervised training session (e.g. a time trial or slalom gates training session without coaching). Sessions for club members.	Requirements of 'Club Trip Organisers, Team Leaders and other organising roles' apply. Requirements of 'Chaperones or anyone taking direct responsibility for under 18's or Adults at Risk' apply.

Description	Examples	Standards for Deployment
Collaborative Club Activity: There is no designated 'person in charge', and participants are deemed capable of being independent within the scope of the activity. Covered by the club's safety framework, this would define expectations of participants and include a robust float plan (reflecting established good practice). Participants are ALL responsible for managing safety, enforcing/following rules and making informed decisions in response to changing conditions or emergencies. Is only applicable to those aged 18 or above; If there are people aged 18 or under who are capable of taking part in collaborative club activity, they require 'supervision' (see 'Supervised Club Activity'). Is insured within the club's affiliation.	Examples: - Buddy groups at club/ training sessions. - Buddy groups on river or sea trips. Activity with club members taking part.	Covered by compliance for the different club roles.

Description	Examples	Standards for Deployment
Club Events A club event designed for members and/or non-members. - Planned, organised, and sanctioned by the club; - Covered by the event safety framework. Is insured within the club's affiliation. The club (and designated event staff) are viewed as being responsible for managing safety, enforcing rules, and making informed decisions in response to changing conditions or emergencies. Participants are expected to follow the instructions of the event staff to act responsibly, follow event rules, support each other, and the general safety of all participants.	Examples: - Tour down the local river that is open to non club members, - A competitive event such as a Surf meet, or a Polo Tournament organised by the club - A recreation event such as a symposium - Inter-club event	Requirements of 'Club Events' apply. If the event includes formal coaching, leading or instructing the 'Requirements of 'Formal, Instructing, Coaching or Leadership' also apply.

External Activity Sanctioned by the Club: Activity facilitated or promoted by the club that is delivered by a non-affiliated* external provider. The external provider is responsible for managing safety, enforcing rules, and making informed decisions in response to changing conditions or emergencies. Participants are expected to follow the instructions of the person/people responsible for the activity, to act responsibly, follow club rules, support each other, and the general safety of all participants. Insurance is required by the external provider. * e.g. a provider/organisation/event that is not formally linked to Paddle Scotland or other Paddle UK association.	Examples: Club members participating: • at a private symposium • at a Surf Lifesaving course • in an externally delivered first aid course • in a GB SUP race • in the Devices and Westminster race • in the Oban Sea Kayak Race • in activity delivered by a Coach/Leader/Mentor who is not a qualified member of Paddle Scotland or other Paddle UK association	Covered by compliance for the different club roles. The club should expect external providers to meet the standards for deployment. The club is advised to; conduct due diligence to ensure the external activity is conducted in a safe and responsible manner, minimising the risk of accidents or injuries to club members taking part.
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Description	Examples	Standards for Deployment
Informal ad-hoc club activity: • Only involving members who are considered 'independent' in the chosen environment. • May be impromptu, not advertised to all members. • Only on water with a proportionate float plan. • Possibly based on guidance/advice in the club. Not Insured under the club insurance. This type of Independent activity is not covered by club associate membership. Those taking part in such activities are recommended to have Full or Recreational Paddle Scotland membership or equivalent that provides Civil liability insurance. Participants are expected to act responsibly, follow any relevant club rules, support each other and the general safety of all participants.	Examples: • 'I'm going paddling this evening, does anyone want to join me?'. • Litter picking/river clean-ups and catering for club members. • Provision of advice and guidance (e.g., where to paddle). • Use of club equipment outside of club sessions.	Covered by compliance for the different club roles.

Description	Examples	Standards for Deployment
Club Members involvement in Independent Activity: • Member involvement in independent activity that is not organised or delivered by the club. • Possibly based on guidance/advice in the club. • Potentially in club colours and from the club, or in ways which involve reputational risk to the club. • Complete individual autonomy. Not Insured under the club insurance. This type of Independent activity is not covered by club associate membership. Those taking part in such activities are recommended to have Full or Recreational Paddle Scotland membership or equivalent that provides Civil liability insurance. Participants are expected to act responsibly, follow any relevant club rules, support each other and the general safety of all participants.	Examples: • Fully independent activity alongside club sessions or opting out during a session/ trip. • Fully independent activity from the club jetty/premises. • Peer paddle arrangements among members.	Covered by compliance for the different club roles.

Notes:

What is the Club Safety Framework?

A paddlesport club safety framework is a structured approach or set of guidelines designed to ensure the safety of participants engaged in the clubs' activities. It encompasses various components aimed at managing risks, promoting safe practices, and responding effectively to emergencies. Key Club safety framework may include:

- Risk Assessment: Identifying potential hazards associated with the activities, such as water conditions, weather, equipment, and participant experience levels.
- Safety Policies and Procedures: Establishing clear rules, guidelines, and protocols for safe participation in paddlesport activities. This may include, for example guidance/rules relating to: equipment use, participant conduct, communication procedures, emergency response, and/or prerequisite skills, experience and/or training required of participants taking part
- Supervision: Identifying the qualifications/experience/training required of those coaching, leading, instructing or supervising the session, identifying suitable group size and staffing ratios
- Equipment Maintenance and Inspection: Ensuring that equipment, including boats, paddles, personal flotation devices (PFDs), and safety gear, is properly maintained and regularly inspected for wear and tear.
- Emergency Procedures: Procedures for responding to emergencies, such as capsizes, injuries, or incidents requiring search and rescue operations. This may include developing emergency action plans, conducting drills, and ensuring that participants are familiar with emergency procedures.
- First Aid provision
- Safeguarding policies
- Communication and Reporting: Establishing channels of communication for sharing important safety information, such as trip plans, weather updates, and safety alerts. Encouraging participants to report safety concerns or incidents to club officials for review and follow-up.

- Requirements for a 'Float Plan': A float plan outlines the details of a paddling trip. It typically includes information such as the planned route, estimated time of departure and return, contact information for the paddlers, descriptions of the paddlers and their equipment, and any other relevant details about the trip. Float plans provide essential information to rescue personnel in case of an emergency or if paddlers fail to return as scheduled.

Overall, a paddlesport club safety framework aims to create a culture of safety within the club or organisation, where all participants understand their responsibilities for maintaining a safe paddling environment and are empowered to contribute to the overall safety of the group.

Further guidance

[Paddle UK Standards for Deployment Policy - Clubs](#)

[Paddle UK Standards for Deployment Policy - Commercial](#)

[Environmental Definitions and Deployment Guidance](#)

[Paddle Cymru Safeguarding Training](#)

[Standards for Deployment FAQ's](#)

[Standards for Deployment Glossary & Useful Links](#)

[Standards for Deployment summary of roles](#)

[Standards for deployment Further training opportunities](#)