

## T6 – Event Welfare Officer Job Description

*This template applies to British Canoeing and its Home Nation Associations.*

The Event Welfare Officer (EWO) is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for co-ordinating action on receipt of any concerns or referrals.

### 1. Core Tasks

- To develop a Welfare Plan for the event and provide general information and advice on child protection to the Event Organiser/ committee to promote a child focus.
- To ensure that the Event Organisers adopt and follow the British Canoeing Child Protection Policy and procedures and promote awareness of the British Canoeing Codes of Conduct and Paddlesafe documents (or relevant home nations policies and procedures).
- To assist the Event Organiser to implement appropriate recruitment and screening procedures.
- To receive information from Event staff, children or parents and carers who have child protection concerns and record them.
- To follow the British Canoeing Reporting Concerns Flow Chart and to ensure that the referral is confirmed in writing.
- To advise the Event Organiser about appropriate training opportunities for Event Staff based on the British Canoeing Recommended Training Requirements.

### 2. Knowledge

- The designated person should be aware of the local statutory child protection network, including the contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB) and the awareness of local inter-agency child protection procedures.
- They should understand the British Canoeing Child Protection Policies and procedures and the requirement to safeguard and protect children in sport.
- Awareness of equality issues and Child Protection.
- Understanding of poor practice and abuse – behaviour that is harmful to children.
- The designated person should have undertaken the Sports Coach UK Safeguarding and Protecting Children workshop or an equivalent training programme. They must also be committed to attending British Canoeing Time to Listen Workshop that has been developed specifically for Welfare Officers with the NSPCC; which will support them in this important role.