

T6 - EVENT WELFARE OFFICER ROLE DESCRIPTION

British Canoeing's safeguarding Team's vision is:

"We will have a safe, open and inclusive culture where poor practice does not go unchallenged and deliberate attempts to cause harm cannot easily hide. Safeguarding, safety, welfare and wellbeing will be prioritised and embedded across our organisation from grassroots through to world class programmes."

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 and guidance regarding safeguarding children and adults at risk, promoting good safeguarding practice and for coordinating action on receipt of any safeguarding concerns or disclosures.

1. Core Tasks

- To develop a Welfare Plan for the event and provide general information and advice on safeguarding to the Event Organiser/ committee.
- Be the first point of contact with primary responsibility for managing and reporting concerns about children, young people, and adults at risk at the event, the EWO should be a visible and present during the event. The EWO contact details should be made available before and during the event.
- Ensure safeguarding procedures, including processes for reporting and managing safeguarding concerns are in place. These procedures should be accessible and visible throughout the event, and promoted during briefings/inductions.
- To ensure that the Event Organisers adopt and follow the British Canoeing Safeguarding 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 safer recruitment procedures.
- 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

- EWO's should be aware of the need to safeguard and protect children and adults at risk of harm, and to promote a child focussed (where applicable) and inclusive environment. They should demonstrate their commitment to this through their own practice and behaviours.
- EWO's should understand poor practice and abuse, British Canoeing safeguarding policies and procedures and confidently challenge poor practice and harmful behaviours and promote positive practice.
- The designated Event Welfare Officer should have a good awareness of the local statutory Children and Adult Safeguarding networks, their contact details, their roles and responsibilities, and their referral procedures. In addition, they should have a contact for the Local Authority Designated Officer and the local police force.
- They should understand and agree to following the British Canoeing Safeguarding policies and procedures for children and adults.
- Have an awareness of equality, diversity and inclusion.
- A good understanding of poor practice and abuse – behaviour that is harmful to children and adults at risk.
- The designated person should have undertaken the UK Coaching Safeguarding and Protecting Children workshop or an equivalent training programme. They must also be committed to attending a Time to Listen Workshop that has been developed specifically for Welfare Officers with the NSPCC; which will support them in this important role.

What makes a Suitable and Appropriate Event Welfare Officer?

SKILLS

Problem-solving
Tact
Diplomacy
Objectivity
Active-listening
Communication
Organisation
Confidentiality



CHARACTERISTICS

Friendly
Open
Approachable
Co-operative
Non-judgemental
Empathic
Observant
Confident
Child-centred approach

EXPERIENCE

A background in safeguarding, or a role/job where safeguarding training has been completed is desirable, however, mandatory training is provided for this role. The training will provide an awareness and understanding of safeguarding within BC what this means, and some of the issues that children and adults at risk may face both inside and outside of sport. It will also help the EWO to create a safer culture within their club and to promote good practice, as well as ensuring that EWO's understand statutory requirements and thresholds for referrals, including information on referral pathways, multi-agency approaches and any other relevant information required for the role.

The most important element to being a successful Event Welfare Officer is recognising the importance of safeguarding and holding the safety and welfare of others, particularly children and adults at risk in the highest regard.