Information for the Event Welfare Officer

The Role of the Event Welfare Officer

- To safeguard children and young people under the age of 18, and adults at risk at our events
- To ensure all concerns raised are dealt with appropriately, in a timely manner, and reported within 48 hours to Snowsport England Safeguarding Lead on a Reporting Form, and passed on to statutory services where the threshold is reached
- To strive for best safeguarding practice and challenge anyone not adhering to it.

On the Day

1) Ensure you are visible. Snowsport England has some high visibility jackets for Welfare Officers which should be worn where possible
2) Ensure an announcement is made on the loud speaker, giving your details, and how to contact you. You might choose to give your telephone number, or be contacted via the Race Office/other
3) Ensure your contact details are on display on race day
4) Ensure you are available to respond straight away if a concern is raised. It is preferable for you to not have any other roles on race day, but if you do, you should be able to leave the other role straight away to deal with the concern
5) Ensure the Event Photographic and Recorded Images Policy is on display and adhered to
6) Respond in a child centred manner to any concerns raised
7) Remember that adults can be vulnerable too, and may need support
8) Record all information confidentially and accurately on a Reporting Form
9) Ensure all concerns are dealt with appropriately
10) Make referrals to statutory services (where threshold is met)
11) Ensure Snowsport England Safeguarding Lead is informed as soon as possible of any concerns and within 48 hours and forward the Incident Reporting form to them

12) If WhattsApp is used by officials at the event (this was introduced during Covid restrictions) ensure that Social Media guidelines are followed including acknowledging 16 is the minimum age to use WhattsApp, and request that parents are included if under 18
13) Ensure you know the procedure to follow for missing children at your event. In the UK this will usually be the responsibility of the Facility hosting the event, but you must check.

Requirements for the Role

- Event Welfare Officers require the same training and vetting as Club Welfare Officers, and will often be a Club Welfare Officer
- You must have a Snowsport England/Snowsport England approved DBS. This will be checked by the Snowsport England Safeguarding Lead before the event
- You must have attended a basic safeguarding course within the last 3 years
- You must have attended Time to Listen training within the last 3 years
- You must be aware of and follow the appropriate Snowsport England policies, including:
    - ***SnowSafe*** Children and Young People (our Safeguarding Children Policy)
    - ***SnowSafe*** Adults (our Safeguarding Adults Policy)
    - Anti-bullying and Harassment Policy*
    - Photo and Recorded Images Policy*
    - Whistleblowing Policy*
    - Trans and Non Binary Policy*

*The current versions of these policies can be found on the Governance pages of our website.

Thank you for volunteering for this role.

The following documents and templates relevant to your role are on the GBSKI website:

- Photography and Recorded Images Poster
- Event Photography and Recorded Images Consent Form
- Event WO Poster (please insert a photo and your contact details and display)
- Photography Opt Out Form – if opting out during an Event
- Lost Child Form
- Found Child Form
- Incident Report Form for Child Safeguarding Concerns (under 18)
- Incident Report Form for Adult Safeguarding Concern (aged 18 and over)
- Useful Contact Details for Event Welfare Officers

REPORTING OF CONCERNS YOU HAVE ABOUT SOMEONE WITHIN A SNOWSPORT SETTING

Are you concerned about the behaviour towards a young person or another adult in snowsport?

- Stay calm
- If the child/young person/adult is present reassure him/her they are not to blame
- Keep questions to a minimum
- Record information accurately – as spoken by the child/young person/adult

If the person requires immediate medical attention
Dial 999/112 (or appropriate number if abroad) for an ambulance and inform the doctor there is a child protection concern (IF APPLICABLE)

- Complete an Incident Report form
- Report to the SE Safeguarding Lead - **ALWAYS**
- Where you have urgent concerns about a child – refer immediately to the Police if necessary, Children's Social Care in UK, LADO (where the person concerned is in a position of trust) and forward them and the SE Safeguarding Lead a copy of the incident form within 24 hours
- Where you have urgent concerns about an adult – unless you feel they are in immediate danger (in which case you should call emergency services), you should consult with the adult and ask them what they want to happen. ALWAYS let the SE Safeguarding Lead know at the earliest opportunity.

Snowsport England Safeguarding Lead Always

REMEMBER TO KEEP THIS CONFIDENTIAL – STRICTLY ON A NEED TO KNOW BASIS

In all cases, if you are not sure what to do you can gain help from the NSPCC 24-hour help line Tel No: +44 800 800500 if it concerns a child, or Adult Social Care (without naming the adult) if it concerns an adult.

Useful Contact Details for Event Welfare Officers

Snowsports Contacts for Safeguarding (please complete local details)	
Event Welfare Officer	Name: ☎ ✉
Snowsport England Safeguarding Lead	Name: Mark Vaughan ☎ ✉ welfare@snowsportengland.org.uk
Police – Emergency Police – Non emergency local Office Local Police Child Protection Team	☎ 999 (or 112 - emergency EU no) ☎ 101 ☎
Submit a safeguarding concern	Form

National Contacts for Safeguarding	
ChildLine UK – 24 hour helpline for children	+44 (0) 800 1111
Child Exploitation and Online Protection Centre	+44 (0)870 000 3344
Child Protection in Sport Unit (CPSU)	+44 (0)116 234 7278
Kidscape – helpline for adults concerned about bullying	+44 (0)8451 205 204
NSPCC Freephone – 24 hour helpline for adults concerned about a child	+44 (0) 808 800 5000
The Samaritans	+44 (0) 8457 909090
Ann Craft Trust (Adult Safeguarding)	+44 (0) 115 951 5400
MIND – Mental Health Concerns	+ 44 (0) 300 123 3393
SANELine – helpline 365 days of the year between 1630-2230 hours	+ 44 (0) 300 304 7000