



Welsh Rowing Safeguarding Children Policy

Note: The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents and carers inclusively.

Our statement:- Our organisation acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, Welsh government guidance and complies with best practice and requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances.

It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background,

all children:

- have a positive and enjoyable experience of sport throughout Rowing in Wales in a safe and child centred environment
- are protected from abuse whilst participating in Rowing or outside of the activity.

We acknowledge that some children, including children with disability 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.

Our Policy

What we'll do

As part of our safeguarding policy we will:

- promote and prioritise the safety and wellbeing of children and young people
- value, listen to and respect children
- ensure robust safeguarding arrangements and procedures are in operation
- adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- 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
- provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently

- ensure appropriate action is taken in the event of incidents or 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
- record and store information securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office]
- prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- appoint a nominated safeguarding lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- develop and implement an effective online safety policy and related procedures
- share information about safeguarding and good practice with children and their parents via leaflets, posters, group work and one-to-one discussions
- make sure that club members, children, young people and their parents/carers know where to go for help if they have a concern

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

Monitoring

This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the local safeguarding partnership, UK Sport and/or Wales sports councils
- as a result of any other significant change or event.

Scope

This safeguarding adult policy and associated procedures apply to all individuals and clubs involved in Welsh Rowing including Board members, Staff, Coaches, Volunteers, Athletes, Participants, Members and clubs.

This policy was created on 14.6.2023 by Welsh Rowing Board

Signed:- Janet Raven

[senior person with responsibility for safeguarding]

Review :- July 2024

Appendix and Procedures

Appendix 1

Safeguarding Contact Information

Appendix 2:-

Training Requirements

Appendix 3

Procedure for Reporting a Concern

Appendix 4

Incident Reporting Form



Welsh Rowing Safeguarding Children Policy Appendix 1

Safeguarding Contact Information

In a safeguarding emergency, where a young person is at immediate risk of harm, call 999.

Welsh Rowing Safeguarding Lead Officer:- Janet Raven.

Contact Information:- Janet.Raven@welshrowing.com;

safeguarding@welshrowing.com;

Telephone: 07576131555

Welsh Rowing Chief Executive :- Dan Fella

Contact Information:- Dan.Fella@welshrowing.com;

safeguarding@welshrowing.com;

NSPCC Emergency Helpline 0808 800 5000

Local Authority Designated Officer- contact information available online for each Local Authority



Welsh Rowing Safeguarding Children Policy Appendix 2

Training Requirements

Everyone involved in providing Rowing activities for children will be given access to appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people

Club Welfare Officers:-

- Basic Safeguarding Training - NSPCC
- Time to Listen Training [NSPCC/CPSU all sports]

Club coaches, Umpires and Volunteers:-

- Child Protection in Sport and physical activity Training [NSPCC Introductory level]

SW Staff :-

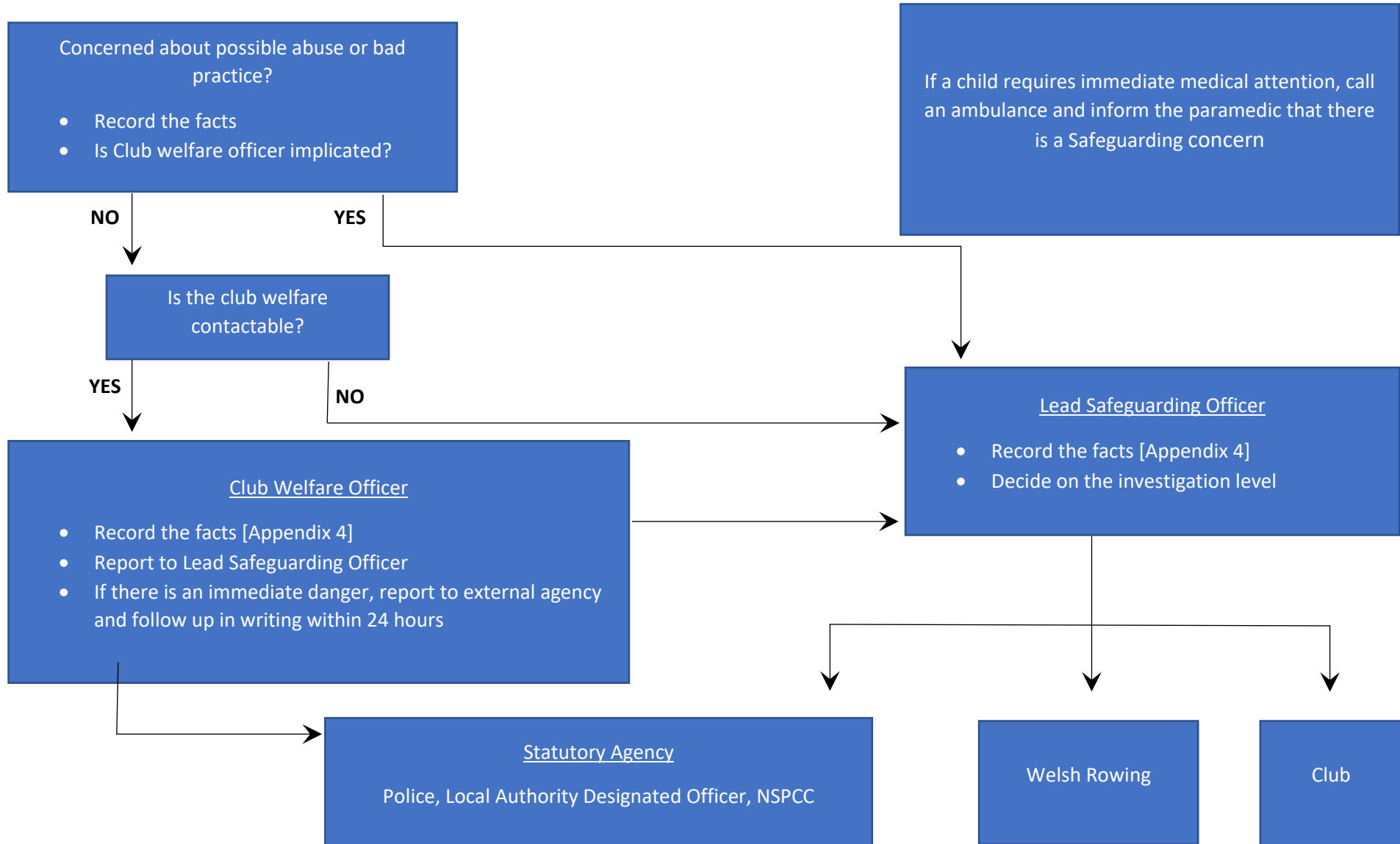
- Safeguarding Training – [Basic level NSPCC]

Safeguarding Lead Officer:-

- NSPCC and Anne Craft Trust Induction
- LO Forum
- Time to Listen
- Introduction to Lead Officer
- Introduction to Safe Event



Welsh Rowing Adult Safeguarding Policy Appendix 3- Procedure for Reporting a Concern





Safeguarding Concern / Incident Report Template

Use this form to report safeguarding incidents or concerns. It should be completed by the person who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per Welsh Rowing Safeguarding Procedures

REFERENCE NUMBER

Name & role of person completing this form:

Date form completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/carers details if a child under 18 years:

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of reportee:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	•
	Responding to someone else's concerns	•
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person or adult at risk:		
Email address:		
Contact number:		

Incident Details:

Date/ Time:	Club or Venue name (if applicable):	
Location of incident:		
Description of the incident or concern: (continue on separate sheet if necessary & include reference number): <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)</i>		
Details of any previous concerns, incidents or relevant safeguarding records:		
Child, young person or adult at risk account of the incident or concern: <i>(use their own words)</i>		
Witness account of incident or concern: <i>(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)</i>		
Details of any witnesses:		
Name(s):	Relationship to child, young person or adult at risk:	Contact details:

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Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

Name(s):	Relationship to child, young person or adult at risk:	Contact details:
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Outcome of incident & immediate actions taken: (tick box where relevant)

<ul style="list-style-type: none"> • Ambulance required? Y/N • Name of hospital / medical facility attended if applicable: • Police/fire/rescue services attended? Y/N <p>Notes:</p>	First aid treatment provided: and by whom	Medication given:
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Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?
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Signed By Author:	Name:	Date:
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Reporting to the Designated Safeguarding Lead (DSL) section: (to be completed by DSL)

Date & time DSL notified of incident/concern:
Date & time this form passed on to DSL (if different from above):
DSL comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):</i>

External agency referral: (tick box where relevant)

<ul style="list-style-type: none"> Social services notified 	<ul style="list-style-type: none"> LADO notified 	<ul style="list-style-type: none"> Other referral made
Date & time of referral:	Date & time of referral:	Agency: Welsh Rowing LSO
Name of contact person:	Name of contact person:	Date & time of referral:
Contact number / email:	Contact number / email:	Name of contact person: Janet Raven
Agreed action or advice given:	Agreed action or advice given:	Contact number / email: 07576131555 Safeguarding@welshrowing.com janet.raven@welshrowing.com
		Agreed action or advice given:

Signed By DSL:	Name:	Date:
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For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:

