HANTS & DORSET AMATEUR ROWING ASSOCIATION

SAFEGUARDING POLICY AND GUIDANCE

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1. BRITISH ROWING DEFINITIONS

Referral: *A referral is when an individual contacts the Club Welfare Officer (CWO) or British Rowing's Lead Safeguarding Officer (LSO) because they have concerns about the safety and wellbeing of a child or adult at risk. Anyone can make a referral, no matter how small their concerns may seem.*

Concern: *A concern is when an individual suspects that a child or adult at risk may be suffering from any form of abuse. You should never wait for a child or adult at risk to tell you they are experiencing abuse; you should raise your concerns as and when they arise.*

Allegation: *An allegation, in a safeguarding context, is any suggestion or concern, including a concern that has been referred to a CWO or British Rowing's LSO, that an individual has behaved in a way that contravenes Safeguarding legislation, but that has not yet been proven.*

Disclosure: *A disclosure is a process by which a child or adult at risk tells someone that either a safeguarding or welfare concern or an instance of poor practice has taken place or is taking place. This may not be a single instance and may take place over a period of time.*

1.1. The H&D shall also adopt these definitions

2. BRITISH ROWING TERMINOLOGY

Children and young people: *A child is anyone under the age of 18 years. A young person is over 16 and under 18.*

Adults at risk: *An adult at risk is an adult who has care and support needs; is experiencing or is at risk of abuse or neglect; and because of their care and support needs cannot protect themselves against actual or potential abuse or neglect.*

Adults with care and support needs: *An adult with care and support needs is an individual, who, due to illness, disability, a mental health issue or an addiction, cannot cope without care and support.*

Parents, carers and guardians: ***A parent*** *is any person who is the biological father or mother of another person.* ***A carer*** *is any person who cares for an individual, who, due to illness, disability, a mental health issue or an addiction, cannot cope without that care and support.* ***A guardian*** *is a person who has been appointed by a court or otherwise has the legal authority to care for the personal and property interests of another person.*

2.1. The H&D shall also adopt this Terminology.

3. INTRODUCTION

3.1. The Hants & Dorset Amateur Rowing Association (H&D) along with British Rowing is committed to the ongoing development, best practical guidance and support towards Safeguarding Children, Young People and Adults. Similar to the Safety Policy and Code of Conduct the H&D adopt the British Rowing (BR) guidance, policy documents and procedures with some minor revisions to reflect the H&D Clubs and Regattas.

3.2. This document has been produced to give guidance to Club Welfare/Safeguarding Officers (CWO), H&D Officials and Rowers highlighting some of those revisions. It should be noted that Safeguarding guidance are subject to change and in every instance CWOs should check the latest documents.

4. BRITISH ROWING REFERENCE DOCUMENTS

4.1. **BR Code of Conduct**

4.2. **British Rowing Safeguarding**

4.3. **Policies**
- 4.3.1. **Safeguarding Policy**
- 4.3.2. **Safeguarding Children and Young People**
- 4.3.3. **Online Safety and Social Media**

4.4. **Safeguarding Handbooks**
- 4.4.1. **Updates made to the Welfare Guidance Documents**
- 4.4.2. **Safeguarding Handbook 1 The Club Welfare Officer**
- 4.4.3. **Safeguarding Handbook 2 Handling Concerns**
- 4.4.4. **Safeguarding-Handbook 3 Club Training and Competition Guidance**
- 4.4.5. **Safeguarding Handbook 4 Safety in the Digital World**

4.5. **Safeguarding Resources**
- 4.5.1. **Safeguarding Leaflet For Junior Rowers**
- 4.5.2. **Young Persons Guide to Understanding our Safeguarding Policy**
- 4.5.3. **Weighing Coxswains and Rowers Guidance**

4.6. **Safeguarding Training**. BR provides the following Safeguarding courses that are delivered either through a personal BR ClubHub account or through `UK Coaching` or some Active Partnerships
- 4.6.1. **British Rowing`s Introduction to Safeguarding**
- 4.6.2. **Safeguarding and protecting Children**
- 4.6.3. **Safeguarding Adults**
- 4.6.4. **Welfare Officer Training – Time to Listen**

4.7. The BR Webpage on Safeguarding under Section 4.2 of this document provides links to all guidance and has additional links to DBS Application Guides, relevant national contacts and a list of Frequently Asked Questions (FAQs).

4.8. Access to the Safeguarding Training for certain roles and are to be renewed every 3 years, requires an active BR Membership through ClubHub. The H&D Executive Committee should be informed of any CWO who does not have the appropriate access.

5. APPLICABILITY TO THE H&D.

5.1. The Reference documents under Section 4 provide comprehensive guidance and procedures to follow. BR and the H&D have different relationships with their clubs. Similar to BR, it is the clubs that are affiliated to the H&D. The difference is that members of clubs affiliated to the H&D do not pay a separate subscription or membership directly to the H&D but are affiliated to the H&D through membership of their clubs. Therefore, throughout the documents listed under Section 4 in most cases clubs can read H&D in lieu of BR. This will be especially true for those H&D clubs and members that are not affiliated or members of BR.

5.2. The H&D shall assume the role of BR for any allegation made during an H&D Regatta. This is particularly true for Swanage Regatta as this is solely organised by and run by the H&D. The remaining regattas are organised by H&D affiliated clubs and run under the H&D Rules for Boat Racing

5.3. Unlike BR the H&D does not have an appointed Lead Safeguarding Officer (LSO). The H&D Hon Secretary shall initially take the role of the LSO for reporting purposes and liaise with the CWO's. Should any allegation require further investigation the H&D Executive Committee may appoint a suitably qualified CWO from another club not involved in the allegation to act as the LSO on a case-by-case basis. The H&D Executive shall act as the Case Management Group (CMG). It is envisaged that the majority of allegations will be managed, investigated and resolved by the clubs CWO's.

6. H&D REGATTA REQUIREMENTS

6.1. EVENT WELFARE OFFICER (EWO)

6.1.1. Each H&D Regatta shall appoint an Event Welfare Officer (it is assumed that in most instances this will be the Club Welfare Officer). The description of the Role taken from the **BR Handbook 1 Section 2.3** is listed in Appendix 1 to this document.

6.2. EVENT WELFARE PLAN

6.2.1. Each H&D Regatta shall produce an Event Welfare Plan. The description of the requirements for an EWO is taken from the BR Handbook 3 Section 7.1 & 7.2 and is listed at Appendix 2.

6.2.2. It is envisaged that the Event Welfare Plan will be an addition to, or an Appendix to, the existing Event Safety Plan that is submitted to the relevant local authorities and to the H&D prior to the Event and is a condition of a H&D Event Permit being issued (see H&D Regatta Rule 6.0. Event Permits).

6.2.3. The EWO contact details/location (on the day) along with Event Welfare Plan shall added to the Regatta Programme and issued to all Clubs prior to the Event in accordance with existing H&D rules.

7. H&D OFFICIALS REQUIREMENTS AND PROCEDURES

7.1. H&D Officials roles are to help to ensure safe and fair racing for all competitors by applying the applicable H&D Rules. As part of these requirements, H&D Officials should make themselves aware of the requirements and procedures detailed in the **BR Handbook 2 - Handling Concerns.**

7.2. All H&D Officials shall make themselves aware of who the Event Welfare Officer for the event is and how they can be contacted prior to the start of the event. It is likely in the first instance that any incident that happens on the water will be reported to the officials at the end of the race in the form of a protest.

7.3. When it becomes clear a safeguarding allegation has been made, the official that took the initial concern/protest shall take control and act as the lead official. Ideally the lead official should be the same gender as the complainant. The other officials should ensure that apart from the complainant and a senior club official (if in attendance) from the complainants own club, all other members from other clubs are requested to leave the officials area.

7.4. The lead official should now contact the EWO to inform them that a safeguarding allegation has been made and ask them to attend.

7.5. If there is no senior club official from the complainant's own club in attendance the complainant will be asked whom from their club they would like to attend i.e. CWO or club captain. The lead official shall stay with the complainant until the nominated club representative is found.

7.6. On arrival the EWO will start to formally record the allegation and commence the procedures detailed in **BR Handbook 2 – Handling Concerns**.

7.7. When the lead official returns to the official's area they shall report to the other officials on the progress of the allegation and who had been spoken too.

7.8. All officials shall include and highlight the incident in their regatta reports and the appointed H&D LSO informed.

8. ROWER REQUIREMENTS AND PROCEDURES

8.1. All H&D Rowers should be familiar with the BR Code of Conduct under Section 4.1 of this document and act accordingly.

8.2. If anyone has a concern about a child or adult at risk, or behavior towards a child or adult at risk, those concerns, no matter how small they may feel they are, should be reported to their CWO or the EWO who will have received the appropriate training and will be able to offer appropriate guidance

8.3. **For any Concern whilst Travelling to and from a Regatta**

8.3.1. BR Handbook 3 Section 8 – Club Training & Competition Guidance Section 8 refers to Transporting young children and young people.

8.3.2. A disclosure should be made as soon as possible or upon arrival at the Regatta destination or returning to the home destination and be made to the individual's CWO or Club Officer.

8.3.3. It is likely in both instances any such allegation will be investigated and resolved by the CWO or Club Officer.

8.3.4. If the allegation involves the CWO or Club Officer then disclosure can be made to the EWO or a H&D Official upon arrival at the Regatta. When returning home disclosure can be made to another Club Official (i.e. Club Chairman) not involved or direct to the H&D Hon Secretary as the H&D LSO Official at the earliest opportunity. In both instances either the EWO, The Club Officer or H&D LSO will record the allegation and commence the next steps in accordance with the procedures detailed in BR Handbook 2 – Handling Concerns without the CWO or Club Officer concerned.

8.4. **For any Concern at a Regatta Venue**

8.4.1. A disclosure about a concern should be made as soon as possible to the individual's CWO or Club Officer and together they shall report to the EWO.

8.4.2. If the allegation involves the CWO or Club Officer then disclosure can be made to the EWO or a H&D Official who will record the allegation and commence the next steps in accordance with the procedures detailed in BR

Handbook 2 – Handling Concerns without the CWO or Club Officer concerned.

8.4.3. The H&D LSO or the appointed H&D LSO shall also be informed of any investigation, action or resolution.

8.5. **For any Concern at a Regatta on the Water/During a Race**

8.5.1. A disclosure should be made as soon as possible at the end of the race similar to a normal race protest procedure.

8.5.2. The procedure to be followed shall be the same as for the H&D Regatta Officials detailed in Section 7.3 -7.9 of this document.

Appendix 1

The Event Welfare Officer (EWO)

All competitions should appoint an Event Welfare Officer (EWO), who will be the designated lead responsible for safeguarding children, young people and adults at risk. For guidance on appointing an EWO for your competition, and understanding the role requirements, please see Section 2.4 of Safeguarding Handbook 1, the Club Welfare Officer.

The role of the EWO is to support an event and everyone associated with it; to create a safe, inclusive environment at an event; and to respond to concerns and disclosures raised at or about an event. While the EWO is a welfare focal point, it is the responsibility of the Event Organising Committee (EOC), and all participants and spectators, to uphold British Rowing safeguarding policies and procedures to safeguard children and adults at risk.
Every event must appoint an Event Welfare Officer. While some events may not have children (under 18s) taking part, there may be spectators or supporters who are under 18. Additionally, the EWO has the responsibility for safeguarding adults at risk.
All EWOs must be appointed in accordance with British Rowing's Safe Recruitment Guidelines.
The EWO3 must:
● have a current enhanced DBS and ideally already be a CWO, or have obtained an enhanced DBS through another role in their rowing club;
● have completed recognised Safeguarding and Protecting Children training within the last three years
● have a child-focused approach, always prioritising the safety and wellbeing of all children;
● have excellent communication and listening skills;
● have the time and skills to provide safeguarding support and advice as required;
● understand the boundaries of their role and know when to seek external advice and support (such as from the British Rowing Lead Safeguarding Officer);
● know when to refer and where to seek advice and support;
● be available throughout the event;
● be well organised;
● have good administrative and recording skills;
● be calm and approachable;
● be a registered member of British rowing;
● keep records of all those who have vetting within the event and ensure that appropriate DBS checks are in place;
● ensure that safer recruitment procedures are observed (i.e. as well as a DBS checks, pursuing references for those who will be volunteering with substantial, unsupervised access to children).
The EWO must not be someone involved in coaching or supporting a crew taking part in the event. This is because sometimes safeguarding concerns may be about a coach, so it is important individuals have someone independent with whom to raise concerns.

Appendix 2

EVENT WELFARE PLAN

Safeguarding statement
The event committee should be in regular contact with the EWO and the key people in any other organising roles involved to draw up a safeguarding plan for the event. This may be called an 'Event Safeguarding Statement' or 'Event Welfare Plan'.
Your safeguarding plan should include:
● your overarching safeguarding policy (if you are a British Rowing affiliated club or event, this will be British Rowing's Safeguarding Children and Young People policy and British Rowing's Safeguarding Adults at Risk policy);
● the name of the person who has overall responsibility for safeguarding at the event and how to contact them on the day;
● how officials and volunteers should respond to, and report, any safeguarding concerns that may arise during the competition;
● how the EWO will respond to any allegations of abuse made against any official, volunteer or contractor during the competition;
● where to go for further safeguarding advice and guidance during the competition, e.g. contact details for the NSPCC helpline (0808 800 5000), and the local authority or emergency services.
It is vital to ensure that all officials involved in the competition have read the plan and understand it. It is also good practice to ensure that participants at the event, including competitors and spectators, know that you have a safeguarding plan in place.