

## 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 children and vulnerable adults, promoting good practice and for coordinating 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 safeguarding to the Event Organiser/ committee to promote a child focus.
- To ensure that the Event Organisers adopt and follow the British Canoeing Safeguarding Policies and Procedures and promote awareness of the British Canoeing Codes of Conduct (or relevant home associations 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 safeguarding 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 Safeguarding 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 Safeguarding procedures.
- They should understand the British Canoeing Child Safeguarding Policies and Procedures and the requirement to safeguard children in sport.
- Awareness of Equality, Diversity and Inclusion and Child Safeguarding.
- Understanding of poor practice and abuse – behaviour that is harmful to children.
- 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 by the NSPCC; which will support them in this important role.

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