



## Information for Snowsport England Club Welfare Officers attending Time To Listen courses

Thank you for attending a Time to Listen (T2L) course.

Please make sure you download a copy of [SnowSafe](#) and either take a paper copy with you to the training, or ensure it is saved onto your laptop/i pad and accessible at the training. Please note, many venues do not have internet access.

### **Our Policy**

Our safeguarding policy is [SnowSafe](#) and is available to download from our website. We do make minor updates yearly, and major updates every 3 years (next one due Summer 2016) so please keep an eye on the website. **SnowSafe** contains all the information you need to help make your Club a safe, happy place for children. It is not designed to be read from cover to cover, but you should read the sections relevant to you, and be aware of the contents of the Policy, so you can refer back to it where necessary. It also contains many useful templates your club may wish to adapt.

### **Our Website**

There are lots of resources for Welfare Officers on our [website](#). Make sure you have a look for information about Disclosure and Barring Service checks (formerly CRBs), safeguarding resources, information for Club Welfare Officers, safeguarding courses etc. If you can't find the answer you need, contact [Bridget Owen](#), the Safeguarding Lead at SSE and ask.

### **The Role of the Club Welfare Officer**

We would like you to ensure that everyone at your club knows who you are. Children, parents, coaches, committee – everyone!

**Children** – it is recommended you have a 5-10 minute informal chat with all children once a season, but particularly any new children to your club. Explain that everyone at your club wants them to have a happy, enjoyable time and improve their Snowsport skills. If they ever have any worries about anything, they should contact you. If they feel happier talking to their coach, they can have a chat with them. Put a poster up in the club house with your name, contact details and a picture.

**Parents**- Parents should also know how to contact you. Make sure your name and contact details are on the website. Consider, along with the membership pack, having a letter introducing yourself, and telling them when you are available.

**Coaches/other staff and volunteers** – it is important coaches know your role. A good CWO will be around at least at some of the sessions and just cast an eye over the session, making sure children look happy and engaged. Make sure coaches are aware what to do in the event of a child making a disclosure to them. They should follow the guidance in ***SnowSafe*** about responding to a disclosure and share this information with you without delay and ensure they complete an incident form. Hopefully coaches will ask you for advice too. You are not expected to know all the answers! If it is a general question, use the CWO forum (see below) to ask other CWOs for their ideas. Or feel free to e mail or telephone the Safeguarding Lead.

**Committee** – The CWO should be a Committee member, and CWO report should be an agenda item at each meeting. If you don't want or need to stay to the whole meeting, ask for it to be the first agenda item and you can leave afterwards. Sometimes there may be nothing to report, and you can e mail the secretary. However it is good to make the Committee aware of safeguarding and ensure they are aware that safeguarding is EVERYONE's CONCERN – not just the CWOs! If you are able to stay for the whole meeting you may well come across things that are planned or happening, that have not been thought through in terms of safeguarding.

### **Recruitment**

Please ensure you follow good recruitment practice when taking on new volunteers and coaches to work with children. More information is in ***SnowSafe*** and the attached Recruitment Guide.

### **DBS Disclosures**

It is important your club follows good recruitment practice when recruiting volunteers to work with children. We have produced a Safe Recruitment Guide to help you. Someone must also ensure everyone who needs to have one, has a valid Enhanced DBS Disclosure, and keep a record of this. We ask the CWO to take responsibility for this and either do this themselves, or delegate the responsibility to another club member. Please see the recording form to help record this information.

The Government said in 2012 it will soon be a legal requirement to check someone is not "barred" before allowing them to start work in Regulated Activity. We do not know when this legal requirement will be introduced. As Coaches (and others) are in Regulated Activity, make sure you comply not only with good practice and SSE requirements, but with what will soon be a legal requirement.

Please note we require an Enhanced DBS with barred list check for working with children. We are only able to accept disclosures issued by other organisations if it is the same "level" AND they have joined the DBS Update Service. SSE will then do a status update check to ensure the disclosure is

satisfactory and the person's criminal record has not changed. It is only by doing a status update check that we leave a "footprint" on the DBS and the Police then have the option to contact us, should the person be involved in something serious in the future.

If someone needs a DBS disclosure, please ask them to fill in the short request form on our [website](#) and they will be e mailed appropriate log in details.

### **Newsletters**

We produce and circulate a safeguarding newsletter twice a year. This contains up to date information and other important news.

### **CWO Forum**

We have an e mail forum for CWOs. If you would like to join, please let Bridget know by e mailing [dbs@snowsportengland.org.uk](mailto:dbs@snowsportengland.org.uk) and she will add you to the circulation list. The forum provides you with an opportunity to ask other CWOs for information, or examples of leaflets etc. Please note, if you have a child protection concern you should not use the forum for this, but contact the SSE Safeguarding Lead immediately.

### **Reporting Concerns**

It is really important you know the reporting procedures for any concerns you have. SSE has a Safeguarding Lead (Bridget Owen) and two deputies (Jan Doyle and Tim Fawke) all of whom have received Lead Officer training. If you have any concerns, big or small, feel free to contact Bridget for a chat and to work out the way forward. If you have a major child protection concern, you should contact her without delay and if you can't contact her, do not hesitate to ring the Police or Children's Social Care Services. Please see page 25 and 26 of [SnowSafe](#) for more information.

### **Your Contact Details**

Finally, please let the Safeguarding Lead at SSE know:

Your full Name:

Your date of birth:

Your Address:

Your home telephone number:

Your mobile telephone number:

Your club:

Name of any other CWO at your Club (if applicable):

Date of your DBS disclosure:

Date of attending an SPC safeguarding course:

Date attended and venue of Time to Listen course:

Many thanks. Please do not hesitate to contact Bridget, the Safeguarding Lead of SSE with any questions or concerns you have.

## Useful Contact Details

<b>Snowsport Contacts for Safeguarding (please complete local details)</b>	
Club Welfare Officer	Name: ☎ ✉
Snowsport England Safeguarding Lead	Name: Bridget Owen ☎ 01509 232323 ✉ welfare@snowsportengland.org.uk
Snowsport England Chief Executive and Deputy Safeguarding Lead	Name: Tim Fawke ☎ 01509 232323 ✉ tim@snowsportengland.org.uk
Snowsport England Head of Development and Deputy Safeguarding Lead	Name: Jan Doyle ☎ 01509 232323 ✉ jan@snowsportengland.org.uk
DBS Disclosures (for DBS application forms)	Name: Bridget Owen ☎ 01303 840095 ✉ dbs@snowsportengland.org.uk
<b>Local Contacts for Safeguarding (please complete local details)</b>	
Local Children's Social Care, including out of hours contact. NB In an emergency the Samaritans will have the Social Care Duty Officer's contact number	☎
Local Authority Designated Officer (LADO)	Name: ☎
Local Safeguarding Children Board (LSCB)	☎
Police – Emergency	☎ 999 (or 112 - emergency EU no)
Police – Non emergency local office	☎ 101
Local Police Child Protection Team	☎
<b>National Contacts for Safeguarding</b>	
ChildLine UK – 24 hour helpline for children	☎ 0800 1111
Child Exploitation and Online Protection Centre	☎ 0870 000 3344
Child Protection in Sport Unit (CPSU)	☎ 0116 234 7278
Kidscape – helpline for adults concerned about bullying	☎ 08451 205 204
NSPCC Freephone – 24 hour helpline for adults concerned about a child	☎ 0808 800 5000
The Samaritans	☎ 08457 909090

## Tracking Form Template for DBS Disclosures

This table can be used for recording DBS information for staff/volunteers requiring a DBS check.

Remember – you should check any new staff/volunteers joining the Club have a SSE DBS (where required) BEFORE allowing them to start. E mail [DBS SSE](#) with their full name and date of birth to check. If someone comes to your club and shows you their current DBS you must check – just in case SSE are aware of anything happening after the DBS was issued.

### AnySlope Snowsports Club

First Name	Last Name	Date of Birth	Role	Disclosure Expiry Date	DBS outcome verified	Name of SSE verifier
			L1 Coach			
			L2 Coach			
			L2 Coach			
			CWO			
			Dep CWO			
			House Parent			
			House Parent			
			Physio			