

***[INSERT NAME OF EVENT]***

*[INSERT VENUE]*

*[INSERT DATE]*

**Event Welfare Plan**

***[INSERT NAME OF EVENT]* Welfare Plan**

This document is designed primarily for those involved with juniors at the *[INSERT NAME OF EVENT]*. It is recognised that Clubs/Representative teams *[DELETE AS APPLICABLE]* will already have in place comprehensive policies and procedures to cover the wellbeing and safeguarding requirements for young people whilst at the *[INSERT NAME OF EVENT].* This document is intended to supplement not replace or reproduce those details.

Objectives

To provide a quality experience that will enhance the rowing, personal & development of all athletes & staff.

Purpose of the Welfare Plan

The purpose of the welfare plan is to promote and ensure the well-being of those young people taking part at the *[INSERT NAME OF EVENT]*.

Values and Principles

* The welfare and safeguarding of the athlete is paramount.
* All athletes, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or ability, have equal rights to safety and protection.
* All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.

**Reporting of concerns**

The Team Welfare Officers will have specific responsibility as ‘designated persons’ for the response to concerns within their squads. The Scottish Rowing Child Wellbeing and Protection Officer has overall responsibility for the management of welfare issues during the Event and is available to be reported to should an issue need to be escalated.

# **SCOTTISH ROWING WELLBEING AND PROTECTION OFFICER**

If the issue needs to escalated

# **CLUB/SQUAD WELFARE OFFICER**

First Point of contact

# **ATHLETE**

Safeguarding reporting

If a safeguarding incident should happen whilst at the *[INSERT NAME OF EVENT]* and is deemed serious enough to escalate, then the Club/Squad safeguarding officer should report the incident to the local Social Service listed below and to Scottish Police.

If a disclosure of ‘historic’ abuse at home occurs whilst at the *[INSERT NAME OF EVENT]* then the Club/Squad Safeguarding Officer should report it to the child Local Authority Social Services and Police.

Local Emergency Contact Numbers

LOCAL AUTHORITY SOCIAL SERVICES CONTACT INFORMATION

North Lanarkshire Council: 0800 1214114

**Emergency Police contact (in and out of hours)**

Police Scotland: 101 or Crimestoppers 0800 555111

Reporting child abuse or neglect webpage: [click here](https://www.scotland.police.uk/keep-safe/child-protection/how-to-report-child-abuse-or-neglect)

**IF A JUNIOR IS IN IMMEDIATE DANGER CALL 999**

**Accommodation (If accommodation is required) details**

|  |  |
| --- | --- |
| **Accommodation and Event** | **Local Authority** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Welfare Contacts**

|  |  |
| --- | --- |
|  | **Contact Number** |
| **Event Manager** |  |
| **Scottish Rowing Child Wellbeing and Protection Officer** |  |
| ***[CLUB INSERT NAME]* Welfare Officer** |  |
| ***[CLUB INSERT NAME]* Welfare Officer** |  |
| ***[CLUB INSERT NAME]* Welfare Officer** |  |
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| ***[CLUB INSERT NAME]* Welfare Officer** |  |
| ***[CLUB INSERT NAME]* Welfare Officer** |  |

**Medical Provision**

All medical staff will be sent the Welfare Plan and be given the contact details for the Scottish rowing Child Wellbeing and Protection Officer.

In the event of an emergency the Event Committee / Safety Advisor / Welfare Officer may contact the emergency services using 999

**Appropriate level of Security**

Volunteers and Officials may be briefed on being vigilant for anything suspicious e.g. someone unknown to the crews hanging around or tampering with equipment; people taking pictures near the changing facilities.

**Photography**

There will be an official photographer for the event but they will not be taking pictures of juniors, this is the policy for this event. *[ADAPT AS APPLICABLE]*

Should Clubs/Squads be bringing their own photographers then they should be made aware of this policy and should also contact *[INSERT NAME AND CONTACT NUMBER]* on arrival at the venue for accreditation.

Anyone taking photographs without accreditation on the venue site should be challenged.

**Missing children and young people at *[INSERT NAME OF EVENT]:* procedure and flow chart**

**Procedure:**

If a child goes missing during *[INSERT NAME OF EVENT],* the following procedures will apply:

* Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
* Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
* If the child cannot be found after a good search of the immediate surroundings, contact the child’s parents to advise them of the concern and reassure them that everything is being done to locate the child.
* Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their **hair** and **eye colour**, **approximate height** and **build** and **clothing he/she was wearing**, as this will be required by the police.
* Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
* Follow police guidance if further action is recommended and maintain close contact with the police.
* Report the incident to the event safeguarding officer.
* Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

**Missing children and young people at *[INSERT NAME OF EVENT]* events: Procedure and flowchart**

**Process flowchart:**

If an athlete or young volunteer appears to be missing, the flow chart below identifies the process to be followed. There may well be access to photographs of all young people at the event and if so these can be used to help provide the police with a description should this be necessary.

Maximum of 20 minutes

Incident to be logged and discussed at the next Scottish Rowing Board Meeting. Feedback to be given as required to relevant parties

Extend search to likely venues. If child is found, call off the search and inform all relevant parties

Contact the event safeguarding lead.

The decision to call the Police will then be taken in conjunction with the on-site event management team. Parents to be informed

Ensure the squad

safeguarding lead is informed.

Ensure event security is informed

Staff present, in conjunction with the squad/Safeguarding Officer, to make assessment of the situation.

Immediate concern e.g. child seen stepping into a car

* Contact the event safeguarding lead/police

Otherwise conduct immediate search of appropriate area.

**Do not send other young people to search**

Coach, friend or other person notices the absence of a young person