

# Designated Persons with responsibility for safeguarding Children

## Club Welfare Officer (CWO)

### Responsibilities

The CWO is responsible for acting as a source of advice on Child Protection matters and for co-ordinating action within the club on receipt of any concerns or referrals. They should endeavour to gain an understanding of British Rowing's Safeguarding & Protecting Children Policy and keep up to date with the appropriate level of training. They should be a member of the club's committee and, ideally, should hold individual British Rowing membership.

### Role

- To provide information and advice on Child Protection within the club.
- To ensure that the club adopts and follows the British Rowing Safeguarding & Protecting Children Policy and procedures and promote awareness of the policy within the club.
- To be an evidence checker, verifying the identity of individuals completing Criminal Records Check application forms.
- To keep records of all those who have been vetted within the club to ensure that where relevant Criminal Records Checks are updated on at least a three yearly basis and that all those working in Regulated Activities are compliant with current government guidance.
- To receive information from club staff, volunteers, young people or Parents and carers who have Child Protection concerns and record it.
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- To make a formal referral to a statutory Child Protection Agency if appropriate and report any illegal matters to the police.
- To report any referrals or concerns to the British Rowing Lead Safeguarding Officer as soon as possible in line with British Rowing procedures.
- To ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, using WG 1.2.
- To advise the club officers regarding the appropriate levels of safeguarding training and/or guidance for all adults working with Children in the club.
- To promote a Child-centred approach within the club, e.g. maintain the Junior section notice board and promote good practice.
- To advise the club of further safeguarding training opportunities.
- To maintain a written record of training and relevant qualifications of those working in the club.

The CWO should undergo the vetting procedure outlined in Section 5.1.

## Safeguarding Case Manager (SCM)

The Safeguarding Case Manager (SCM) must have a Child-focussed approach. They should have good administrative and system management (record keeping) skills and be able to communicate and provide advice and support at all levels. They must have knowledge of relevant legislation, government guidance and the British Rowing Safeguarding & Protecting Children Policy and procedures.

### Responsibilities

The British Rowing SCM is responsible for acting as a source of advice on Child Protection matters, for co-ordinating action within British Rowing and for liaising with statutory agencies and other relevant organisations about suspected or actual cases of Child Abuse.

### Role

- To manage and investigate cases of poor practice/Abuse reported to British Rowing – including reporting cases and reporting to the LSO and Case Management Group.
- To produce a report about any investigation carried out for consideration by the CMG.
- To manage referrals to Statutory Agencies.
- To liaise with the LSO on matters of Child Protection policy and procedure.
- To provide advice and support to Club Welfare Officers and British Rowing members.
- To advise on the British Rowing's safeguarding training needs and development of its training strategy.
- To maintain confidentiality with regards to cases.
- To keep up to date with own knowledge and skills.

## British Rowing Lead Safeguarding Officer (LSO)

This should be someone with a Child-focussed approach who can communicate and provide advice and support at all levels. They should have influencing skills and an ability to work with conflict and with emotionally distressing matters. Knowledge of relevant legislation, government guidance, the British Rowing Safeguarding and Protecting Children Policy and procedures is essential as well as an ability to promote and demonstrate anti-discriminatory practice.

### Responsibilities

The British Rowing LSO has overall responsibility for the development and establishment of British Rowing's approach to safeguarding Children.

### Role

- To liaise with the SCM over individual cases, proposed policy and guidance.
- To convene and chair the Safeguarding Vulnerable Groups Panel meetings at least three times a year.
- To take a lead role in maintaining and reviewing British Rowing's Safeguarding Children Implementation Plan.
- To co-ordinate the dissemination of policy, procedures and resources throughout British Rowing.
- To oversee British Rowing's self assessment on the CPSU 'Framework for Safeguarding Children in and through sport'.
- To represent British Rowing at external meetings related to safeguarding and Child protection.
- To receive reports of referrals and investigations from the SCM on behalf of the Case Management Group and convene meetings of the Case Management Group as required.
- To keep up to date with own knowledge and skills.

The Lead Safeguarding Officer should undergo the vetting procedure outlined in Section 5.1.

## Case Management Group (CMG)

This group must work within the policies and procedures of British Rowing to ensure that all decisions relating to safeguarding Children are reached following a fair, open and transparent process. The group comprises of the Lead Safeguarding Officer and two other independent, suitably qualified persons and is advised by the SCM. It may call upon whatever professional input is required on an advisory capacity for each case.

### Responsibilities

- To recommend, where appropriate, that a person is referred to the DBS in accordance with the Safeguarding Vulnerable Groups Act 2006.
- To recommend to the officers of British Rowing, where appropriate, that a person is temporarily suspended or banned from some or all activities related to rowing.
- To monitor and review progress on all cases and to identify any trends emerging which require a review or revision of existing policies and procedures.

### Role

- To make decisions on the initial approach to all reported cases related to the welfare and protection of Children. That is, to the 'route' a case will take either internally or via external referral to statutory agencies, but may also include making decisions in relation to concerns arising from information gathered in the recruitment process.
- To make initial decisions as to the 'internal' level each case shall be dealt with. For example minor poor practice cases may be referred back to the club complaints or disciplinary process.
- To advise others within British Rowing about actions they may need to take, such as initiating disciplinary procedures.
- To confirm all final decisions relating to safeguarding referrals or DBS Criminal Records Checks. Each decision must be agreed and signed by at least two of the CMG members, showing clearly the identified actions and considerations taken.