



SAFEGUARDING OFFICER WITHIN CLUBS AND NGB'S

Roles of a Safeguarding Officer within a Club include but not limited to:

- Support in creating a positive, child-centred environment within the club.
- Lead on developing and establishing the clubs approach to safeguarding.
- Work with the NGB to ensure all safeguarding matters are addressed and accounted for.
- Report safeguarding concerns to the NGB of your sport.
- Maintaining any relevant certifications/ qualifications as outlined by the NGB.
- Uphold a relevant DBS certificate.
- **Do your members know who their committee is?** It is important that all members within your club know who your committee is and what their roles entail – your members need to feel comfortable and confident that they can speak to your Safeguarding officer regarding any issues.
- Suggestions: Have a 'Committee introduction' either in person at training sessions or release bios via social media.

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APPS

- **What3Words**

Helps you pin point an exact location to 3m².

- **Hollie App**

Works by sharing your exact location when inputted with your emergency contacts and allows you to discretely signal distress for help.

- **Life360**

Life360 allows you to see your family's real-time whereabouts easily throughout the day, be notified as members come and go from your most frequented spots. Tap on a family members icon for easy navigation and see how (and what) your drivers are doing behind the wheel to encourage safe habits.

- **PaddleLogger**

The app allows you to track your time in the water whilst also having the ability to easily notify your emergency contacts and emergency services of any accidents or incidents.

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FIRST AID (PHYSICAL AND MENTAL) & HEALTH AND SAFETY

What to include in your club First Aid Box:

- Protective gloves (kept in a clean plastic bag).
- Crepe bandages (various sizes)
- Triangular bandages
- Sterile dressings (pads and bandages) various sizes
- Gauze swabs
- Individual antiseptic wipes
- Ice packs
- Plasters various sizes (see notes on cuts)
- Cotton wool (roll of)
- Cotton wool swabs

<https://wsa.wales/our-services/business-support-services/skills-development/first-aid/>



EMERGENCY SERVICES

How to use What3Words in an emergency and what Emergency Services use the app?

The 101 emergency services in Wales who have confirmed they are using and accepting 3 word addresses are (for an extensive UK list please follow the link, <https://what3words.com/news/emergency/three-words-for-a-faster-emergency-response>):

Police

- British Transport Police
- Gwent Police
- North Wales Police
- South Wales Police

Fire & rescue

- Mid & West Wales Fire & Rescue
- North Wales Fire & Rescue
- South Wales Fire & Rescue

Ambulance

- Welsh Ambulance Service

Other Organisations

- UK Coastguard

INFORMATION TO BE STORED AND USED IN COMPLIANCE WITH GDPR

Only collect information that is absolutely essential. Consistently check your processes by asking *"Can we justify keeping and storing this data?"*, *"Is this much data absolutely necessary?"*, *"Where are we storing this, and for how long?"*, *"Who has access to this data?"*.

If you do need to collect data, then ensure you have the data subjects consent to do so. If you plan to share with other organisations i.e. your National Governing Body then you should inform them of this also. Don't collect information just because you 'think' you need it. Be rigorous with your data collection as data breaches can be a serious and scary business!

Implement good practices within your organisation, such as Multi Factor Authentication (MFA), encrypted emails and messaging platforms for personal data, destroying personal data when it is no longer required and using Email tools (i.e. Mailchimp) and/or the Bcc field when sending emails to a large number of contacts.

Implement a Privacy Policy for your organisation. You can access example Privacy Policies online which can be adapted to the needs and requirements of your organisation.



NGB SUPPORT

Your NGB should provide support on the following via their website or directly to your Club Safeguarding officer:

- Safeguarding Young People Policy.
- Safeguarding Vulnerable Adults.
- Every NGB has a safeguarding lead – do you know who your safeguarding lead is?
- Other Organisations which support with protecting Children and Vulnerable Adults:
 - Ann Craft Trust
<https://www.anncrafttrust.org/>
 - Child Protection in Sport Unit (CPSU)
<https://thecpsu.org.uk/>



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STAFF TO HAVE APPROPRIATE QUALIFICATIONS AND DBS CHECKS

- Volunteers to have Enhanced DBS checks when working with vulnerable adults and children.
- Appropriate Coaching Qualifications.
- First Aid (Mental Health and Physical).



PARENTAL CONSENT (WHERE APPLICABLE)

Each Club will require consent for each child for the following:

- Participation in Club activities.
- Photographs.
- Travel and accommodation if required.
- Assistance with first aid.

Example of a Sports Club Registration and Consent Form

<https://thecpsu.org.uk/resource-library/forms/sports-club-registration-and-consent-form/>

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ONLINE SAFETY

Good practice when using social media/
online communication platforms:

- Use of appropriate language on social media and when communicating directly with members (No foul or discriminatory language to be used)
- Methods of communication within Clubs: whatsapp, Facebook, Instagram, teamo etc
- Any Group chats or emails (whatsapp, Facebook, Teamo etc) with U18's in also need an adult in the chat – either their Parents or Legal Guardian.
- Disclaimer on the considerations and challenges with these.





RESPECTFUL LANGUAGE

Use of appropriate language on social media and when communicating directly with members (No foul or discriminatory language to be used).

Talking about disability; Some disabled people may use controversial language when talking about themselves. That's their choice, but it doesn't mean they'd be happy for you to use it.

There are some words that many disabled people find hurtful or harsh because they:

- Suggest disabled people are helpless.
- Are pitying
- Are often used abusively.

Here are some tips on language that most people prefer:

YOU COULD SAY	NEVER SAY
Disabled person Disabled people	Cripple The disabled Sufferer
Non-disabled person Non-disabled people	Able-bodied Normal
Deaf person Deaf people	The deaf
Blind person Blind people	The blind
Dwarf Person with Dwarfism People with Dwarfism	Midget
Person with a learning difficulty People with learning difficulties	Retard Slow Simple
Person with Down's Syndrome People with Down's Syndrome	Downs Person with Downs
Challenges of mental health	Mental patient Psycho Schizo Mental
A wheelchair user Wheelchair users	Wheelchair-bound Confined to a wheelchair



TRAVEL

Summary from the CPSU Briefing - Guidelines on Transporting a Child or Young Person in your Car

- The CPSU encourages coaches not to take children on journeys alone in their car.
- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.
- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- When transporting children after a match or training session coaches/volunteers should alternate which child is dropped off last. Ideally two children would be dropped off at an agreed point such as one of their family homes release bios via social media.