

EVENT WELFARE OFFICER JOB DESCRIPTION

The Event Welfare Officer (EWO) is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for co-ordinating 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 child protection to the Event Organiser/committee to promote a child focus.
- To ensure that the Event Organisers adopt and follow the BCU Child Protection Policy and Procedures and promote awareness of the BCU Codes of Conduct and Paddlesafe documents (or relevant home nations policies and procedures).
- To assist the Event Organiser to implement appropriate recruitment and screening procedures.
- To be a confirmation signatory, verifying the identity of individuals completing disclosures
- To receive information from Event Staff, children or parents and carers who have child protection concerns and record them.
- To follow the BCU/Home Nation Responding and 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 BCU/Home Nation Recommended Training Requirements.

2. Knowledge

- Contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB), and BCU/Home Nation Child Protection contact details.
- Knowledge of the BCU/Home Nation Child Protection Policies and Procedures and the requirement to safeguard and protect children in sport
- Awareness of Equity issues and Child Protection
- Understanding of poor practice and abuse – behaviour that is harmful to children