

LOCH TUMMEL SAILING CLUB

WELFARE OFFICER

ROLE DESCRIPTION

October 2017

LOCH TUMMEL SAILING CLUB ("THE CLUB")

WELFARE OFFICER- ROLE DESCRIPTION

The Club's Welfare Officer will undertake the responsibilities and be a person of the specification and having the skills/experience following, namely:

Responsibilities

- Implement the Club's Children and Vulnerable Adults Safeguarding Policy ("The Policy") and procedures.
- Encourage good practice by promoting and championing The Policy and safeguarding procedures.
- Monitor and from time to time review The Policy and safeguarding procedures to ensure they remain current and fit for purpose.
- Be the first and main point of contact in respect of any issue arising at the Club, or raised by a member of, or the child of a member of, The Club relating to the care or welfare of a child or vulnerable adult.
- Make regular reports to the Club's committee.
- Raise awareness of the Welfare Officer's role to parents, guardians, carers, adults and children involved in the Club.
- Raise awareness of the Club's Code of Conduct for working with Children and Vulnerable Adults ("The Code") to parents, guardians, carers, adults and children involved in the Club and to persons participating in events at, but not organised by, the Club.
- Challenge behaviour which breaches The Code.
- Keep abreast of developments in the field of Safeguarding by liaising with the RYA's Safeguarding Co-ordinator, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Organise and signpost appropriate training for adults working with children or vulnerable adults in the Club.
- Ensure that all persons (including parents, coaches, instructors, officials and volunteers) who regularly work with, supervise, care for or have unsupervised access to children or vulnerable adults at the Club are members of The Protection of Vulnerable Groups Scheme (PVGS)
- Establish and maintain contact with local statutory agencies including the police and social services and ensure that they have access to all relevant information.
- Respond appropriately to disclosures, reports, concerns or complaints relating to the welfare of a child or vulnerable adult.

- Maintain confidential records of incidents relating to the welfare of a child or vulnerable adult and of action taken.
- When required liaise with RYA's Safeguarding Co-ordinator.

Person Specification

- Have the ability to build relationships with Committee and Club members, parents, guardians, carers, children and adults working with children or vulnerable adults at The Club
- Have an interest in the welfare and safeguarding of children and vulnerable adults.
- Be willing to challenge opinion, where necessary, and to drive the safeguarding agenda.
- Have strong listening skills and the ability to deal with sensitive situations with integrity.
- Have the confidence and good judgement to manage situations relating to the poor conduct or behaviour of persons towards children or vulnerable adults.

Skills/Experience

- Attend relevant training to fulfil the role of The Club's Welfare Officer.
- Have experience of working with children

In fulfilling his/her duties set out above, the Welfare Officer will have regard to and comply with:

- (a) The RYA Procedures document entitled “Designated Person Guidelines”; and
- (b) The RYA Guidelines “Handling Concerns, Reports or Allegations (including Reporting Procedures)”

annotated copies of both of which are annexed hereto (Appendices I and II respectively)

Designated Person

Although everyone has a role to play in ensuring that children and young people are safe, it is recommended that a designated individual has specific responsibility for implementing your policy, and acts as the point of contact to receive information and advice from both RYA Scotland and RYA. You could use the term ‘Club Welfare Officer’, ‘Child Protection Officer’ or ‘Safeguarding Officer’.

In a Training Centre this might be a senior member of staff – ideally not the person in charge but someone who is independent of any disciplinary procedure.

In a club it could be a volunteer, ideally someone with relevant knowledge and experience, who is perceived as being approachable and having a child-centred approach. They don’t need to be an expert.

The designated person’s role description could include:

- Maintaining up-to-date policy and procedures, compatible with the RYA’s.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Social Services, Social Work Department or Child Protection Units* and Police.

* Note If you are unable to obtain contact details from your local authority’s website or the phone book, the RYA Scotland Development Manager can provide this information on request.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation’s procedures and in conjunction with the person in charge (Commodore, Principal etc).

- Keep RYA Scotland informed as necessary (*see flowcharts in Appendix II, pages 5 and 6*).

Everyone in the organisation should know who the Welfare Officer is and how to contact them. A free RYA poster for clubs and training centres to display this information can be downloaded from the RYA website www.rya.org.uk/go/safeguarding or contact the Safeguarding and Equality Manager (see below).

RYA Scotland's designated person

RYA Scotland's designated contact is Liza Linton, Development Manager, tel: 0131 317 7388 or 07770 604234, email liza.linton@ryascotland.org.uk

If Liza Linton is unavailable and the matter is urgent then please contact RYA's designated person - Safeguarding and Equality Manager, Jackie Reid, tel. 023 8060 4104, e-mail safeguarding@rya.org.uk

Recruitment and training

If a good recruitment policy is adopted, and safeguarding is covered in the organisation's risk assessment and operating procedures, the opportunity for an individual with poor intent towards children/young people to gain access to the organisation or to abuse a position of trust should be minimised.

All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking you carry out should be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

The organisation should agree a clear policy and apply it fairly and consistently:

- **who to check**
 - paid staff and/or volunteers (if they have the same level of responsibility and contact, they should be treated in the same way whether they are paid or not)
 - new applicants only or existing volunteers/staff as well (if you are introducing checking for the first time you might want to start with new applicants and then check your existing volunteers or staff in priority order, depending on their role)

- those with specific responsibilities (eg. instructor, centre principal, child protection/welfare officer, coach, head of cadet section) or anyone who regularly helps with junior/youth activity
- the **level of check** to be conducted for each category
 - references
 - self-disclosure (normally used at the application stage and followed up by a PVG Membership Check at the offer stage - only someone whose role fulfils the eligibility criteria for a check can be asked to complete a self-disclosure)
 - Membership of the Protection of Vulnerable Groups Scheme (Scotland only) and scheme update, if the post is eligible.

The Protection of Vulnerable Groups (Scotland) Act 2007 makes it a criminal offence to knowingly employ someone (including a volunteer) if their name is on the Disqualified from Working with Children or Protected Adults List. It is also an offence for an organisation to fail to make a referral to the Disclosure Scotland if they have dismissed someone from Regulated Work for harming or posing a risk of harm to a vulnerable person.

Are they competent?

You are more likely to recruit and retain someone who is well suited to their role, and ensure equality of opportunity, if you:

- provide the applicant with a clear job or role description so that they understand what the work involves
- draw up a ‘person specification’ listing the key qualifications, skills, experience and qualities you’re looking for
- check that the applicant is competent for the role, eg. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required
- provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with your organisation’s operating procedures.

Are they safe?

If the role involves contact with children and young people, you should at least:

- ask them to provide information about their past career or relevant experience (*see Sample Document 1 for sample application form*)

- ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- explore their experience of and attitude towards working with young people
- take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children/young people, and make the nature of the work clear to the referees (*see Sample Document 2 for sample reference request*).

If the role involves regularly training or supervising children or is a position of trust or authority over children's welfare and eligible for a PVG Scheme Record check, you are strongly advised to:

- First ask the applicant to complete a self-disclosure form (*see Sample Document 3*). Although they might make a false declaration, the fact that your organisation has these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- Before confirming their appointment, ask the applicant to apply Protection of Vulnerable Groups scheme membership and/or update.

Protection of Vulnerable Groups (PVG) Scheme and Criminal Records Disclosures (DBS/AccessNI)

The PVG processes can be accessed through the RYA which is a registered Umbrella/Intermediary Body. The RYA makes no charge for this service but a fee will be charged by Disclosure Scotland in the case of paid staff. The service is free for volunteers. Up to date information is available from the RYA's website or RYA Scotland's Designated Contact – see page 2 above.

The PVG Scheme Update should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear check/update is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

Although it is not a legal requirement for voluntary sports clubs or private employers to ask their staff or volunteers to apply for checks/updates, it is an offence to allow someone to undertake regulated work if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools come to your site, a school may request that you check

your instructors or volunteers so that they are subject to the same level of scrutiny as the children's teachers.

If the normal duties of someone in your organisation include 'regulated work' with children or protected adults, they are required to apply for membership of the Protection of Vulnerable Groups (PVG) Scheme. This includes people who applied for an old-style Disclosure in the past. Once an individual is a member of the Scheme, current and subsequent employers or voluntary organisations can check whether their membership status has changed or any relevant information has been added to their record.

Confidentiality and data storage

All personal information should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children. When data is no longer relevant it should be destroyed securely, eg. by shredding. If your organisation is Notified under the Data Protection Act, you should check that Criminal Records are included in the list of types of data held about your members.

Safeguarding Training

Organisations should ensure that all staff or volunteers working with children and young people have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

Workshops

RYA Scotland works with **sportscotland** and sportscoach UK to co-ordinate the delivery of a three-hour basic awareness workshop 'Safeguarding and Protecting Children'. Any club or centre interested in running a workshop should in the first instance contact Liza Linton, Development Manager on 0131 317 7388.

Information on open multi-sport 'Safeguarding and Protecting Children' workshops in Scotland, organised through Local Authorities can be found on **sportscotland's** website - <https://sportscotland.org.uk/training/> or by liaising with Sports Development Units of Local Authorities or Leisure Trusts.

A further three-hour workshop for Club Welfare Officers called 'In Safe Hands' has been developed by the Safeguarding in Sport Unit of Children's 1st. These courses are organised throughout Scotland and information can be

found on: www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/training/

Online Courses

The RYA has also developed an online safeguarding awareness course 'Safe + Fun' which is available through over 60 RYA Training Centres. To find a centre, use the 'Where's my nearest' function on the RYA website. It is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches to complete the online course prior to their Instructor or Coach course. The course is also available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge.

A further online module for Club Welfare Officers is also available. Contact Jackie Reid, the RYA's Safeguarding and Equality Manager, safeguarding@rya.org.uk or 023 8060 4104 to enrol.

Sample Document 1 – Application form

To be adapted for voluntary role or paid employment

Application for the post/role of (job/role title)

When completed this form should be returned, marked 'Private and Confidential', to:

The closing date for applications is:

Personal details

Title: Surname:

Other names in full:

Contact details

Address:

Home phone:

Work phone:

(state if you do not wish to be contacted at work)

Mobile:

E-mail:

Training and Qualifications

Academic and/or vocational qualifications

RYA or other qualifications relevant to the role

Do you hold a valid UK driving licence? YES / NO

Summary of past experience

Please state the name of organisation, position held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)

Please state how you think your skills and experience match the requirements of this role and give your reasons for applying.

Other relevant information

eg. recreational interests, hobbies, voluntary or community work

Criminal record

Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant (*in Scotland: membership of the Protection of Vulnerable Groups Scheme*).

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO

If yes, give brief details

Is there any reason why you are unable to work in Regulated Activity (*in Scotland: Regulated Work*) with children or adults? YES / NO

References

Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted. Please indicate if you do not want us to contact any of your referees before interview or before an offer of employment.

Referee 1

Name
Address
E-mail address
Phone number
Capacity in which known to you

Referee 2

Name
Address
E-mail address
Phone number
Capacity in which known to you

Declaration

Data Protection Act In order to recruit to this post *[insert name of organisation]* will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described.

Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature

Date

Sample Document 2 – Reference request

CONFIDENTIAL

(Name) has expressed an interest in working with (organisation) in the role of, and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in regular contact with children or young people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person?

.....

2. In what capacity?

.....

3. What attributes does this person have which would make them suitable for this role?

.....
.....
.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in regular contact with children or young people? YES / NO

If you answer 'Yes' we will contact you in confidence.

Name: (please print)

Tel. No:

Signed:

Date:

Please return this form, marked 'Confidential' to:

.....

.....

.....

Sample Document 3 – Self-disclosure form

Self-disclosure form for applicants for posts involving regular contact with children and/or vulnerable adults

(Organisation name) is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving frequent or regular contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with data protection legislation and guidance. You have a right of access to information held about you under the Data Protection Act 1998.

Name

- 1. Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO**

If yes, please supply details.

- 2. Have you ever been known to any Children Services Department or the Police as being an actual or potential risk to children? YES / NO**

If yes, please supply details.

- 3. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? YES / NO**

If yes, please supply details.

Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.

I understand that I may be asked to provide a Criminal Records Disclosure and consent to do so if required. I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained in this form and in the Disclosure, or relating to subsequent concerns about my behaviour, may be shared with regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard children.

Signed:

Date:

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

Handling concerns, reports or allegations

This section is primarily for the Club's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children/young people may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child/young person may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities.

For guidance on recognising abuse, see RYA Scotland – Safeguarding and Child Protection Guidelines, Appendix A.

Handling an allegation from a child/young person

Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure the child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants

- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event, using the child's own words
- follow your organisation's child protection procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care/Work or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child/young person to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. Listen to and keep a record of anything

the child tells you or that you have observed and pass the information on to the statutory authorities (see Sample Document 7 for Referral Form).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager and/or RYA Scotland Development Manager should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care/Work will decide who else needs to be informed, including the young person's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, e.g. by shredding or burning.

Procedures

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee
- a procedure for handling a complaint about a member
The RYA's information sheet on the Expulsion of Members on the website in the Club Zone (you will need your club's login) under

Support, Your People, Members, includes the key elements of a fair hearing.

Statutory Authorities

If your club or centre is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding and Equality Manager and/or RYA Scotland Development Manager as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

Handling the media

If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

Historical/Non-Recent allegations

If someone raises a child protection concern relating to a non-recent incident that took place some time ago when they were under 18, then the process is slightly different and Children 1st give have produced a briefing paper on this - <https://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/>

If the allegation is against a person still involved in the sport then you need to report on the concerns as a child/young person is potentially at risk.

Please contact RYA Scotland's Development Manager or RYA's Safeguarding and Equality Manager for advice and support on this.

If this is a child protection concern for someone who is Under 18 then you should follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation.

If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

Reference to Disclosure Scotland

Disclosure Scotland maintains the lists of people barred from working with children or with vulnerable adults in Scotland. If your organisation permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Useful Contacts below) or contact the RYA Safeguarding and Equality Manager and/or RYA Scotland Development Manager.

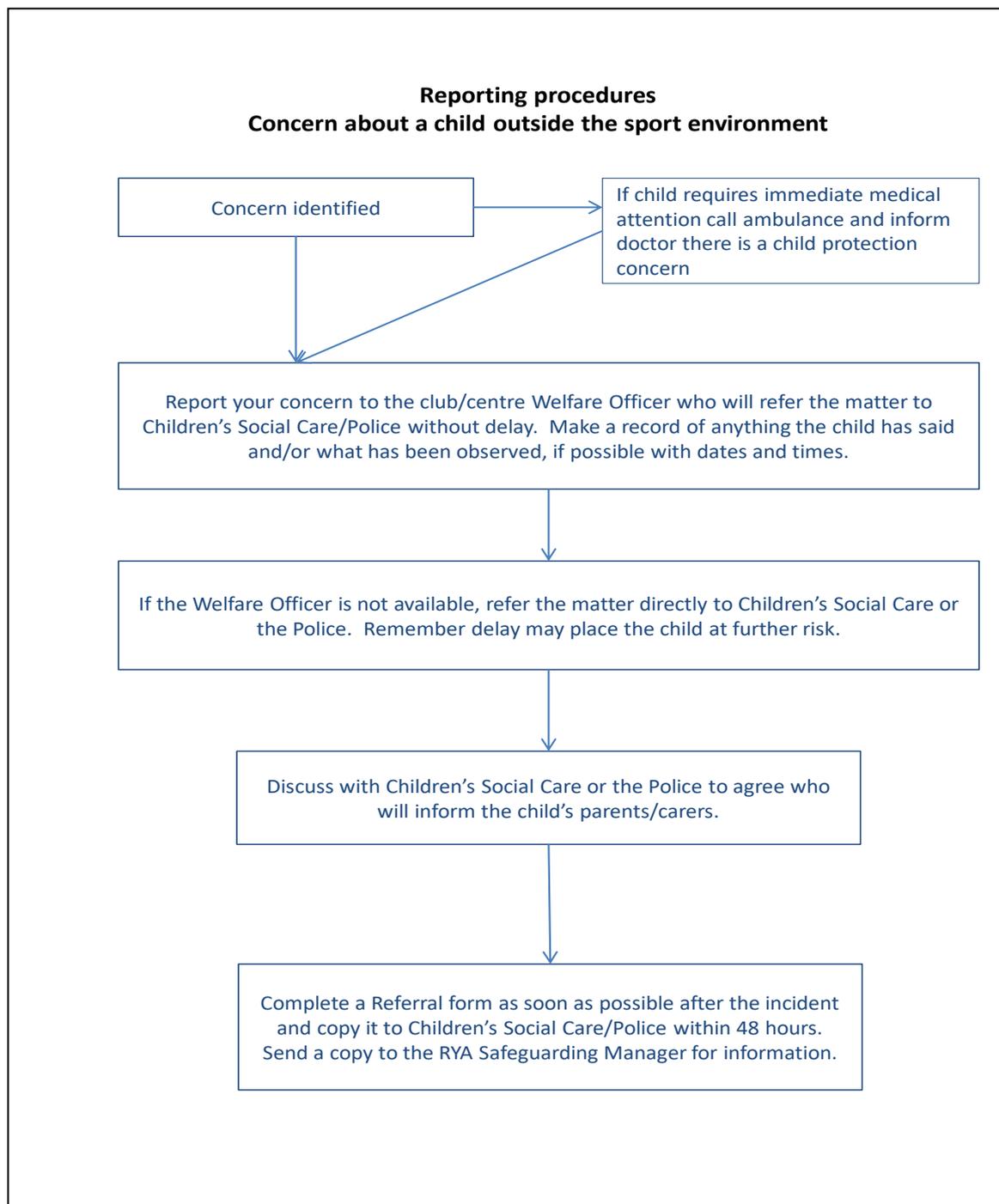
Reporting Procedures

If you are uncertain what to do at any stage, contact RYA Scotland's Development Manager on 0131 317 7388/ 07770 604234 or RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

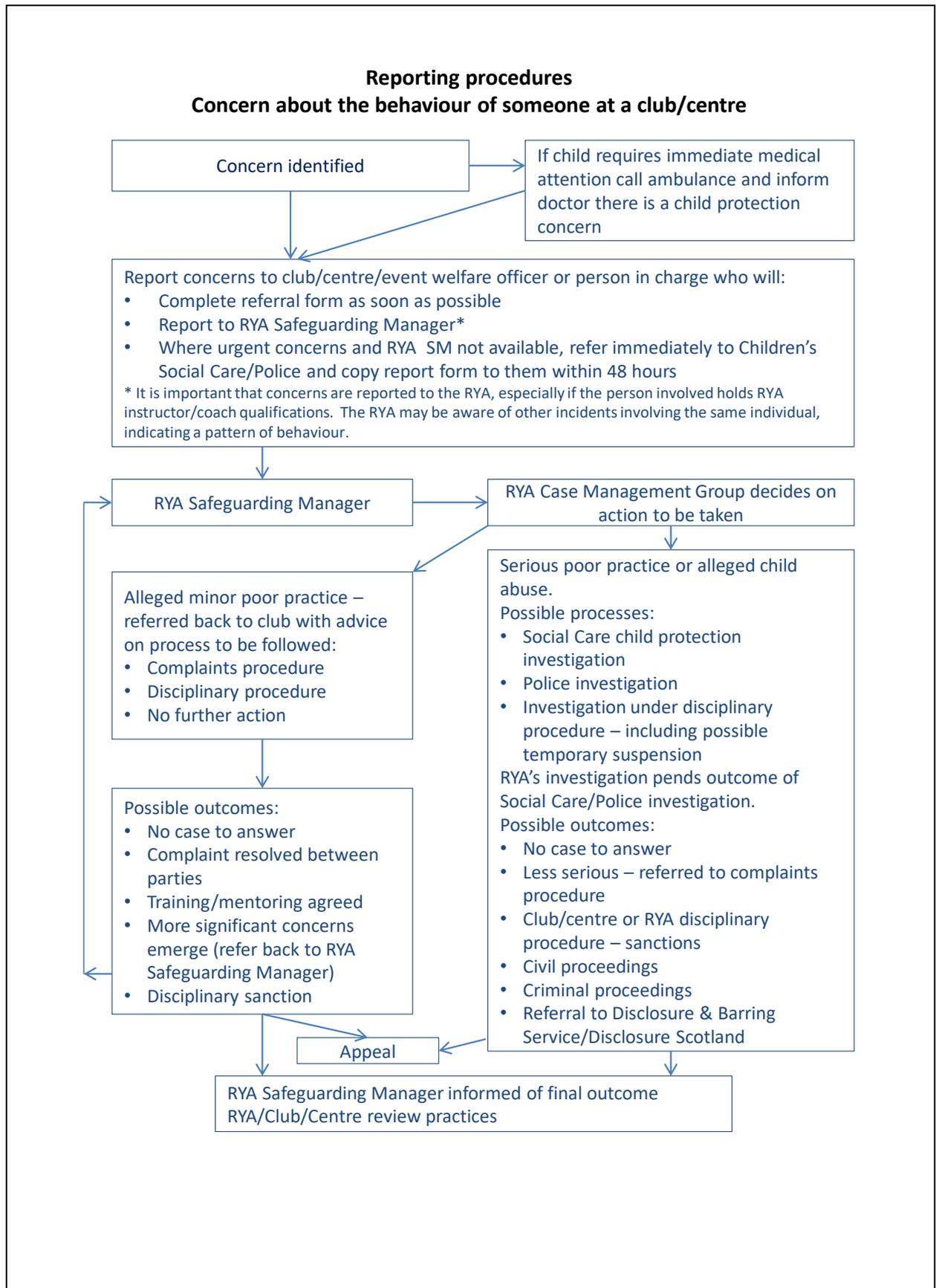
Details of Children's Social Care/Work departments and emergency duty teams are listed on local authority websites and in local phone books. If

you are unable to find the appropriate contact number, call RYA Scotland's Development Manager or, if a child is at immediate risk, the Police.

Flowchart 1



Flowchart 2



USEFUL CONTACTS

NSPCC 24 hour free helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Children 1st (Scotland) free helpline (9.00 am – 9.00 pm Mon – Fri)

08000 28 22 33

Website: www.children1st.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

Social Care Services

Your local phone book or the website for your local authority will list numbers for Social Services, Social Work Department or Child Protection Units, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

RYA Scotland

Liza Linton, Development Manager

Tel: 0131 317 7388 Mob: 07770 604234

E-mail: liza.linton@ryascotland.org.uk

Website: www.ryascotland.org.uk

Child Protection in Sport Unit (CPSU)

Scotland (Children 1st Safeguarding in Sport)

Tel: 0141 419 1156

E-mail: safeguardingsport@children1st.org.uk

Website: www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/

Volunteer Scotland Disclosure Services – RYA is Enrolled Body

Website: www.volunteerscotland.net/disclosure-services

Disclosure Scotland (for referrals)

Website: www.disclosurescotland.co.uk

sportscoach UK – provide Safeguarding and Protecting Children training

Website: www.sportscoachuk.org