



BRITISHROWING

# Safeguarding Handbook 1

## The Club Welfare Officer



# Handbook Guide

Welcome to British Rowing's Safeguarding Handbooks. Within this handbook, you will be able to navigate with ease to find relevant policies, guidance and templates that will support you with your role in rowing.

Welfare in rowing means the safe and enjoyable participation of everyone, including children, young people and adults with care and support needs.

The Contents page will allow you to navigate to the relevant section by clicking on the section header or scrolling down to the corresponding page number.

If you want to print specific sections of this handbook, such as the sample templates we have included, go to your printer options and specify the page numbers or page range you would like to print.

To save paper, we would encourage you to make the most of this digital version and avoid printing the whole handbook.

We hope you find these handbooks useful in supporting you to create a safe and enjoyable environment for all participants in rowing.

If you have a concern, or have seen, or experienced, something that is not quite right, please report your concerns to your Club Welfare Officer, use the [British Rowing Report a Concern form](#) or email British Rowing's [Lead Safeguarding Officer](#). Further contacts can be found on our [Governance Team](#) webpage.

# Contents

Handbook Guide.....	2
Contents.....	3
Definitions.....	5
Terminology .....	6
Introduction.....	7
Section 1 - Duty of Care.....	8
1.1 - the duty of care.....	8
1.2 - Reasonable measures.....	8
Section 2 - Designated persons with responsibility for safeguarding children and adults with care and support needs.....	10
2.1 - The Club Welfare Officer (CWO).....	10
2.2 - The Lead Safeguarding Officer (LSO).....	11
2.3 - The Case Management Group (CMG).....	12
2.4 - The Event Welfare Officer (EWO) .....	13
Section 3 - How to register as a Club Welfare Officer .....	15
3.1 - Appointing the Club Welfare Officer.....	15
3.2 - Registering the Club Welfare Officer.....	15
3.2.1 - ClubHub.....	15
3.2.2 - First Advantage Online Disclosures (formerly known as GBG) .....	16
3.2.3 - RowHow .....	17
Section 4 - Safer recruitment guidance .....	18
4.1 - Sharing best practice.....	19
Section 5 - Recruitment of young volunteers.....	20
5.1 - Assessing the risk.....	20
5.2 - Selecting young volunteers.....	20
5.3 - Young volunteers from other groups.....	20
5.4 - Young volunteers working with other vulnerable groups.....	21
Section 6 - Safeguarding training requirements.....	22
6.1 Training requirements for Individuals In regulated activity .....	22
6.2 - Training requirements for Individuals In safeguarding-specific regulated activity.....	23
6.3 - Training recommendations for Individuals In non-regulated activity.....	24
6.4 - What to do upon completing of training.....	24
Section 7 - Disclosure and Barring Service (DBS) Checks.....	25
7.1 - What Is regulated activity?.....	25
7.1.1 - What does 'supervision' mean in the context of regulated activity?.....	26

7.2 - Portability of DBS checks .....	26
7.3 - How to set up applications.....	27
7.3.1 - Checking Identification documents.....	27
7.4 - DBS applications that return 'content'.....	28
7.5 - Recording DBS applications on ClubHub .....	29
7.6 - DBS FAQs.....	30
Section 8 - Recruitment of ex-offenders.....	33
8.1 - Reasons for requiring Disclosure .....	33
8.2 - Enhanced Disclosures.....	33
8.3 - Security of Disclosure Information.....	33
Section 9 - Creating a safe club environment.....	34
9.1 - Raising awareness of the club structure.....	34
9.2 - Onboarding process for new members.....	35
9.3 - Involving parents .....	35
9.4 - Involving children and young people.....	36
Appendix 1 - The Club Welfare Officer - model role description.....	38
Appendix 2 - The Event Welfare Officer - model role description .....	41
Appendix 3 - Do I need a DBS check?.....	43
Appendix 4 - Template volunteer reference form .....	44
Appendix 5 - New volunteer/employee details .....	45

# Definitions

**Barred Lists:** The Disclosure and Barring Service (DBS) maintain the two barred lists. One is a list of people who have been barred from working with children, and the other is a list of people who have been barred from working with vulnerable adults. The barred lists allow the Disclosure and Barring Service to keep a record of people who are not permitted to engage in regulated activity with children and/or vulnerable adults in an effort to prevent those people from doing jobs for which they are not suited.

**Criminal Record Check:** The precursor of a DBS check, this is no longer available. For more information, see under DBS check below.

**Club Welfare Officer:** The designated individual within a British Rowing affiliated club responsible for welfare. Their responsibilities are currently outlined in section 2.1 and Appendix 1 of this handbook.

**Disclosure and Barring Service:** The Disclosure and Barring Service helps employers in England, Wales and Northern Island make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and vulnerable adults.

**Event Welfare Officer:** The designated individual within a British Rowing affiliated event. Their responsibilities are currently outlined in 2.4 and Appendix 2 of this handbook.

**Regulated activity:** Regulated activity is any activity deemed by the Disclosure and Barring Service to warrant the individual taking part in it to undergo a DBS check. For the full definition of regulated activity, please see section 7.1 of this handbook.

**Young volunteer:** Any volunteer at a club, or event, who is under the age of 18.

# Terminology

For the purpose of this handbook, we will be using the following terminology:

**Children and young people:** A child is anyone under the age of 18 years. A young person is someone who is over 16 and under 18.

Throughout this handbook, we will refer to children and young people using the collective term of 'child'.

**Adults at risk:** An adult at risk is an adult who has care and support needs; is experiencing or is at risk of abuse or neglect; and because of their care and support needs cannot protect themselves against actual or potential abuse or neglect.

**Adults with care and support needs:** An adult with care and support needs is an individual, who, due to illness, disability, a mental health issue or an addiction, cannot cope without care and support.

Throughout this handbook, we will refer to both adults at risk, and adults with care and support needs, using the collective term of 'adult with care and support needs'.

**Parents, carers and guardians:** A **parent** is any person who is the biological father or mother of another person. A **carer** is any person who cares for an individual, who, due to illness, disability, a mental health issue or an addiction, cannot cope without that care and support.

A **guardian** is a person who has been appointed by a court or otherwise has the legal authority to care for the personal and property interests of another person.

Throughout this handbook, we will refer to parents, carers and guardians with the collective term of 'parents/carers'.

# Introduction

British Rowing recognises that abuse can take place anywhere, including in a rowing environment and online, and that it is everyone's responsibility to report concerns. Failure to act is not an option. Abuse can take place face-to-face and online and perpetrators can be other children or adults, including those in positions of trust.

The purpose of this handbook is to provide information to Club Welfare Officers (CWOs) on how they can effectively carry out their role in the rowing community. The reader should recognise that, although this information is pertinent to CWOs, there is also additional guidance that may be of use to staff and volunteers working in a club setting.

We recognise that the CWO has a key role in rowing and carries a lot of responsibility. We have policies, procedures, training and support available to CWOs to support them with this and help foster safe environments in their rowing clubs.

CWOs should make themselves available to club members who wish to report or disclose concerns about possible abuse or poor practice they have either been told about or witnessed. CWOs should work with staff and volunteers at their club to ensure that everyone in the club knows how to report concerns, how to spot the signs of abuse and that everyone working in the club has been hired through safer recruitment processes.

This handbook is underpinned by the British Rowing Code of Conduct, as well as our Safeguarding policies, procedures and guidance, all of which can be found on [British Rowing's Policies and Guidance Webpage](#).

# Section 1 - Duty of Care

Both British Rowing and rowing clubs have a duty of care towards children and young people in rowing. Fundamentally, a duty of care means that British Rowing and rowing clubs need to take reasonable measures in the circumstances to ensure that individuals will be safe, especially when participating in training or racing at the club or at an event.

When children and young people are involved in organised sports, including races or training, and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty to take reasonable care to ensure their safety and welfare.

A duty of care can be imposed by:

- common law or statute
- contract
- acceptance by an individual.

There is no general duty of care upon members of the public towards the public at large. However, there is a duty of care if there is a formal relationship, for example, between a club and their member(s), or a coach and their athlete(s).

## 1.1 - the duty of care

Anyone in authority has a duty of care towards those they have authority over. This applies particularly to those who have responsibility for children and young people.

In rowing, the club has a duty of care to ensure that its coaches and volunteers, particularly those working with children in or for the club, are appropriately trained and informed about good practice. The club must take reasonable care to ensure that the coaches and volunteers are not a risk to children or adults with care and support needs, and that the club and its officials, especially the Club Welfare Officer, respond appropriately to any concerns that are raised.

Coaches in charge of children, and adults with care and support needs, have an additional responsibility to act 'in loco parentis'. This is best explained as requiring the adult to act as a 'reasonable parent' would act. For example, while a parent may allow their child to stay out unsupervised until midnight, a reasonable parent may not.

In a rowing situation, a club would need to ensure an activity is authorised and the coaches are appropriately qualified and trained for the task, and a coach would have the responsibility of ensuring that this is managed in a safe manner throughout.

As with other activities outside of the sporting arena, those responsible for sports activities should carry out a risk assessment. When carrying out risk assessments, it is vital to attend to the requirements relating to the duty of care and the other aspects of health and safety. There is more on this in British Rowing's [RowSafe: A Guide to Safe Practice in Rowing](#).

## 1.2 - Reasonable measures

[The Child Protection in Sport Unit](#) (CPSU) has established the Standards for Safeguarding and Protecting Children and Young People in Sport (2003), to identify what National Governing Bodies, such as British Rowing, should have in place regarding safeguarding and creating a safe environment for children, young



people and adults at risk. All affiliated clubs of British Rowing are required to adopt its safeguarding policies and procedures.

# Section 2 - Designated persons with responsibility for safeguarding children and adults with care and support needs

## 2.1 - The Club Welfare Officer (CWO)

The role of the CWO is to support the club, and everyone associated with it, in relation to safeguarding and welfare; to create safe, inclusive environments; and to respond to concerns and disclosures. While the CWO is a safeguarding focal point, it is the responsibility of the committee, all club members, and visitors to uphold British Rowing safeguarding policies and procedures to safeguard children and adults at risk.

Every rowing club must appoint a CWO. While some clubs may not have children (under 18s) rowing regularly, they may have contact with children from time to time, such as having visitors who are under 18. Additionally, the CWO has a responsibility for safeguarding adults at risk. While their work is generally focused on the needs of children or adults at risk, in many clubs they may also be the first point of contact in dealing with the concerns of an adult member. They should therefore understand the processes that exist in their club for dealing with complaints. Guidance on dealing with club or regional disputes can be found on the [British Rowing website](#).

Many larger British Rowing clubs appoint two welfare officers to provide better coverage and to share administrative tasks. If your club has resources to do this, it may be a viable option and provide further support to members.

The CWO<sup>1</sup> must:

- have a child-focused approach;
- have excellent communication skills;
- have the time, training and skills to provide safeguarding support and advice as required;
- understand the boundaries of their role and when to seek external advice and support (such as from the British Rowing Lead Safeguarding Officer);
- know when to refer and where to seek advice and support;
- be contactable within agreed times and days and have alternative contacts in the club when the CWO is not available;
- be well organised;
- have good administrative and recording skills;
- be well known in the club;
- be calm and approachable;

---

<sup>1</sup> A model role description can be found in [Appendix 1](#).

- be a registered member of British rowing;
- keep records of all those who have been vetted within the club and ensure that DBS checks are updated every three years;
- ensure that safer recruitment procedures are observed.

The CWO **must not** be someone involved directly in coaching or day-to-day running of the children's or junior programmes as this may create a conflict of interest. For example, if someone has safeguarding concerns about a coach or a committee member, they must be able to raise their concerns with someone independent of those groups.

The role<sup>2</sup> encompasses proactively promoting safeguarding, including:

- ensuring CWO information is easily and widely available, such as by having posters in the club;
- supporting the committee to update and communicate safeguarding policies and procedures to coaches, staff, volunteers, children, families and all other members and visitors;
- ensuring that safe recruitment procedures are observed, such as when advertising roles; including safeguarding questions in relevant interviews; and pursuing references for everyone, including staff and volunteers (in addition to DBS checks);
- keeping and securely storing confidential records, including of all those who have been vetted within the club;
- ensuring that DBS checks are updated every three years and are uploaded to ClubHub (certificates or photocopies/scans of it should not be kept);
- keeping a log of those who have had safeguarding training and when they had it, which should also be uploaded to ClubHub;
- responding to safeguarding concerns and disclosures when they arise in line with club policy and best practice;
- working with British Rowing (and where required, other external safeguarding authorities) on safeguarding concerns and disclosures.

## 2.2 - The Lead Safeguarding Officer (LSO)

The role of the Lead Safeguarding Officer is:

- to support British Rowing in the delivery of its safeguarding strategy and responsibilities;
- to drive change and develop organisational policy and procedure, as well as ensure the organisation is adhering to the appropriate legislation and standards;
- to ensure British Rowing is supporting clubs, and more specifically CWOs, in their duty to effectively safeguard their members.

---

<sup>2</sup> The Club Welfare Officer Model Role Description can be found in Appendix I. Clubs are encouraged to use this when advertising for a new CWO.

The LSO is available to all CWOs to offer support and guidance on any safeguarding enquiry or concern as well as being able to offer guidance on any possible initiative or change in practice the CWO is considering.

The LSO is responsible for:

- working with others within British Rowing to create a positive, child-centred environment within the sport;
- playing a lead role in developing and establishing the organisation's approach to safeguarding;
- managing cases of poor practice and abuse reported to the organisation;
- managing referrals to children's social care services and the police;
- ensuring British Rowing has up-to-date policies in place relating to the safeguarding of children and adults at risk;
- providing advice, information and support to CWOs and supporting clubs regarding their recruitment, selection and training;
- providing advice and support to regional welfare advisers and supporting the regions regarding their recruitment, selection and training;
- providing advice on British Rowing's training needs and the development of its training strategy concerning safeguarding;
- supporting the Safeguarding Committee and working with the Board Safeguarding Champion as required;
- playing a lead role in drafting and regularly reviewing British Rowing's strategy, policies and implementation plan for safeguarding and protecting children.

## 2.3 - The Case Management Group (CMG)

The CMG is an independent group appointed by the Board to make decisions on reported cases relating to the safeguarding and protection of children. It may also include making decisions relating to concerns arising from information gathered through the recruitment process.

The CMG currently consists of the Chair and two other independent, suitably qualified persons. It may call upon whatever professional input is required in an advisory capacity for each case. The CMG also provides advice and support to the LSO.

The CMG has the responsibility to:

- recommend, where appropriate, that a person is referred to the DBS in accordance with the safeguarding Vulnerable Groups Act 2006;
- 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;
- monitor and review progress on all cases and to identify any trends emerging which require a review or revision of existing policies and procedures;
- make decisions on the initial approach to all reported cases related to the welfare and protection of children, including internal action, external referral to statutory agencies, and decisions relating to concerns arising from information gathered in the recruitment process;

- make initial decisions as to the internal level at which each case is dealt with. For example, minor poor practice cases may be referred back to the club complaints or disciplinary process;
- advise others within British Rowing about actions they may need to take, such as initiating disciplinary procedures;
- 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.

## 2.4 - The Event Welfare Officer (EWO)

The role of the EWO is to support an event and everyone associated with it; to create a safe, inclusive environment at an event; and to respond to concerns and disclosures raised at or about an event. While the EWO is a welfare focal point, it is the responsibility of the Event Organising Committee (EOC), and all participants and spectators, to uphold British Rowing safeguarding policies and procedures to safeguard children and adults at risk.

Every event must appoint an Event Welfare Officer. While some events may not have children (under 18s) taking part, there may be spectators or supporters who are under 18. Additionally, the EWO has the responsibility for safeguarding adults at risk.

All EWOs must be appointed in accordance with British Rowing's Safe Recruitment Guidelines.

The EWO<sup>3</sup> must:

- have a current enhanced DBS and ideally already be a CWO, or have obtained an enhanced DBS through another role in their rowing club;
- have completed recognised Safeguarding and Protecting Children training within the last three years (for the British Rowing Safeguarding training requirements, please see [Section 6 of this handbook](#));
- have a child-focused approach, always prioritising the safety and wellbeing of all children;
- have excellent communication and listening skills;
- have the time and skills to provide safeguarding support and advice as required;
- understand the boundaries of their role and know when to seek external advice and support (such as from the British Rowing Lead Safeguarding Officer);
- know when to refer and where to seek advice and support;
- be available throughout the event;
- be well organised;
- have good administrative and recording skills;
- be calm and approachable;
- be a registered member of British rowing;

---

<sup>3</sup> A model role description for the Event Welfare Officer can be found in [Appendix 2](#)

- keep records of all those who have vetting within the event and ensure that appropriate DBS checks are in place;
- ensure that safer recruitment procedures are observed (i.e. as well as a DBS checks, pursuing references for those who will be volunteering with substantial, unsupervised access to children).

The EWO must not be someone involved in coaching or supporting a crew taking part in the event. This is because sometimes safeguarding concerns may be about a coach, so it is important individuals have someone independent with whom to raise concerns.

## Section 3 - How to register as a Club Welfare Officer

The selection a new CWO for the club should be an open and collaborative process involving the current CWO, the club chair or committee, and the soon-to-be-appointed CWO. When selecting your new CWO, your club must follow safer recruitment guidelines, which can be found in [Section 4 of this handbook](#).

To ensure this process is as smooth as possible, it is recommended that the CWO and the Club Chair or committee read through this section as a step-by-step guide for hiring a new CWO.

### 3.1 - Appointing the Club Welfare Officer

Once your club has gone through an open and fair recruitment process and your new CWO has been appointed, the Club Chair must inform British Rowing by emailing [iso@britishrowing.org](mailto:iso@britishrowing.org), copying in the newly appointed CWO and confirming the following:

- the name of the previous CWO;
- the name of the new CWO;
- when the new CWO was appointed;
- when the new CWO will begin their role.

This notification acts as a security measure so we can be sure that we have contact with the correct individual at the club.

The club should then take the necessary steps to ensure that everyone at the club is aware of the change in CWO, knows who the new CWO is and how to get in touch with them. It may be useful to announce this via your club's social media channels, newsletters, and/or by a notice on the club notice board.

Finally, the club should ensure that the CWO is fully supported during their induction into the new role. It is best practice to ensure that there is a handover period between the CWOs. This handover period should last approximately two weeks, ensuring that the new CWO has plenty of time to be guided through the club's policies, procedures and reporting structures, and meet key contacts. It is also important for the club to continue supporting the CWO throughout their role, not just during the induction process.

### 3.2 - Registering the Club Welfare Officer

#### 3.2.1 - ClubHub

All clubs, whether they are open, school or university, must ensure that their CWO's contact details are kept up to date on the British Rowing membership system ClubHub. The Club Administrator must list the new CWO on the club profile with **both** Club Welfare Officer access **and** ClubHub Admin access to allow the CWO to fulfil all their duties, including the administration of DBS checks.

The image below shows what this will look like on ClubHub.

Roles		
	<input type="checkbox"/> Bar Manager	<input type="checkbox"/> Junior Coordinator
	<input type="checkbox"/> Boat Manager	<input type="checkbox"/> Learn to Row Coordinator
	<input type="checkbox"/> Club Captain	<input type="checkbox"/> Member
	<input type="checkbox"/> Club Chair	<input type="checkbox"/> Membership Secretary
	<input type="checkbox"/> Club Email	<input type="checkbox"/> Men's Captain
	<input type="checkbox"/> Club Manager	<input type="checkbox"/> Online Entry Admin
	<input type="checkbox"/> Club Rowing Safety Adviser	<input type="checkbox"/> President
	<input checked="" type="checkbox"/> Club Welfare Officer	<input type="checkbox"/> Recreational Coordinator
	<input checked="" type="checkbox"/> ClubHub Admin	<input type="checkbox"/> Secretary
	<input type="checkbox"/> Coach	<input type="checkbox"/> Social Secretary
	<input type="checkbox"/> Digital/Press Officer/Web	<input type="checkbox"/> Squad Captain
	<input type="checkbox"/> Entries Secretary	<input type="checkbox"/> Treasurer
	<input type="checkbox"/> Go Row Indoor Coordinator	<input type="checkbox"/> Vice Captain
	<input type="checkbox"/> Incident Reporting Admin	<input type="checkbox"/> Volunteer Coordinator
	<input type="checkbox"/> Inclusion Officer	<input type="checkbox"/> Women's Captain
	<input type="checkbox"/> Integrity & Ethics Officer	

To do this, the Club Administrator must:

- access their club's profile on the 'My Club' section of ClubHub;
- select the newly appointed CWO in the 'club members' tab (to be appointed, a CWO, will need to have a BR membership, so they should appear in your clubs' list of members - speak to your Club Chair if not);
- click on the CWO's profile and select the 'Club Role' tab;
- click the 'Update Roles' button and select 'Club Welfare Officer' and 'ClubHub Admin' from the list.

If your Club Administrator is not set up on ClubHub with administrator access, please contact [membership@britishrowing.org](mailto:membership@britishrowing.org) for support, as they should have this access.

### 3.2.2 - First Advantage Online Disclosures (formerly known as GBG)

Once the CWO is set up on ClubHub, they will then need to gain access to First Advantage Online Disclosures (formerly known as GBG) to monitor Disclosure and Barring Service (DBS) checks at their club. This system should be explained to the current CWO by the former CWO during their handover period.

One of the responsibilities of the CWO is to ensure that their club follows appropriate safer recruitment processes for individuals the club wishes to deploy in roles with children and adults at risk. Once the CWO has completed all steps in Section 3.1 – 3.2.1, the CWO should email the LSO ([Iso@britishrowing.org](mailto:Iso@britishrowing.org)) to request access to First Advantage. In the email, the CWO should include:

- the name of their club;
- the name of the former CWO at the club;
- details of any other members of staff with DBS responsibilities;
- an email address to be assigned to the verifier role. This email address *must be different* to the email address the CWO used for their DBS check.

Once these details have been provided to the LSO, the CWO will be set up on First Advantage as their club's verifier and they will receive an email from First Advantage with sign-in instructions, and their club's pin number.

Please note that login details and the right to view the confidential information on the service are provided in connection with the CWO's responsibilities and must not be shared with anyone else, other than the secondary individual at the club who is responsible for DBS verifications (if applicable). Access for CWOs to



the First Advantage service as Verifier for their club is authorised on this basis, and understanding of the following.

- The service will be used appropriately.
- The club will ensure that the full safer recruitment process is followed for all volunteers and employees in roles of trust or responsibility for children, in line with best practice, which can be found in [Section 4 of this handbook](#).
- The club will ensure that all those individuals it deploys in roles of trust or responsibility for children have read the Safeguarding Children and Young People Policy and attended a recognised Safeguarding and Protecting Children Workshop, renewable every three years. More information can be found in [Section 6 of this handbook](#).

### 3.2.3 - RowHow

CWOs can access the Welfare Officer Corner, via our online education and training hub, RowHow. Here, we have lots of resources to support them in their role, along with access to all our Club Welfare Officer newsletters, posters and leaflets for clubs, and links to recently updated policies and guidance notes and the Welfare Officer Forum. The Welfare Officer Forum is a great way for CWOs to keep in touch, and we strongly recommend you sign up to the forum.

We also host our online Introduction to Safeguarding course on RowHow. To access RowHow:

- login to ClubHub;
- open the 'Member Area';
- select the 'RowHow' tile;
- request access via the RowHow homepage;
- once access has been granted, login to RowHow using your ClubHub login details;
- select the 'Welfare and Integrity' button;
- select 'Welfare Officer Corner' under the Safeguarding section.

## Section 4 - Safer recruitment guidance

Safer recruitment is best practice in recruitment as well as a fundamental part of safeguarding. Even if a role is voluntary, and/or a club or event is small, all the steps below should be taken to ensure safer recruitment is implemented.

This section is about 'safer' recruitment because it is important to remember that, while all the above steps help to prevent those who wish to harm children and/or adults at risk from being employed by your club or event, they do not guarantee that an individual is safe to work with children/adults at risk.

British Rowing would stress the importance of safer recruitment for everyone so that our clubs and events can protect their ethos and live up to the expectations of members, staff, and volunteers.

This guidance applies to the recruitment of all staff and volunteers in British Rowing affiliated clubs and events and you should note that parts of it are especially relevant to those working with juniors. It states that all staff and volunteers for British Rowing and its affiliated clubs and events should go through an appropriate vetting process before their appointment to establish their suitability to work for you and especially to work with children, young people and adults with care and support needs.

Safer Recruitment requires that you always do the following.

- Advertise all roles, even if only on the club or event website/noticeboard, as this enables an open process. Your advert should include a description of the role (role profile), highlight that your club/event takes safeguarding extremely seriously and, where appropriate, state that a Disclosure and Barring Service (DBS) check will be a requirement.
- Have an appropriate recruitment process in place to ensure fair treatment, including a process to verify the person's identity, for example by checking their passport, requesting two references or contacting the individual's previous club.
- If recruiting volunteers under 18, refer to [Section 5 of this handbook](#).
- Ask about the person's attitude to safeguarding at interview.
- For roles that will involve working with children/adults at risk (such as coaches and the CWO), ask questions that gauge the individual's knowledge of safeguarding and their suitability for the role.
- Ensure a DBS check is carried out through British Rowing if the role involves 'regulated activity'. Your CWO should be able to advise if a role requires a DBS check and create an online application for applicants. Please remember that if a volunteer changes clubs or roles within British Rowing, they may still need a new DBS check. Check this by emailing [iso@britishrowing.org](mailto:iso@britishrowing.org).
- Never assume that a DBS is clear if you do not receive notification of clearance from British Rowing. If you have not received notification from British Rowing within two weeks you should contact [iso@britishrowing.org](mailto:iso@britishrowing.org).
- Ensure that, until the person's DBS is cleared, they are not allowed to start in their role if it is working with children/adults at risk, unless supervised at all times.
- Request references from each applicant's last two employers/clubs, even if you know the person. Follow the references up before you offer the person the role and keep the references for the successful candidate on file should you need to refer back to them.

- Carry out some basic internet searches to make sure applicants are not currently ineligible or unsuitable to undertake the role you are advertising. Examples of where you can search include [British Rowing's disciplinary cases](#) or [World Anti-Doping Agency's Prohibited Association List](#).
- Carry out a proper induction, including any relevant safeguarding or other training before the individual commences their role.
- Consider appointing someone to mentor/support the individual during their first few months at the club.
- Ensure the new person has a meeting with their line manager/supervisor before starting and outline how often these meetings will take place and what other supervision and support is available.
- Make sure safeguarding is raised at all one-to-one catch-up meetings so that the individual can share concerns and ideas.
- Have in place a proper contract of employment and job description for **all** employees and a role description for volunteers to include all safeguarding and other requirements.
- Ensure that **all** employees and volunteers read and understand the Safeguarding Children and Young People Policy, British Rowing's Code of Conduct, all relevant policies and guidance, such as RowSafe, and ideally have them sign a document to confirm they have done so.

[Appendix 4](#) provides a template form that a club/event can use to seek references when recruiting a new volunteer, in line with safer recruitment guidance.

[Appendix 5](#) provides a template form that a club/event can use when hiring a new member of staff. Again, this includes the questions which should be asked and the procedures to follow when hiring staff in line with safer recruitment guidance.

## 4.1 - Sharing best practice

British Rowing encourages all clubs/events, their CWOs or EWOs and others to share best practice and experience of safer recruitment with other clubs/events and with British Rowing's LSO. You can share this best practice by:

- emailing the LSO at [lso@britishrowing.org](mailto:lso@britishrowing.org), where it may feature (with your permission) in our bi-monthly CWO Newsletter;
- posting a summary of the best practice in the Welfare Officer Forum on RowHow, where it can be shared with and commented on by other CWOs.

## Section 5 - Recruitment of young volunteers

Volunteering can be a great way for young people to learn and develop new skills and gain experience for their future employment. If your club is working with young volunteers, there are a few things you must consider. Clubs must protect their young volunteers and do all they can to make sure that their experience is positive, and this should be balanced with the needs of the groups and the individuals they work with.

### 5.1 - Assessing the risk

Young volunteers are still children as they are under 18 and are considered a vulnerable group. As with all voluntary placements, you should carry out a risk assessment to identify any potential issues, including safeguarding issues that might occur with the tasks young people are undertaking. These risks include:

- the potential for exploitation of young volunteers;
- the impact of pressures young people may be experiencing at this time in their lives;
- negative effects on the mental health and wellbeing of young volunteers.

### 5.2 - Selecting young volunteers

When recruiting young volunteers, or volunteers in general, your club must follow safer recruitment guidance as outlined in Section 4. Your club should also ensure that they follow a recruitment process that is inclusive and accessible to people of different backgrounds, diverse ethnic communities.

A club must ensure that a young volunteer:

- agrees to the British Rowing Codes of Conduct;
- provides written permission from their parent/carer that they may carry out the responsibility they have been assigned;
- is supervised at all times by at least one adult who holds a current DBS check and has undergone the appropriate safeguarding training;
- is not left alone with one adult;
- knows their responsibilities regarding safeguarding, and how to report any concerns they have or become aware of;
- is not given responsibilities unsuitable for their age and especially responsibilities that may put someone at risk of harm e.g. sole supervision of other juniors or lifting heavy equipment.

Just because a young volunteer has some form of responsibility, this does not make them an adult. A young volunteer is still a child, and therefore cannot be left unsupervised. The club should also ensure that appropriate liability insurance is in place to cover young people in volunteer roles.

Additionally, for any other volunteers your club is considering enlisting, please ensure to follow our safer recruitment guidance, as described in [Section 4 of this handbook](#).

### 5.3 - Young volunteers from other groups

There are lots of groups and organisations that help and encourage young people to find volunteering opportunities, such as the Duke of Edinburgh's Award and National Citizen Service. Some schools and colleges

also run volunteering schemes with their students. There can be benefits in working alongside these groups as they are experienced in working with young volunteers.

They will have a safeguarding process they will expect you to follow, as well as the processes required by your club and British Rowing.

You should also find out if the programme expects anything of the young volunteers. For example, do they require regular updates, will the young volunteer need to carry out certain activities? If there are additional requests such as these, this should be discussed with the young volunteer and their parent/carer.

## **5.4 - Young volunteers working with other vulnerable groups**

If young volunteers are working with other groups of young people, or adults at risk, it is important to understand that they:

- have a responsibility for others;
- are in a position of authority;
- must behave appropriately and in line with good safeguarding practice;
- must never be in a position of responsibility, and always in the presence of two adults, one of whom must have a current DBS.

Young volunteers should understand their safeguarding responsibilities, know what you expect from them and what steps they should take if a safeguarding matter arises. Make sure your club's safeguarding policies and procedures are written and presented in an accessible way for young volunteers and ensure they can be accessed at all times.

It's important that young volunteers know who to talk to if they have any concerns and that they should do so as soon as possible rather than keep any worries to themselves.







# Section 6 - Safeguarding training requirements

As part of our commitment to ensuring a safe and enjoyable rowing environment for all participants, British Rowing requires that certain individuals working in roles with children and adults at risk undergo safeguarding training. This ensures that everyone with a role in rowing knows and understands how to create a safe and enjoyable experience for their participants.

We have reassessed how we can best support the rowing community's safeguarding training requirements and how we can adapt our own model to best suit those requirements.

To meet the demands for training in rowing, we have decided to signpost our members to recognised external training providers. This will help us to ensure that everyone has access to the training they need. For a summary of the training providers we recognise, based on an individual's role in rowing, please see the following table.

The training requirements have been determined based on an individual's role in rowing and their level of contact and responsibility for children or adults with care and support needs in their role, as [per guidance from the Child Protection in Sport Unit](#).

Role	Leamer-Led	Tutor-Led		
	British Rowing's Introduction to Safeguarding in Rowing OR Active Partnerships*	UK Coaching Safeguarding and Protecting Children OR NSPCC Child Protection in Sport Training	Ann Craft Trust Safeguarding Adults at Risk (if working with adults)	NSPCC Time to Listen
If you are in non-regulated activity				
If you are in regulated activity				
If you are in safeguarding-specific (CWO) regulated activity				

\* Active Partnerships is an organisation that accredits regional training providers. If your role is applicable, you can source safeguarding training through your local Active Partnership, which you can find using the [‘Your Active Partnership’](#) search tool.

## 6.1 Training requirements for Individuals In regulated activity

Individuals in regulated activity roles with responsibility for children or adults are required to carry out sport-specific safeguarding training that is tutor-led. This means that the training must be carried out in a setting that is facilitated by a designated tutor.

Individuals in these roles include:

- coaches working with children, young people and/or adults with care and support needs;
- athlete support personnel working with children, young people and/or adults at risk;
- Club Welfare Officers;
- Event Welfare Officers;
- volunteers working with children, young people and/or adults at risk;
- club staff or officers working with children, young people and/or adults at risk.

For more information on what 'regulated activity' is, please see [Section 7 of this handbook](#).

Individuals in these roles must carry out sport-specific safeguarding training, which can be accessed through providers such as UK Coaching or the NSPCC.

If individuals are in a role working with adults with care and support needs, they must attend a safeguarding course specific to them, delivered by the Ann Craft Trust, which you can find on the [Ann Craft Trust website](#).

If coaches employed in academic settings, such as schools, colleges, universities or academies, have attended sport specific safeguarding training through their employer, British Rowing will accept the certificate, providing the following criteria are met.

- They can provide a certificate of attendance, which is either on the academic setting's headed paper, or is signed by a senior official from the academic setting OR a personally signed letter from their Head/Deputy Head on headed paper from the address of the Head/Deputy Head confirming that they have attended the training and reached a satisfactory standard.
- The certificate was obtained within three years of the current date of application. In line with British Rowing's Training Guidance, safeguarding training that was completed longer than three years ago will not be considered valid.
- They can demonstrate that the learning was tutor-led.

British Rowing reserves the right to email the coach's employer to verify attendance. If an individual is unsure about what type of training is accepted, they can contact the LSO.

## **6.2 - Training requirements for Individuals In safeguarding-specific regulated activity**

Individuals in regulated activity, with a safeguarding-specific responsibility for children and/or adults, are required to carry out tutor-led sport-specific safeguarding training, followed by specialist safeguarding training.

Individuals in these roles include:

- Club Welfare Officers
- Event Welfare Officers.

Once they have completed their sport-specific safeguarding training, they are then required to carry out the CPSU's [Time to Listen](#) workshop. All CWOs and EWOs can contact the CPSU to book and attend this workshop.

If the Club or Event Welfare Officer is also a teacher, or works in an academic setting, then any training acquired through this work will be accepted, as outlined in [Section 6.1 of this handbook](#).

## 6.3 - Training recommendations for Individuals In non-regulated activity

If you are an individual in a non-regulated activity role in rowing and wish to attend safeguarding training, we can recommend the following courses and providers:

- British Rowing's Online Introduction to Safeguarding, delivered via our online learning hub, RowHow;
- introductory safeguarding training, delivered by any Active Partnership.\*

\*Active Partnerships are committed to ensuring the safety and wellbeing of all young people and adults with care and support needs involved in sport. Active Partnerships work with the NSPCC Child Protection in Sport Unit, national governing bodies of sports, UK Coaching and other organisations to support clubs and organisations in developing and promoting best practice and responding to concerns. All Active Partnerships have achieved the advanced level of the Standards for Safeguarding and Protecting Children in Sport and are currently maintaining and embedding these standards by adopting the national safeguarding framework.

Find your [Active Partnership](#).

## 6.4 - What to do upon completing of training

Upon completion of training, individuals must download a copy of their certificate and then upload this to the credentials tab of their British Rowing membership account as evidence. British Rowing may verify your attendance by contacting the training provider. If you are in regulated activity, you are required to update this training every three years. If you are in non-regulated activity, we recommend that you complete training every three years to ensure you are kept up to date. If you are struggling to upload your certificate of training, please email [education@britishrowing.org](mailto:education@britishrowing.org) for support.

Renewal of the tutor-led training is required every sixth year. However, learner-led (online) training should be undertaken three years after the last tutor-led session as a refresher.

We encourage clubs looking to provide training on an internal basis to members, committee members, parents or young volunteers to contact the Lead Safeguarding Officer at British Rowing ([lso@britishrowing.org](mailto:lso@britishrowing.org)) to discuss this. While we strongly encourage clubs to upskill their members, it is important to be aware that unless in-house training is provided by an accredited trainer, it will not be recognised by British Rowing. However, we are pleased to see clubs taking the initiative to develop their members and will do all we can to help facilitate this.



# Section 7 - Disclosure and Barring Service (DBS) Checks

Under the Protection of Freedoms Act (2010), it is a legal requirement for any organisations employing individuals or using volunteers, whether paid or unpaid, in a regulated activity, to check those individuals against the Barred Lists. This is done by carrying out a check via the Disclosure and Barring Service, otherwise known as a DBS check.

As the National Governing Body for Rowing in England, we are legally responsible for ensuring volunteers or members of staff have completed the appropriate DBS checks **before** being deployed in their role. Clubs also share this legal responsibility as employers and/or organisations using volunteers. Therefore, no individual who is in a regulated activity may commence their role until a Barred List check has been completed.

## 7.1 - What Is regulated activity?

Regulated activity is defined by type and place of work, and the frequency and intensity of the contact. Regulated activity is an activity that involves:

- teaching, training, instructing, caring for or supervising children;
- providing guidance/advice on wellbeing;
- driving a vehicle only for children;

And

- it happens frequently (once a week or more often) **or**
- it happens intensively (on four or more days in a 30-day period, or overnight (between 02:00-06:00));

And

- the individual carrying out the activity of teaching, training, instructing, or caring for is unsupervised.

Some rowing-specific examples of those carrying out regulated activity include:

- all coaches and Club Welfare Officers;
- people working in athlete support personnel roles who are responsible for children more than once a week;
- volunteers who run weekly land training (e.g. gym sessions) for children or adults at risk;
- staff and volunteers who are frequently responsible for transporting children or adults at risk;
- staff or volunteers who chaperone children or adults at risk regularly.

Some rowing specific-examples of non-regulated activity include:

- being a member of the committee;
- club secretary or admin roles;
- staff or volunteers who are responsible for the maintenance of equipment;

- a casual coach who is supervised at all times by a coach with a current DBS check.

### 7.1.1 - What does 'supervision' mean in the context of regulated activity?

Supervision in this context refers to supervision of the worker/volunteer (the coach or chaperone etc) and not supervision of the children, young people or adults at risk.

Whether a particular role is classed as being a regulated activity role will often depend on the level and effectiveness of supervision provided to the person undertaking the role. Examining this issue of supervision is key to making sound and safe decisions about the level of the DBS check that is required.

'Supervision' is defined as '*such day-to-day supervision as is reasonable in all circumstances for the purpose of protecting any children concerned*'. DBS guidance states that supervision provided to the individual should be:

- 'regular and day to day' (supervision must not be concentrated in the first few weeks and then tail off);
- undertaken by someone who is in a regulated activity themselves;
- is 'reasonable in all the circumstances to ensure the protection of children'.

The onus is on clubs themselves to decide whether the level and type of supervision they can provide is sufficient to take the role out of the scope of regulated activity.

For example, you may have a head coach and an assistant coach. In large part, the work of the assistant coach is supervised by the head coach, however, the assistant coach may also take a group of children off to a different area of the gym or river to work on specific skills. In this scenario, the assistant coach may not be in sight or hearing of the head coach for a prolonged period therefore leaving them unsupervised.

If your club classes an individual as **supervised**, they will be classed as **not** in regulated activity. You will be able to ask for a standard DBS check, but not an enhanced DBS check.

If your club classes an individual as **unsupervised**, they will be classed as **in** regulated activity. You will be able to ask for a standard DBS check and you are also required to ask for an enhanced DBS check.

For more information and guidance on how to define supervision in regulated activity, please see; [Defining 'Supervision' and Regulated Activity by the Sport and Recreation Alliance](#).

If you are still unsure whether or not someone is in regulated activity, please see our 'Do I need a DBS?' flowchart, in [Appendix 3](#).

## 7.2 - Portability of DBS checks

In line with our previous guidance on portability of DBS checks, and following consultation with the CPSU (Child Protection in Sport Unit), British Rowing considers that there is an unacceptable risk in accepting DBS checks obtained through another body as British Rowing has no control over the rigour and reliability of any ID checking process. Therefore, we will continue to require that anyone working in regulated activity, as defined in section 7.1 of this document, must have obtained a DBS check through British Rowing.

It is important to note that DBS checks are 'portable' between British Rowing clubs. If an individual gets their DBS check through British Rowing, and then transfers to a new club within British Rowing, they do not need to apply for a new DBS check. This is on the assumption that their role has not significantly changed, and they are still in regulated activity with the same level of responsibility as they had before. If their role has significantly changed, please enquire with the LSO at [ls@britishrowing.org](mailto:ls@britishrowing.org).

It should also be noted that British Rowing does not accept DBS checks that are completed through the DBS update service.

## 7.3 - How to set up applications

As a CWO, one of your responsibilities is managing DBS checks for your club's membership. Typically, clubs will ensure that the committee, or a different senior member of the club, will help the CWO coordinate DBS checks throughout their club.

As described in [Section 3.2.2 of this document](#), the CWO must ensure that they register themselves with First Advantage (formally known as GBG) online disclosures system. Once the CWO is registered with this system, they will be able to set up DBS applications on behalf of their members. To do this, the CWO must:

1. log in to First Advantage using their organisation pin
2. find their club (referred to as 'organisation' on the First Advantage system)
3. select the 'Organisation actions' button
4. select 'Create Online Applicant'
5. fill out the applicant's details and select what position they're going to be working in
6. select 'Create Applicant'.

Once this has been completed, the applicant will receive information concerning the next steps at the email address provided. This will include instructions on selecting documents for identification and how to complete the application.

### 7.3.1 - Checking Identification documents

The CWO, or Club Chair, is responsible for checking the chosen identification documents of the applicant. The individual checking the identity of the applicant must:

- check and validate the information provided by the applicant;
- record that they have verified the information given;
- establish the true identity of the applicant through the examination of the range of documents selected by the applicant;
- ensure the application is fully completed and the information it contains is accurate;
- confirm the name of the applicant and their current address matches the documents provided.

If you are related to the applicant or have any other conflict of interest, you must either request that the Club Chair or the CWO (depending on who has the conflict of interest) carries out the check. If this is not feasible, please contact [iso@britishrowing.org](mailto:iso@britishrowing.org).

Regarding identification documents, you must:

- only accept valid, current and original documentation;
- not accept photocopies of identification documents;
- ensure there is at least **one** photographic form of identification, i.e. driver's licence
- ensure at least **one** document contains the applicant's date of birth;

- ensure at least **one** document contains the applicant's current address;
- ensure that the identification documents the applicant has with them match the identification documents that have been chosen (First Advantage will tell you which documents the applicant has selected to use for verification. You must ensure the documents match the listed documents).

Once the application has been completed, and you have verified the individuals' documents, you **must** wait to receive a 'DBS Clearance Letter' from British Rowing's LSO, which will detail whether or not the individual's DBS check has cleared. You must **never** assume a DBS is clear until you receive the clearance letter, and you cannot allow the individual to carry out any form of regulated activity, unsupervised, until you have received the clearance letter.

You must also ensure you record these applications on the individual's profile on ClubHub. The process for this is explained in [Section 7.5](#).

## 7.4 - DBS applications that return 'content'

Sometimes, an applicant will have a DBS check returned 'with content'. This means that during the check of the individual's name against the criminal record database, there is a record of at least one criminal offence that has been committed by the individual.

Upon receipt of notification that an individual's DBS check is returned with content, the LSO will get in touch with the individual. As this can be a sensitive issue, it is typically discussed with the individual before the CWO is involved. It is important to remember that just because a DBS check has returned with content, this does not mean that the individual is unsafe to work with or poses a risk to children. Some examples of offences that would show up on a DBS check include:

- a historical drink driving offence;
- a fraudulent or financial offence;
- the individual being involved in an assault or a public affray.

Once the LSO has been notified of an individual's DBS check that has content, the LSO will contact the individual and ask them to disclose what the content is. When the LSO has been informed of the content, British Rowing will consider:

- whether the conviction or other information disclosed is relevant to the position in question;
- the seriousness of the offence or matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the individual;
- whether the matter should be referred to British Rowing's Case Management Group – it will inform the individual if this is the case.

The LSO will explain to the individual that s/he will need to discuss the content with the CWO. If the individual does not wish to disclose the content to the LSO and/or the CWO, they will not be able to carry out regulated activity.

Once the CWO has been made aware of the nature of the content, it will be dependent on them and the club committee to ensure a proper risk assessment is in place to demonstrate how the individual will be safe in

their role. For example, if an individual disclosed a historic drunk driving offence, the club could show that they are not going to allow the individual to transport any children or adults at risk in their role.

## 7.5 - Recording DBS applications on ClubHub

Once the DBS application has been submitted via First Advantage, the CWO must make a record of the individual's DBS check on their ClubHub profile. This is to ensure that the Club and British Rowing can maintain accurate safeguarding information regarding its members in roles responsible for children and adults with care and support needs.

The First Advantage System does not record DBS checks for longer than **six months**. This is why it is of paramount importance that CWOs upload DBS checks to ClubHub immediately after they have completed the online application on First Advantage.

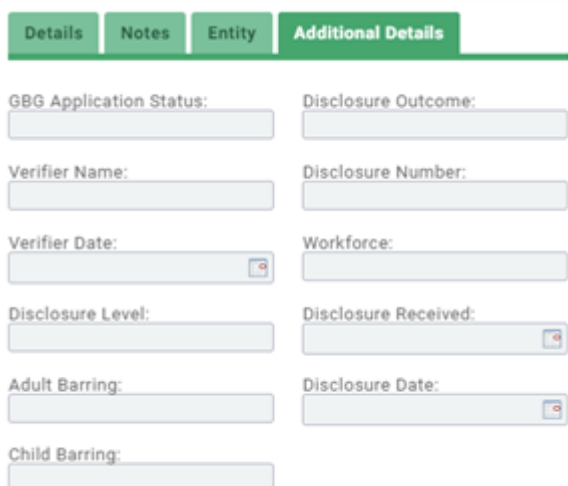
To log a DBS credential on the individual's profile, you must:

1. in the ClubHub Menu, select the 'Club Members' tile in the 'My Club' section;
2. find the individual's profile, either using the search bar or scrolling down the list of members' tiles;
3. select the member's tile and scroll down to the 'DBS' tab;
4. select 'Add DBS';
5. add the email address of the applicant, which **must** match the email address that was used in the First Advantage system on the initial DBS application;
6. click 'finish'.

ClubHub will then go on to link with First Advantage and automatically display basic information about the member's DBS application while it is being processed. It will also add a DBS credential to the member's profile, with the status of 'pending approval'. If you would like to see the status of the application, you can go back to the member's DBS tab where you can see the status of the application.

When the disclosure is complete, the CWO and the member/applicant will receive an email. The member's DBS credential in ClubHub will automatically be approved. If the CWO would like to see more details regarding the status of the application, they can go back into ClubHub and click on the member's DBS tab. Here, they can see the application will be marked as 'In Progress'. CWOs can select the credential, click 'view' and then additional details.

The image below shows what this will look like.



The image shows a screenshot of the ClubHub interface, specifically the 'Additional Details' tab for a DBS application. The tab is highlighted in green. Below the tab, there are several input fields for recording application details:

Details	Notes	Entity	Additional Details
GBG Application Status:			Disclosure Outcome:
Verifier Name:			Disclosure Number:
Verifier Date:			Workforce:
Disclosure Level:			Disclosure Received:
Adult Barring:			Disclosure Date:
Child Barring:			

The length of every DBS credential is three years. CWOs are encouraged to keep internal records of their club members so they can manage the renewal process promptly. It is also of paramount importance that clubs ensure that staff in regulated activity have a valid DBS check at all times. It is a criminal offence to allow individuals to work in regulated activity without a **current and valid** DBS check.

Once you have a DBS certificate for the member, you can upload it using the following steps:

1. in the ClubHub Menu, select the 'Club Members' tile in the 'My Club' section;
2. find the individual's profile, either using the search bar or scrolling down the list of members' tiles;
3. select the member's tile and scroll down to the 'credential tab';
4. select the DBS option;
5. upload the document;
6. press save.

Basic information about the DBS from the First Advantage system can be seen in the 'Additional Details' tab of the credential itself.

If the CWO wishes to see a list of members who have a current DBS check, they can run a report on ClubHub to retrieve this information. To do this, they must:

1. select the 'Club Reports' tile;
2. select 'Standard Reports';
3. select 'All Club Members';
4. filter the report to show completed DBS checks.

## 7.6 - DBS FAQs

To help with any questions concerning DBS checks that CWOs may receive from members, or even questions that CWOs have themselves, please refer to the following frequently asked questions. For any DBS-related questions that are not explained in this handbook or this guidance, contact the LSO via [ls@britishrowing.org](mailto:ls@britishrowing.org).

Q: How long does a DBS check last?

A: A DBS check is valid for three years.

Q: Does British Rowing accept DBS checks from outside of British Rowing?

A: No, British Rowing does not accept DBS checks from outside British Rowing as we cannot safely guarantee the scrutiny of the identity verification process. However, you do not need to get a new DBS check if you're transferring from a British Rowing affiliated club to a new British Rowing affiliated club.

Q: Do British Rowing allow DBS checks from the update service?

A: No, British Rowing does not accept DBS checks through the update service.

Q: What is the difference between a standard DBS check and an enhanced DBS check?

A: A standard DBS check will search for full details of a criminal record. This includes cautions, warnings, reprimands and spent and unspent convictions. The enhanced DBS check will also search the vulnerable adults and children's barred list, to see if there is any reason why the applicant should not work with these groups.

Q: Are junior rowers (anyone under 18 years old) allowed to go out in a boat with adults?

A: If one of the adults has a current DBS check, yes, this is permissible. We must ensure that at least one adult has a current DBS check and that the child is never alone with an adult in a 1:1 capacity.

Q: Do I need a DBS check to chaperone children during sessions? I would not be doing any coaching, and I would simply be chaperoning and supervising during sessions and transitions from the boathouse to the launch. I am not left alone with the children, just an extra set of hands to help out and I would only be doing this once or twice a month.

A: No, you would not need a DBS check as your activity does not meet the 'intensity' requirement of regulated activity. As you are also supervised yourself, you are not in regulated activity.

Q: What are the different types of DBS checks, and what is the difference?

A: There are three types of DBS checks: Standard, Barred List and Enhanced.

A standard DBS check will be limited to a check of the Police National Computer and is not appropriate for people working with children or adults with care and support needs.

A barred list check is a check against the list of individuals barred from working in regulated activity. There are separate barred lists for work with children and work with adults with care and support needs.

An enhanced check will include a check of the Police National Computer and any local police information, using the 'relevancy test'. It will not include a barred list check or tell you whether or not a person is barred, but it will provide information about cautions, convictions, reprimands and warnings that the person has received. In most cases, this check will reveal the information on which a barring decision may have been made on individuals with a history of serious, concerning offending or other behaviour towards children or young people.

Q: What if the applicant has changed their name recently and cannot provide ID documents in their new name?

A: Documents in a previous name can be accepted **only** where the applicant can provide documentation supporting a recent change, such as a marriage/civil partnership certificate, divorce/civil partnership dissolution or deed poll certificate.

Q: Do our Club's Committee members need a DBS check?

A: No, not in their capacity as a committee member as this is not regulated activity and therefore is not eligible for a check. If they carry out regulated activity then they will need a check.

Q: Our club has no junior members and only adult members. Do our coaches need DBS checks?

A: If your club does not coach any children, then your coaches do not need a DBS check. However, if your club ever chooses to have child members, or is ever responsible for them (e.g. chaperoning/caring for them while adult members are training), then whoever is responsible for them would need a DBS check. If your club has any adults with care and support needs as members, then the coaches responsible for them would need a DBS check.



# Section 8 - Recruitment of ex-offenders

British Rowing is the registered body with the DBS for the purposes of obtaining access to criminal records checks for employment and voluntary appointments, including within its member clubs where it is deemed necessary for child protection.

It is of fundamental importance to British Rowing to ensure so far as possible that those who take up appointments or volunteer with British Rowing and its clubs do not pose a risk to the children in their care. It is therefore important for clubs, through British Rowing, to apply for the relevant DBS check and review the past criminal records of any successful applicants for positions that involve significant access to children or adults at risk.

British Rowing considers it essential that confidential and personal Disclosure information is used fairly and sensibly to avoid unfair discrimination of applicants for appointments in rowing. British Rowing actively promotes equality of opportunity for all with the right mix of talent, skills and potential. Having a criminal record will not necessarily debar someone from working within rowing.

## 8.1 - Reasons for requiring Disclosure

A Disclosure should only be requested after a risk assessment has indicated that one is both proportionate and relevant to the position required. For example, in member clubs this may be as a coach or voluntary helper with frequent or significant access to children or adults with care and support needs; a coach or trailer driver who may be in constant contact with children or adults with care and support needs or anyone in a position of authority who may have influence over or access to children on a day-to-day basis.

## 8.2 - Enhanced Disclosures

An Enhanced Disclosure will be required where the applicant has significant contact with children or adults at risk. The Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as 'spent' under the Rehabilitation of Offenders Act), details of any cautions, and reprimands or warnings held on the police national computer. It may also contain information that is held locally by the police.

## 8.3 - Security of Disclosure Information

Given the confidential nature of the Disclosure information, British Rowing will ensure that it is stored securely. Documents will be locked away separately from other personal files, with access limited to those with DBS authority. Once a recruitment decision is made, British Rowing will not retain the Disclosure material any longer than necessary, which will normally be less than six months. All Disclosure material will be destroyed by secure methods (such as shredding or deleting).

## Section 9 - Creating a safe club environment

One of the key roles of the CWO is to help their club create and maintain a safe environment for all children, young people and adults at risk at the club. One of the most important things a CWO can do is ensure they are integrated into the structure of the club. If the CWO is communicating frequently with the committee, the coaching staff, members, parents and other club staff, they can ensure safeguarding is continuously on the club's agenda.

The CWO can sometimes feel isolated due to the nature of their role. However, as a CWO, you can have contact with and support from other CWOs across the country in the following ways.

- Use the Club Welfare Officer Forum in the Welfare Officer Corner on RowHow<sup>4</sup> to speak to and engage with other CWOs, share ideas about how to tackle issues you're facing, share best practice, or simply engage with fellow individuals in the same role as yourself.
- Attend the weekly drop-in sessions for CWOs, which occur every Wednesday between 16:30 and 17:30. All you have to do is email the LSO at [lso@britishrowing.org](mailto:lso@britishrowing.org) and ask for a slot. These sessions are designed for CWOs to come together, meet fellow CWOs and ask either their fellow CWOs or the LSO any questions they may have.

Below are a few important steps CWOs can take to ensure that they're doing all they can to build a safe club environment. If you or someone from your club ever decides to start any new initiatives that are safeguarding focused and would like some feedback, or just a general discussion, then please feel free to get in touch with the LSO, who can provide additional guidance.

### 9.1 - Raising awareness of the club structure

One of the most important things a CWO can do for the club is to ensure that all children, young people and adults at risk understand who their Club Welfare Officer is **and** how they can contact them. As a CWO, you must ensure that your details are readily available to everyone at the club. This includes all staff members, parents/carers/guardians of children, young people or adults with care and support needs and all members.

A significant barrier to reporting safeguarding concerns is people not knowing who to report concerns to, or how. If you can ensure that everyone in the club knows who you are, and how to contact you, you can greatly reduce this barrier. The following strategies may be useful.

- Have your details, such as a phone number and email address, listed on your club notice board and website. You could download [British Rowing's Club Welfare Officer template poster pack](#) to help with this.
- Make sure that all children, young people and adults at risk have your details readily available to them. British Rowing has a [Safeguarding Leaflet for Junior Rowers](#), which you could print off and hand out.
- Make sure that all parents/carers know who you are, and how they can contact you. You could hand your details out to them when they're new to the club, or ensure that your details are included as a footer in all club correspondence that goes to them.

---

<sup>4</sup> To understand how to login and sign up to the Welfare Officer Corner on RowHow, please see instructions in Section 3.2.3 of this handbook

- Ensure that the coaching team have your details to hand so they can pass them on to children, young people, adults with care and support needs and/or their parents/carers.

## 9.2 - Onboarding process for new members

To build a safe environment for your club, everyone at the club must be made aware of the importance of safeguarding. A very important step in this is to make sure that all new club members are made aware of the safeguarding practices from the outset. This way, we can normalise safeguarding and ensure that everyone knows what is expected of them and what they can expect from the club.

When your club welcomes new members, British Rowing strongly advises the club to include the CWO in this process and ensure that the new member is taken through an induction to the club. This process could involve the following.

- Help them become familiar with the environment and giving them a tour of the club. Show them the changing rooms, toilets, training areas, pick-up/drop off points and any communal areas.
- Make sure they have the contact details of all necessary staff at the club. Ensure they know who they are and how to contact them, who the CWO is and how to contact them, what mode of communication the coaches typically use and how to reach them and details of any club secretaries who may need to contact them.
- Tell them what behaviour the member/s can expect from the coaches and other members, and what is expected from them.
- Ensure they know what to do if they see something, or experience something, that they do not feel comfortable with. Ensure the member knows what a safeguarding concern is, what poor practice looks like and what the reporting concerns structure at the club is.
- Ensure that you have the correct details for the child/young person/adult's parent/carer/guardian and that you have emergency contact details.
- Ensure you know if the child/young person or adult has any dietary requirements, medical requirements, or learning/physical disabilities that you need to be aware of.
- Explain what the new member can expect from the club in terms of safeguarding. Tell them about your safeguarding policies and procedures and how you ensure the member will have access to a safe and inclusive environment.
- Explain your club's governance structure to them. Ensure that they know they must sign up to your club's policies and procedures, including the Safeguarding policies and the Code of Conduct.

## 9.3 - Involving parents

To protect children and young people in sport, one of the most important steps we can take is to actively involve parents/carers in the safeguarding process.

As parents are not always a member of a club where their child is a member, it can be difficult to ensure regular communication with them. However, British Rowing recommends that CWOs speak with their club committee and agree a process that allows them to communicate with parents to ensure that parents can access the safeguarding information they need.

The CWO should advise parents of the following responsibilities.

- Parents/carers should know who their child's coach is, how they will communicate with both the coach and the child, how they can contact the coach and get feedback on their child and confirm the coach is DBS checked and has undergone adequate safeguarding training.
- They should make sure they keep the CWOs details available, e.g., by storing their name and number in their phone and ensuring that their child understands who the CWO is and what their role is.
- They should ensure they understand what is and is not acceptable behaviour at the club. This includes behaviour from the coach and club staff/volunteers as well as their child.<sup>5</sup>
- They should ensure that their child knows what their rights are, and what they should expect from the club and the staff/volunteers.
- They should ensure that their child knows how to report concerns and that they should speak to the parent, the CWO, or their coach, if anything worries them, no matter how small the concern may seem.
- They should be proactive in keeping up to date with safeguarding knowledge, and to carry out British Rowing's Introduction to Safeguarding online course.

If your club struggles to communicate with parents, you could try the following methods:

- Send a monthly newsletter to parents, informing them of any changes to the club's structure, any policy additions or alterations, or even just simple safeguarding reminders.
- If your club has any social media pages, they could sometimes include safeguarding- specific posts.
- Make sure that if parents are accessing the club, you have plenty of literature, such as posters or leaflets available to them, detailing important safeguarding information.
- If your club hosts races or events, it is great for the CWO to be present and engage with parents. They could also be present when your club has training sessions and parents are coming to collect/drop off their children.

## 9.4 - Involving children and young people

Involving children and young people in the safeguarding process can help them form a better understanding of what safeguarding is, and how it can benefit them. By ensuring that you obtain feedback from children and young people at your club, you can be confident that your club is giving them a voice.

Consider these examples of including children and young people in the safeguarding process.

- Hold workshops that detail what acceptable behaviour looks like, spotting the signs and indicators of abuse, or other safeguarding topics pertinent to children and young people.
- Ensure that children and young people are aware of their rights in sport. These can be found in the [Safeguarding Leaflet for Junior Rowers](#), which should be provided to all juniors at your club.
- Regularly engage with children and young people, seeking their opinions on current practice and club culture.

---

<sup>5</sup> If your club constitution allows this, we would recommend your club asks parents to sign up to the Codes of Conduct, along with their child.

- Signpost children and young people to British Rowing's 'Young Person's Guide to Understanding our Policy', which can be found [online](#) and in [Appendix 4 of this handbook](#).
- Make sure that several communication channels are available to children and young people so they can report their concerns as easily as possible in a manner that suits them.
- Ensure that children and young people know the importance of reporting their concerns and feel confident in doing so.

# Appendix 1 - The Club Welfare Officer - model role description

*[British Rowing requires a point of contact for safeguarding/welfare for all its affiliated clubs; open, school and university. However, contacts in education will normally also adhere to the safeguarding procedures in place at their school or university.]*

The role of the CWO is to support the club, and everyone associated with it, to create safe, inclusive environments and to respond to concerns and disclosures. While the CWO is a safeguarding focal point, it is the responsibility of the committee, all members and visitors, to uphold British Rowing safeguarding policies and procedures to safeguard children and adults at risk.

Every rowing club must appoint a CWO. While some clubs may not have children (under 18s) rowing regularly, clubs may have contact with children from time to time, such as having visitors who are under 18. Additionally, the CWO has a responsibility for safeguarding adults at risk. While their work is generally focused on the needs of children or adults at risk, in many clubs they may also be the first point of contact in dealing with the concerns of an adult member. They should therefore understand the processes that exist in their club for dealing with complaints. Guidance on dealing with club or regional disputes can be found on the [British Rowing website](#).

The CWO must also be prepared to be engaged in active safeguarding and poor practice investigations at their club. In the event that a concern is raised, or someone makes a disclosure of possible abuse to the CWO, the CWO may be required to follow this concern up with an external body, such as the Police, Children's Services, or the Local Authority Designated Officer (LADO).

It is important to understand that, while it may seem daunting, this is a part of the role that CWOs should understand and feel confident in carrying out. British Rowing's Lead Safeguarding Officer is always prepared to support and assist CWOs during this process.

Many British Rowing clubs appoint two welfare officers to provide better coverage and to share administrative tasks.

A CWO must:

- have a child-focused approach;
- have excellent communication skills;
- have the time, training and skills to provide safeguarding support and advice as required;
- understand the boundaries of their role and when to seek external advice and support (such as from the British Rowing Lead Safeguarding Officer);
- know when to refer and where to seek advice and support;
- be contactable within agreed times and days and have alternative contacts in the club when the CWO is not available;
- be well organised;
- have good administrative and recording skills;
- be well known in the club;

- be calm and approachable;
- be a registered member of British Rowing;
- keep records of all those who have been vetted within the club and ensure that DBS checks are updated on a three-yearly basis;
- ensure that safer recruitment procedures are observed.

A CWO must not be someone involved directly in coaching or day-to-day running of the children's or junior programmes. This is because sometimes safeguarding concerns may be about a coach, so it is important children have someone outside of coaching to raise concerns with.

The role encompasses proactively promoting safeguarding, including:

- ensuring CWO information is easily and widely available, such as having posters in the club or on their website;
- supporting the committee to update and communicate safeguarding policies and procedures to coaches, staff, volunteers, children, families and all other members and visitors;
- co-ordinating investigations into safeguarding concerns and poor practice concerns at the club;
- being willing to engage with external authorities during safeguarding investigations, such as the Police, Children's Services or the Local Authority Designated Officer (LADO);
- ensuring that safer recruitment procedures are observed when advertising roles, including safeguarding questions in relevant interviews and pursuing references for everyone, staff and volunteers (in addition to DBD checks);
- keeping and securely storing confidential records, including of all those who have been vetted within the club and ensuring that DBS checks are updated on a three-yearly basis (but not keeping the certificate or photocopies/scans of it), and a log of those who have had safeguarding training with dates;
- responding to safeguarding concerns and disclosures when they arise in line with club policy and best practice;
- working with British Rowing (and where required, other external safeguarding authorities) on safeguarding concerns and disclosures.

Everyone in a club should know who the CWO is and how to contact them. They should be well supported by the club and to this end, it is considered good practice for the CWO to have a role on the club's management committee. The CWO has a key role in advising their club committee on developing a safeguarding culture in the club.

### **Dealing with an emergency**

British Rowing advises clubs to signpost individuals to the NSPCC/police out-of-hours service if there is a safeguarding emergency. They are best placed to handle immediate concerns and it ensures the LSO or CWO is not expected to be on call at all times. However, an individual who has contacted the NSPCC/police should be encouraged to inform the CWO to ensure that correct procedure is followed.

### **Support for Club Welfare Officers**

The role of the CWO can be daunting at times and somewhat isolating. If the CWO ever feels like they need support in their role, they are strongly encouraged to speak to their club committee, as well as to the Lead

Safeguarding Officer. Both parties will be able to assist the CWO in feeling more supported in their role, and more integrated into the club. CWOs should remember that they have the following support channels available:

- CWO Forum. As described in Section 3.2.3, CWOs have access to the CWO forum on RowHow. Here, you are free to post any topics or issues you're facing at your club and engage with other CWOs to understand how they may have dealt with similar circumstances.
- CWO Drop-In sessions. As described in Section 9, CWOs have access to weekly drop-in sessions with the LSO and other CWOs, to discuss any pertinent issues they're facing and to receive advice from the LSO or other CWOs.
- British Rowing's LSO. The Lead Safeguarding Officer can be contacted via [iso@britishrowing.org](mailto:iso@britishrowing.org) and is readily available to provide support to the CWO.



## Appendix 2 - The Event Welfare Officer - model role description

The role of the Event Welfare Officer (EWO) is to support an event, and everyone associated with it, to create safe, inclusive environments and respond to concerns and disclosures. While the EWO is a welfare focal point, it is the responsibility of the Event Organising Committee (EOC), all participants and spectators, to uphold British Rowing safeguarding policies and procedures to safeguard children and adults at risk.

Every event must appoint an EWO. While some events may not have children (under 18s) taking part, there may be spectators or supporters who are under 18. Additionally, the EWO has a responsibility for safeguarding adults at risk.

All EWOs must undergo safer recruitment as set out in British Rowing's Safe Recruitment Guidelines.

The EWO must:

- have a current enhanced DBS - ideally, they will already be their club CWO or have obtained an enhanced DBS through another role in their club;
- have completed recognised Safeguarding and Protecting Children training within the last three years - see Section 6 of this handbook for information on the British Rowing Safeguarding training;
- have a child-focused approach, always prioritising the safety and wellbeing of all children;
- have excellent communication and listening skills;
- have the time and skills to provide safeguarding support and advice as required;
- understand the boundaries of their role and when to seek external advice and support (such as from the British Rowing Lead Safeguarding Officer);
- know when to refer and where to seek advice and support;
- be available throughout the event;
- be well organised;
- have good administrative and recording skills;
- be calm and approachable;
- be a registered member of British Rowing;
- keep records of all those who have vetting within the event and ensure that appropriate DBS checks are in place;
- ensure that safer recruitment procedures are observed - as well as a DBS check, pursuing references for those who will be volunteering with substantial, unsupervised access to children.

The EWO must not be someone involved in coaching or supporting a crew taking part in the event. This is because sometimes safeguarding concerns may be about a coach, so it is important children have someone outside of coaching to raise concerns with.

The EWO is responsible for proactively promoting safeguarding, including:

- ensuring EWO contact information and reporting procedures are easily and widely available, such as having posters put up around the event and information in event publications or website;
- supporting the EOC to update and communicate safeguarding policies and procedures to officials, coaches, staff, volunteers, children, families and all other members and visitors;
- ensuring that safer recruitment procedures are observed e.g. when advertising roles, including safeguarding questions in relevant interviews, and pursuing references for everyone, officials and volunteers (in addition to DBS checks);
- ensuring volunteers under 18 have also been recruited according to safer recruitment procedures, and are appropriately supervised and trained for the role they are going to be carrying out;
- keeping and securely storing confidential records following GDPR guidelines, including of all those who require vetting at the event, and a list of the named coaches or responsible adults and their contact details for junior athletes competing;
- responding to safeguarding concerns and disclosures when they arise in line with British Rowing policy and best practice;
- working with British Rowing (and where required, other external safeguarding authorities) on safeguarding concerns and disclosures.

All competitors and officials should know who the EWO is and how to contact them. They should be well supported by the EOC and to this end, it is considered good practice for the EWO to have a role on the EOC. The EWO has a key role in advising the EOC on developing a safeguarding culture at the event.

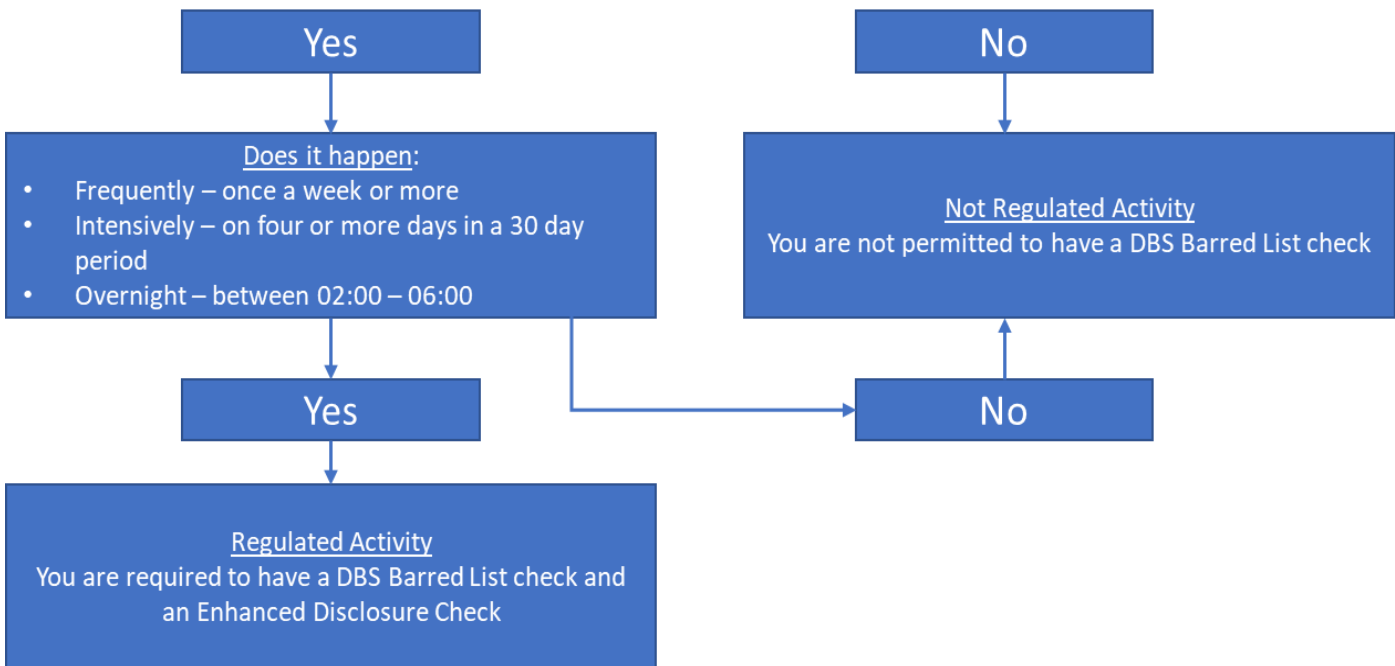
### **Dealing with an emergency**

British Rowing advises EWOs to signpost individuals to the NSPCC/police out-of-hours service if there is a safeguarding emergency. They are best placed to handle immediate concerns and it ensures the EWO is not expected to be on call at all times.

# Appendix 3 - Do I need a DBS check?

Do you operate in any of the following?

<p><u>Unsupervised activity (1)</u></p> <ul style="list-style-type: none"> <li>• Coaching</li> <li>• Training</li> <li>• Teaching</li> <li>• Supervising</li> <li>• Caring</li> <li>• Transporting Children</li> <li>• Providing guidance/advice on wellbeing</li> </ul>	<p><u>Work in a specified establishment (2)</u></p> <ul style="list-style-type: none"> <li>• Schools</li> <li>• Academies</li> <li>• Children’s centres</li> </ul>	<p><u>Specific responsibility</u></p> <p>Anyone who supervises or manages children in either mode referred to in box 1 and box 2</p>	<p><u>Health Care</u></p> <p>Any form of health care provided by, or under the direction of supervision of a regulated health care professional <i>or</i> any form of personal care, even if only carried out once</p>
--	--	--	--



## Appendix 4 - Template volunteer reference form

[ ] has expressed an interest in becoming a volunteer and has given your name as a referee.

If you are happy to provide this reference, all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being candid in your evaluation of this person. If you would prefer to respond by telephone, please do so – contact details are set out below. The above should be regarded only as the minimum information that must be obtained in relation to child protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances.

How long have you known this person?	
In what capacity have you known them?	
Would this person be suitable to work with children?	Yes / No
How would you describe their personality?	
Your name:	
Signed:	
Date:	
Your Position:	
Address:	
Email:	
Telephone:	

## Appendix 5 - New volunteer/employee details

Name:	
Preferred name (If applicable):	
Home address including postcode:	
Contact number:	
Email address:	
Next of kin:	
Emergency contact details:	
Medical conditions/allergies the club should know about:	
Do you have any relevant qualifications such as coaching awards, child protection training or a recent first aid certificate? If so, please supply details:	
If the role you are fulfilling at the club involves significant access to children or vulnerable adults please complete the section below	
Please provide details of previous volunteering experience and/or relevant employment:	