

1. Policy Statement

The Organising Committee of this competition believes that the welfare and well-being of all participants - whether competitors, volunteers, or spectators - are paramount. The club is committed to ensuring that its safeguarding practices reflect statutory responsibilities, comply with government guidance, and adhere to British Rowing's best practices.

It acknowledges that everyone, regardless of age, ability, disability, gender identity, race, religion, belief, sex, sexual orientation, or socio-economic background, has equal rights to safety and protection and recognises that additional measures are required to safeguard children, young people, and adults at risk.

All suspicions, concerns, and allegations of harm will be taken seriously and responded to swiftly and appropriately.

2. Objectives

The Welfare Plan for the competition aims to:

- Ensure all participants have a positive and enjoyable experience at the head, in a safe environment.
- Protect all participants from abuse while they are attending/participating in the competition.

Failure to comply with the welfare plan and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the competition and future British Rowing competitions including virtual, indoor and on water

3. Responsibilities of the Organising Committee

As part of our safeguarding policy, the Organising Committee (OC) will:

- Promote and prioritise the safety and well-being of participants, officials, volunteers, and spectators.
- Ensure all personnel understand their roles and responsibilities regarding safeguarding and welfare and have undertaken appropriate training.
- Ensure all personnel dealing with minors in rowing are aware of the British Rowing Safeguarding and Protecting Children Policy
- Ensure that the Competition Safety Advisor is aware of this Welfare Plan and the Safety Plan.
- Take appropriate action in the event of welfare incidents/concerns of abuse and provide support to individuals who raise or disclose concerns.
- Maintain confidential, detailed, and accurate records of all safeguarding concerns, which will be securely stored.
- Do their best to prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.
- Appoint a designated Competition Welfare Officer responsible for managing concerns/reports with appropriate bodies (British Rowing, Local Authorities, NSPCC, and/or Police).

<https://www.britishrowing.org/knowledge/safeguarding/>

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4. Competition Welfare Officer (CWO)

The Competition Welfare Officer [CWO] for the 2025 Head Race will be **Kayte Parlevliet** to report an allegation or concern, please contact the CWO via:

- Mobile: +447703828309 (for all urgent matters)
- Email: kayteworrall@gmail.com

During the competition, they can be found at the clubhouse or contacted via anyone with a radio asking for "Welfare Officer" – the radio call will just be to meet up and not discuss any details.

5. Policies and Procedures

Competition safeguarding policies are adopted from those found on the British Rowing website. <https://www.britishrowing.org/knowledge/safeguarding/>

Compliance with these policies is mandatory for everyone involved in the competition. Failure to comply may result in dismissal or exclusion from the competition and future British Rowing competitions.

6. Response to Allegations [see also section 14. Reporting structure]

In the event of any concern for the welfare of a child, or if a child makes an allegation of potential risk, harm, or abuse during the Head, the Competition Welfare Officer, Amanda Okunola must be notified immediately.

The Competition Welfare Officer will manage concerns/reports with the appropriate bodies (British Rowing, Local Authorities, the NSPCC and/or the Police), ensuring compliance with British Rowing regulations.

The parent/guardian/carer of the young person who is potentially at risk will be notified as soon as possible unless to do so is a poses a risk.

7. Responsibilities for Clubs/Coaches entering Junior Athletes

It is a condition of entry that any crew including junior athletes must have a named coach or responsible adult. This individual must be over 18 and named on the entry form, and a current mobile number provided. If a substitute coach/responsible adult attends the competition, they must register their mobile number with the Competition Welfare Officer/Race control on arrival.

The responsible adult/coach is accountable for the welfare, safety, and supervision of their crew or entered athlete and is expected to always know their athletes' whereabouts during the competition.

All participants and coaches are expected to demonstrate good sportsmanship and always conduct and must abide by British Rowing Rules of Racing and Codes of Conduct as well as BR Safeguarding Policy:

<https://www.britishrowing.org/events/entering-competitions/rules-of-racing/>

<https://www.britishrowing.org/wp-content/uploads/2025/06/British-Rowing-Code-of-Conduct.pdf>

<https://www.britishrowing.org/knowledge/safeguarding/>

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8. Volunteers Who Are Under 18 (Young Volunteers)

Volunteering can be a great way for young people to learn, develop new skills and gain experience. Volunteers under the age of 18 are considered a vulnerable group. Measures for their safe recruitment and participation carried out by the Organising Committee include:

- Agreement to British Rowing's Codes of Conduct.
- Written consent obtained from a parent/carer for their assigned responsibility
 - Junior Captain/CWO to collate parent responsibility forms for any U18 juniors volunteering at the competition, using the U18 Volunteer Form
- Supervision by at least one adult (including an official) who holds a DBS check and has undergone appropriate safeguarding training.
- Assurance that young volunteers are not given responsibilities that may put someone at risk of harm & that they understand their responsibilities in relation to safeguarding and that all concerns should be reported to the CWO as soon as they are identified.
- Ensuring that appropriate liability insurance is in place to cover young volunteers aged.

9. Medical Provision

North West Rowing Council and the Competition Organising Committee endeavour to ensure all participants, volunteers and spectators are as safe as possible during the Head. The named Medical Officer(s) will receive a copy of this Policy Statement and the Competition Welfare Officer's contact details.

Should anyone require medical attention at the competition, Medical Officer(s) will be in attendance throughout the day, stationed at the clubhouse, and can be contacted by radio through any competition official. In a emergency, the Medical Officer/Race Committee/Safety Advisor/Welfare Officer should contact emergency services using 999.

10. Security and Vigilance

The Competition venue (Agecroft RC) is situated in an area with a high public thoroughfare. Officials/Volunteers will be stationed on landing stages and in the boat house and will be briefed to exercise vigilance for anything suspicious

e.g. someone unknown to the crews lingering near or tampering with equipment; individuals taking pictures or recording near changing facilities; unauthorized access to restricted areas; or suspicious behaviour around personal belongings, boats, or other equipment.

Security concerns should be reported to the Competition Welfare Officer or Competition Safety Advisor, and in an emergency, contact emergency services using 999.

11. Missing Persons Procedure

If a person, especially a child, has been missing for more than 20 minutes:

- Notify the Competition Welfare Officer and/or Competition Safety Advisor via any official.
- The Competition Welfare Officer will instruct all available officials to conduct a search of the surrounding area, allocating everyone a specific area to search/cover & instructed to report back within a short period of time
 - Officials must ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Use radio communication to share a description of the child without disclosing their full name.
- If the child cannot be found after a search of the immediate surroundings, the Competition Welfare Officer should contact their parents/carers and, if necessary, the police – no later

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than 20 minutes after the initial missing person report if the search is ongoing.

- The Welfare Officer should note circumstances in which the child has gone missing and where he/she was last seen. A detailed physical description of the child should be prepared, including their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- Police guidance should be followed, further action recommended should be taken and close contact with the police maintained.
- All officials involved, the parents, searchers and police must be informed if at any stage the child is located.

12. DBS checks, access to young people or their contact details

The Entries Secretary and Registration personnel should not hold any contact details for young people and do not need to be DBS checked. Any personnel having contact unsupervised with minors in an enclosed environment (if they have not had DBS Checks performed) must work in pairs.

The only volunteers who may have any substantial, unsupervised access to children are listed below. These volunteers will be asked to provide the date and number of their enhanced disclosure from the Disclosure and Barring Service (DBS). Where no such disclosure exists, the Committee will require one to be produced before the competition.

- Members of the First Aid providers
- The Competition Doctor (should one be present)
- The Competition Welfare Officer

12. Photography, Publicity & Live Streaming

The Organising Committee [OC] recognises that at a sports competition such as the NW junior Time Trial that many parents and other supporters will wish to take photographs and all participants should be aware of this.

Commercial Photography: The OC may approve photography by commercial organisations, and these professional photographers will be asked to display a badge to the effect that they are permitted to take photographs. The OC will provide the professional photographers with a copy of British Rowing Photography Policy which they are expected to sign and follow. A copy of the British Rowing Photography Policy is available on the British Rowing site.

Live Streaming: Any live streaming must promote a positive image of rowing, its competitors, officials and spectators and respect the dignity of all participants. Livestreaming should promote the inclusivity and diversity of rowing, and important we reduce any opportunities for misinterpretation or abuse. The Organising Committee will ensure that the company engaged for live streaming has an up-to-date safeguarding policy.

The OC will ensure that any company engaged for the purpose of livestreaming provides the Competition Welfare Officer with an up-to-date safeguarding policy which also takes into consideration:

- positioning of cameras: this must respect the dignity of any individual.
- promotion of safety: cameras should be redirected away from incidents to avoid any footage which could later be kept and used for the purpose of cyber-bullying.

In accordance with British Rowing's Online Safety and social media Policy, competitors using a webcam to contribute to live-streaming should ensure the following.

- The location cannot be identified.

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- The use of language and body language is respectful and appropriate for spectators of any age.
- The location is a communal or outdoor space such as a study or dining room and never a bedroom or other private space.
- Subjects are appropriately dressed in full rowing kit.
- Unwanted or inappropriate imagery and personal items (such as family photographs) are not visible. Remember that mirrors (or even windows) can display items or family members you are not expecting to be seen.
- No family members, particularly children, are visible.

SECTION 1: <https://www.britishrowing.org/wp-content/uploads/2021/09/British-Rowing-Safeguarding-Handbook-4-Safety-in-the-digital-world-Covid-guidance-template.pdf>

13. External Agencies

For additional safeguarding advice during the competition, contact:

- British Rowing at safeguarding@britishrowing.org
- NSPCC helpline 0808 800 5000
- Salford City Council Safeguarding Emergency Duty Team 0161 794 8888
- Emergency services 999

14. Reporting Structure:

The British Rowing reporting structure is highlighted below:

- Junior Athlete – Coach/Team Manager or CWO – CWO
- Rowing Coach – Club Welfare Officer – CWO or BR Lead Safeguarding Officer.
- Club Welfare Officer – BR Lead Safeguarding Officer.
- BR Lead Safeguarding Officer – NSPCC / LADO / Police.

British Rowing provides step-by-step guidance through its reporting structure:

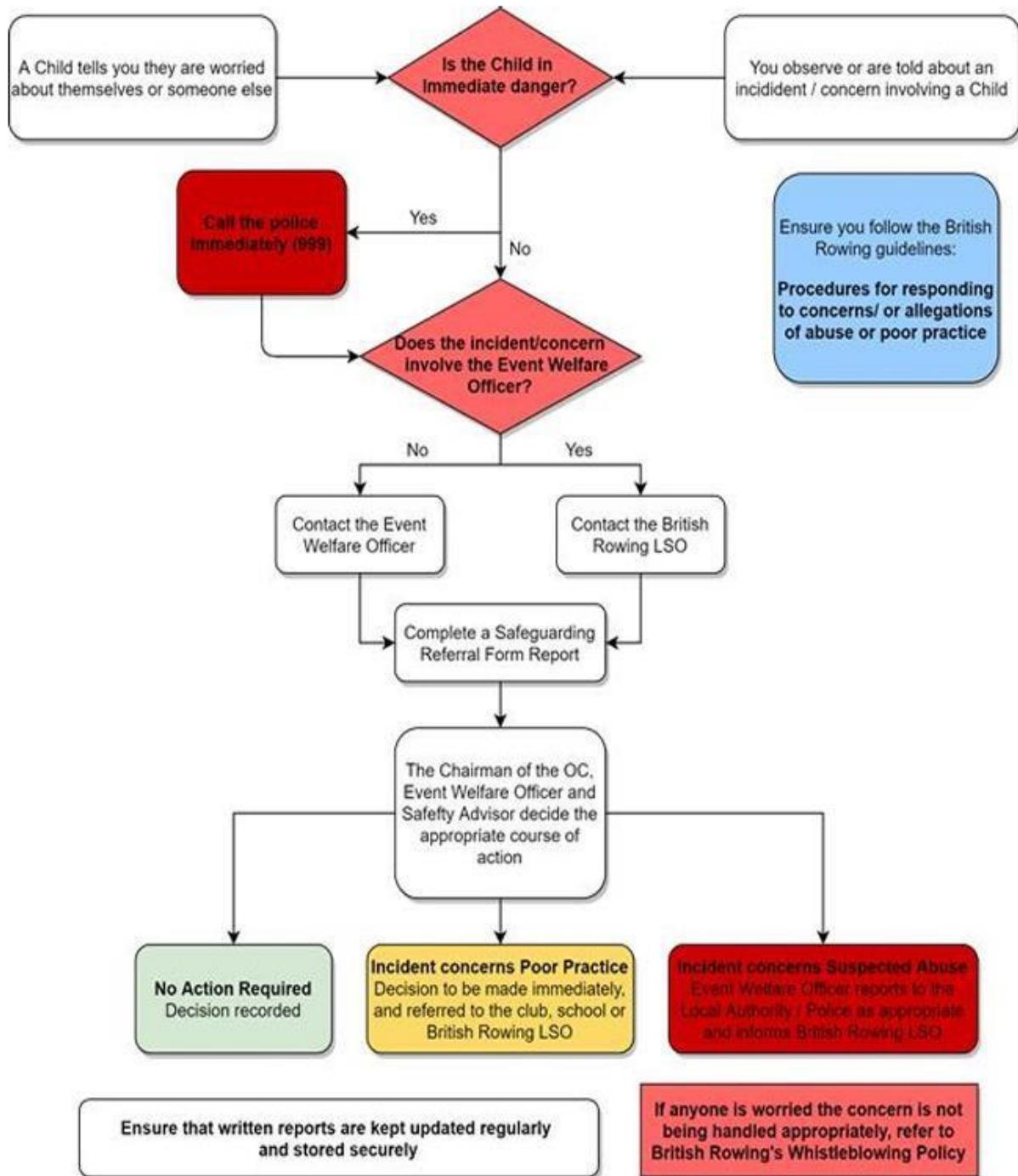
- Notify the Competition Welfare Officer (CWO) and/or Competition Safety Advisor via any official.
- The Competition Welfare Officer should be notified first of any allegations.
- The CWO will be responsible for managing any concerns or allegations and for contacting the appropriate agencies.

See reporting structure flow charts on following 2 pages

- Reporting procedures concerning a child &
- Reporting concerns about an Adult at Risk:

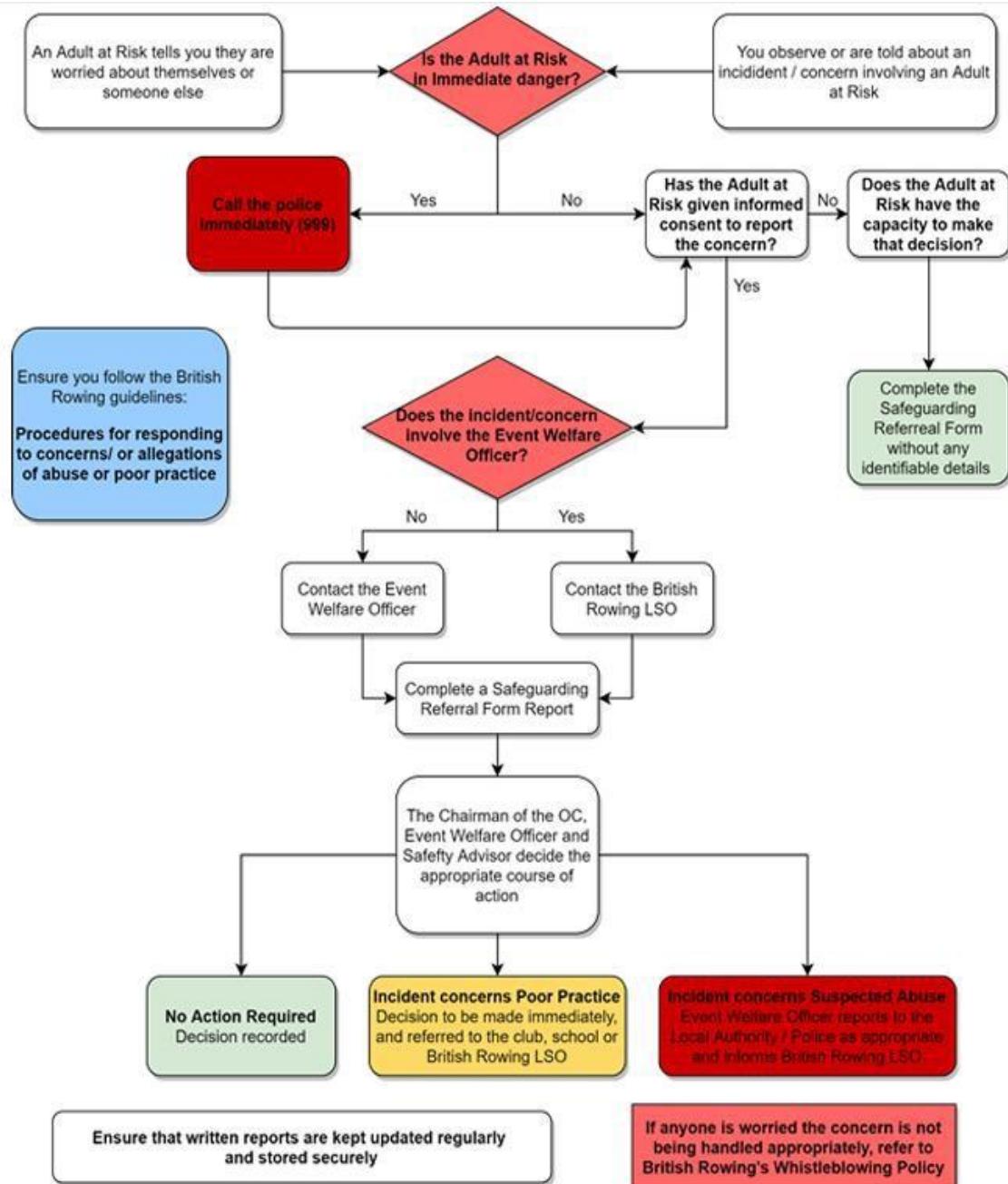
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Reporting procedures concerning a child:



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Reporting concerns about an Adult at Risk:



13. Monitoring and Review

This Welfare Plan will be reviewed annually and updated as required, following changes in legislation or significant events.