



Haverstock Fencing Club

Venue: Haverstock School, 24 Haverstock Hill, Chalk Farm, London NW3 2BQ

Safeguarding Policy

Haverstock Fencing Club recognises its responsibility for the welfare of the children, young people, adults and vulnerable adults in its charge. We provide a caring, supportive and safe environment, in which all can learn and develop to their full potential.

Coaches

Haverstock coaches will be DBS checked and on the BF coaches register.

The Welfare Officer

The role of the Welfare Officer is to promote good practice within the club, to be a named point of contact for young people, parents/carers, coaches and volunteers when they have concerns and to understand British Fencing's reporting procedures in case a concern is raised.

The Haverstock Fencing Club Welfare Officer is subject to DBS checks and holds current certificates from British Fencing required welfare courses.

Welfare Role

- To be the first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified
- Implement the club's reporting and recording procedures
- Promote the club's best practice guidance/code of ethics and behaviour within the club
- Assist the club to fulfil its responsibilities to safeguard young people and vulnerable adults
- Assist the club to implement its child and vulnerable adult welfare plan
- Sit on the club's Committee
- Ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Be the first point of contact with the British Fencing's Equality and Safeguarding Manager
- Maintain contact details for local social services, police and the Local Safeguarding Children Board (LSCB) in case of an emergency

The Welfare Officer will have a detailed knowledge about the following:

1. The club's and British Fencing's policy and procedures related to safeguarding and protecting young people
2. The club's role and responsibilities to safeguard the welfare of children and vulnerable adults
3. Knowledge of British Fencing's Child and Vulnerable Adult Protection Policies



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4. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Local Safeguarding Children Board (LSCB)).
5. Awareness of equality issues and child protection
6. Basic knowledge of core legislation, government guidance and national framework for child protection.

The welfare officer will: -

- Be approachable
- Be child-focused
- Offer basic advice and support
- Communicate
- Maintain records
- Have interpersonal skills

Disclosures

A disclosure is when a person presents safety and welfare concerns relating to a club member. This can relate to their conduct or circumstances.

If a disclosure is made to a Committee member, that member is obliged to inform the Welfare Officer.

The Welfare Officer will act promptly, as appropriate to the circumstances. If there is a concern for the immediate safety of that person, especially if that person is a minor, then the coach or Welfare Officer will contact the Police.

Welfare Officer Absence

If the Welfare Officer is not able to attend the club for an extended period, they will agree with the Committee the arrangements to be made in order for welfare to be maintained at the club during that absence.

Third party concerns

Where the Welfare Officer is told by a third party of concerns about a fellow club member, the Welfare Officer has a range of responses which are dependent on the context and situation

- Establish whether the people in question are minors or vulnerable adults
- Establish whether there is an immediate danger to the people in question, and contact police if necessary
- Speak formally or informally to the club member
- Take advice from British Fencing
- Take action with the support of the club Committee

The Welfare Officer will inform the Committee members as appropriate for the welfare of that person. Where welfare action has been taken, the welfare officer



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may record and retain summary information for a period of three years to prevent repeat occurrences of welfare problems.

Complaint against the Chairman/Club Manager

Where a complaint is made about the Chairman/Club Manager, they will remain away from the club and Committee work until the matter has been concluded by the Committee. The complainant and the Chairman/Club Manager will be kept informed throughout the process.

Complaint against the Welfare Officer

Where a complaint is made about the Welfare Officer, the Welfare Officer will remain away from the club and Committee work until the matter has been concluded. The club will coordinate with the British Fencing Welfare Lead during this process. The complainant and the Welfare Officer will be kept informed periodically throughout the process.

Complaint against a Haverstock Fencing Club coach

Where a complaint is made about a coach, the coach will remain away from the club until the matter has been concluded by the Chairman and Welfare Officer. The Committee will ensure that the necessary action is taken. The complainant and the coach will be kept informed throughout the process.

Inappropriate behaviour away from club (competitions and training camps)

Haverstock Fencing Club coaches will take all reasonable measures to ensure that children, young people and vulnerable adults in their care are looked after and protected from harm.

Haverstock Fencing Club coaches will ensure that the competition and training camp venues are safe and suitable for use and that coaches and trainers in contact with their charges have been DBS checked and have the appropriate qualifications or equivalent experience.

Haverstock coaches will ensure appropriate charge to coach ratio.

Haverstock coaches will ensure that any allegations or reports of inappropriate behaviour are dealt with, working with the Welfare Officer to achieve this.



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Maintenance

This policy is reviewed on an annual basis.

This policy should be read in conjunction with BF guidelines.

Resources

1. BF Welfare Policies - <https://www.britishfencing.com/policy-zone/welfare-policies-guidelines>
2. BF Safeguarding Policy - <https://www.britishfencing.com/wp-content/uploads/2022/12/BF-Safeguarding-Policy-October-2022-approved.pdf>