

**Tyneside Loipers Cross Country Ski Club      One Day Event Safeguarding Policy**

***Appoint an Event Welfare Officer.***

A Club Welfare Officer is usually the most suitable person for the role, as they will have undergone Snowsport England safeguarding training.

See the Snowsport England Snowsafe Tool Kit for Clubs

***The Event Welfare Officer's core responsibilities are to:***

Be responsible for safeguarding children at the event

Be a central point of contact for anyone who has any concerns regarding welfare of children at the Event

Ensure their contact details are advertised prior to the event

Ensure their contact details are advertised at the event (e.g., on a poster, as part of information given to competition officials, over the loudspeaker)

Ensure the Event Photographic Policy is publicised and on display

Ensure Safeguarding Report Forms are completed where necessary and a copy forwarded to the Safeguarding Lead at Snowsport England without delay

Ensure Accident Report Forms are completed where necessary and a copy forwarded to Snowsport England (if a Snowsport England event). NB You must keep a copy of all accident forms in line with current requirements.

Ensure that DBS checks have been completed in advance where necessary (see table below)

Be vigilant and aware that race officials have not been vetted and should not be alone with a child

Be the central point of contact for a missing child and be responsible for organising the search, or delegating this responsibility and if necessary, reporting to the Police. See Guidelines for Missing Children in the Snowsafe Toolkit.

Ensure concerns are dealt with appropriately and where necessary, make referrals to the Safeguarding Lead at Snowsport England, the Police or Children's Social Care as appropriate.

**Minimum Learning Requirements & Safeguarding Checks for staff involved in an event**

<b>Staff</b>	<b>Roles and Responsibilities</b>	<b>DBS</b>	<b>Snowsport England approved Safeguarding trained</b>
<b>Event Welfare Officer</b>	Implementation of the event safeguarding plan	Yes	Yes
<b>Coaches who are involved in the running of the event</b>		Yes	Yes
<b>Level 2 Race Officials</b>	Responsible for race or event procedures and protocol	No	Encouraged to do training but not obligatory
<b>Other helpers on the day - no direct unsupervised contact with children</b>	Supporting race officials and staff servicing the event		
<b>Coaches, team managers, drivers NOT employed of arranged by the Event Organisers</b>	Responsibility of the Club or Team they are with, not the Event organiser		

It is anticipated the same staff will be used frequently. If appropriately qualified and up to date CWOs and Coaches are used these will meet Snowsport England DBS and Safeguarding training requirements.

**Date: June 2026**

**Review Date: June 2029**