

WHAT LEVEL OF TRAINING DO I NEED TO COMPLETE FOR MY ROLE AT BWSW?

Read all BWSW Safeguarding Policies & Procedures (within 1 month of starting role and remain current)	Basic Training	Specialist Training	Refresher Training	Adult Safeguarding
	Safeguarding & Protecting Children (within 3 months of starting role)	Time to Listen (within 9 months of starting role)	Refresher Training (every three years) Online OR In Person	Introduction to Safeguarding Adults

ALWAYS Complete and forward certificate to BWSW

MANDATORY REQUIREMENTS					
No contact with U18's	Yes				
Incidental contact with U18's	Yes				
Regular contact with U18's (no direct responsibility)	Yes				
Regular contact with U18's (unsupervised)	Yes	Yes		Yes	
Event Involvement/ Management Responsibilities	Yes	Yes		Yes	Recommended
Club Welfare Officer (CWO)	Yes	Yes	Yes	Yes	Recommended
Recruitment responsibility for roles involving U18's	Yes	Yes		Yes	
Young Volunteers (aged 16-18)	Yes	Recommended (SPC for Young Coaches)		Yes	
NAMED ROLES					
SBD1 /SBD2 /SBD3/ SBD Principal SLO1 /SLO2 /FCO	Yes	Recommended			
Instructor / Coach	Yes	Yes On Enrolment (RYA Course)		Yes (Basic SPC)	Recommended
HQ STAFF					
CEO	Yes	Yes	Yes (CPSU Training)	Yes	Recommended
Board Members	Yes		Yes (CPSU Training)	Yes	
Operations Manager	Yes	Yes		Yes	
Lead Safeguarding Officer	Yes	LSO Course		Yes	Recommended
Deputy Safeguarding Lead	Yes	LSO Course		Yes	Recommended
All other HQ Staff	Yes				

PLEASE NOTE, THIS TRAINING IS MANDATORY REGARDLESS OF YOUR OCCUPATION TRAINING OR EXTERNAL QUALIFICATIONS. BWSW **DO NOT** ACCEPT ALTERNATIVE TRAINING IN PLACE OF THE REQUIRED SPORT SPECIFIC SAFEGUARDING TRAINING AS OUTLINED ABOVE. THE TRAINING REQUIRED BY BWSW CONTAINS ESSENTIAL 'SPORTING CONTEXT' WHICH IS NOT READILY AVAILABLE FROM OTHER PROVIDERS.

DUE TO THE HIGH NUMBERS OF EXTERNAL TRAINING PROVIDERS, WE ARE UNABLE TO ASSESS EACH EXTERNAL COURSE INDIVIDUALLY, IN ORDER TO CHECK ITS CONTENT.

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SAFEGUARDING POLICY & PROCEDURES

You should make yourself aware of the following documents on commencement of your role;

- ☐ Safeguarding & Protection Young People
- ☐ Safeguarding Adults
- ☐ Good Practice Guide to Welfare and Safeguarding
- ☐ Codes of Conduct, Position of Trust
- ☐ EDI, Anti-Bullying, Data Protection, Online Safety
- ☐ The Safeguarding Regulation

This list is not exhaustive, further links to policies that may be relevant to your role can be found by accessing the BWSW Safeguarding page on our website <http://www.bwsw.org.uk/aboutthesport/safeguarding/>
If you have any questions or queries in relation to these documents, please contact safeguarding @bwsf.co.uk

BASIC TRAINING

SAFEGUARDING AND PROTECTING CHILDREN COURSE

3 hours – Run by UK Coaching, NSPCC and CPSU

MUST BE RENEWED EVERY 3 YEARS

<https://www.ukcoaching.org/our-courses/courses/safeguarding-protecting-children/>

This interactive face-to-face workshop / online classroom will help you recognise and respond to concerns a child may be experiencing, or be at risk of experiencing, harm, neglect, or abuse. You will learn the importance of person-centred care and taking an individualised approach to your coaching practice that puts the child or young person at the heart of every session.

- Identify and recognise good coaching practice and the implications for your coaching.
- Refresh your knowledge around recognising safeguarding issues, what to do, and just as importantly, what not to do.
- Explore your values and feelings in relation to child abuse and recognise their potential impact on your response.
- Take appropriate action if concerns about a child arise.
- Learn from and pick the brains of our expert tutors, all of whom have lived Safeguarding experience – such as club welfare officers, schoolteachers, or police officers.

SAFEGUARDING & PROTECTING CHILDREN (FOR YOUNG COACHES/CLUB AMBASSADORS)

2 hours – Run by UK Coaching, NSPCC and CPSU

<https://www.ukcoaching.org/courses/safeguarding-and-protecting-children-for-young-coaches/>

This course is designed with your safety as a young coach in mind. It includes everything you need to know about safeguarding and child protection, making it an essential part of your coaching journey. As a young leader or assistant coach, you'll learn how to spot and report any concerns, and who to talk to if you need help. Safeguarding your own welfare is just as important, so we'll also guide you on where to find support.

PLEASE NOTE: This course is NOT valid for a Coach/Instructor licence.

SPECIALIST TRAINING

WELFARE OFFICER TRAINING: TIME TO LISTEN

3 hours - Run by UK Coaching, NSPCC and CPSU

MUST BE RENEWED EVERY 3 YEARS

<https://www.ukcoaching.org/our-courses/courses/welfare-officer-training-time-to-listen/>

WHAT LEVEL OF TRAINING DO I NEED TO COMPLETE FOR MY ROLE AT BWSW?

Learn about the responsibilities connected with being a Welfare Officer and how you can ensure that you're supporting and safeguarding children effectively. Every child deserves to enjoy playing sport and engaging in physical activity in a safe and supportive environment, where they feel heard, understood, and valued. You will learn how you can support, empower, and safeguard children participating in sport and physical activity in your capacity as a welfare officer.

- How the role of the welfare officer fits into the wider safeguarding environment
- How safeguarding fits into the wider culture of your organisation
- How to respond to and report concerns
- How you can support your coaches to protect themselves.

Once you have registered for a workshop, you will be given access to a checklist. Please complete this prior to attending the workshop.

ADULT SAFEGUARDING TRAINING

INTRODUCTION TO SAFEGUARDING ADULTS IN SPORT, ACTIVITIES & LEISURE

1.5 hours E-Learning Supplied by Ann Craft Trust

RENEWAL SUGGESTED EVERY 3 YEARS

<https://www.anncrafttrust.org/contact/>

This non-accredited course has been developed for anyone working in the sport and physical activity sector who wants to gain a basic understanding of why safeguarding adults is important, how to recognise concerns and what to do when concerns are raised.

This interactive course is specifically tailored to those working in sport and physical activity who want to develop their understanding of safeguarding adults in their setting. Whether you are the business owner, instructor, leader co-ordinator, trustee this course will help you understand what you can do to support adults who may be experiencing harm or abuse.