

# GOOD PRACTICE GUIDE

## TO WELFARE & SAFEGUARDING





**SAFEGUARDING  
IS THE ACTION TAKEN  
TO PROTECT PEOPLE'S  
HEALTH, WELLBEING,  
AND HUMAN RIGHTS, AND  
TO ENABLE THEM TO LIVE  
FREE FROM HARM,  
ABUSE AND NEGLECT.**

**IT IS THE DUTY OF**

All BWSW Affiliated Clubs / Accredited Centres, members and associated persons to ALWAYS demonstrate exemplary behaviour towards young people and adults at risk. By doing so collectively, their interests will be always safeguarded throughout the sport.



# HOW DO WE ACHIEVE THIS?

- Everyone having a duty of care to young people to safeguard their wellbeing and protect them from abuse
- Respecting and promoting the rights, wishes and feelings of young people and adults at risk
- Recruiting, training and supervising all employees/ volunteers to adopt best practice
- Ensure all involved in the sport undertake their role in accordance with the BSW Codes of Conduct and Safeguarding Policies and Procedures
- Report ALL concerns about poor practice or allegations of abuse to the Club Welfare Officer and/or BSW Lead Safeguarding Officer
- All committees and CWOs to ensure that DBS/First Aid/Safeguarding training of Licensed Coaches/ Instructors and CWOs are up to date and renewed every three years

**POOR PRACTICE AND ABUSE CAN HAPPEN AT ANY TIME OR IN ANY PLACE WHERE THERE ARE YOUNG PEOPLE PRESENT. SOMEONE MAY ABUSE A YOUNG PERSON BY INFLECTING HARM, OR BY FAILING TO ACT TO PREVENT HARM. THE EFFECTS OF ABUSE CAN BE SO DAMAGING THAT, IF UNTREATED, THEY MAY FOLLOW A PERSON INTO ADULTHOOD.**

## POOR PRACTICE

Poor practice can relate to several situations and behaviours where a child or young person is potentially at risk. Poor practice is unacceptable and should be challenged even where the motive of an individual is well meant.

## ABUSE

There are four types of abuse

### 1. NEGLECT

Where a young person's basic physical and/or psychological needs are not met and are likely to result in the serious impairment of their health or development. This includes exposing young people to undue cold, heat or unnecessary risk of injury.

### 2. PHYSICAL ABUSE

Where adults physically hurt or injure young people by hitting, shaking, throwing, drowning or otherwise causing physical harm to a young person. This also includes forcing a young person to train beyond their capabilities.

### 3. EMOTIONAL ABUSE

The persistent emotional ill treatment of a young person, such as to cause severe and persistent adverse effects on the young person's emotional development. Some level of emotional abuse is involved in all types of ill treatment of a young person. This can include constant criticism, name calling, being threatened or subjected to unrealistic pressures.

### 4. SEXUAL ABUSE

Where girls and boys are abused by adults (both male and female) who use young people to meet their own sexual needs. This could include talking to young people in a sexually explicit manner or touching in an inappropriate manner.

## BULLYING

Bullying is not classified as a form of child abuse however it can be a significant factor in other types of child abuse and can have equally detrimental consequences for a child. Bullying is anything done with the intention of hurting, intimidating, frightening or upsetting another person. Bullying is not always physical, but it results in distress to the victim.

# GOOD PRACTICE TIPS

- Be an excellent role model
- Give enthusiastic & constructive feedback. Never overtly criticise young people, their confidence is paramount
- Build balanced relationships built on mutual trust
- Treat everyone equally, and with respect and dignity
- Put welfare and development first – winning second!
- Ensure that 50% of Club Committee members (relevant management structure at commercial centres) have received the BWSW basic safeguarding training for Committee members
- Annually, conduct a check of CWO and Licensed Coaches/Instructors to ensure that all required 3-year accreditations of DBS certificate, First Aid certificate and refresher Safeguarding & Protecting Children training are current
- Ensure that the CWO is active in the formation and annual review of Club/Centre Safeguarding Policies and Procedures, including Risk Assessments
- If having a Licensed Coach/ Instructor also appointed as a Club Welfare Officer is unavoidable at your club/centre, please ensure there is a clear process in place for any concerns about the coach to be directly reported to the BWSW Lead Safeguarding Officer

**ALL COACHES, INSTRUCTORS, OFFICIALS AND VOLUNTEERS INVOLVED WITH YOUNG PEOPLE SHOULD READ AND HAVE KNOWLEDGE OF THE FULL BWSW SAFEGUARDING POLICIES AND PROCEDURES AVAILABLE ONLINE AT**

**[www.bsw.org.uk/safeguarding](http://www.bsw.org.uk/safeguarding)**

# REPORTING A CONCERN

- It is important that any concerns or incidents are reported to the BWSW Lead Safeguarding Officer as soon as possible
- If a young person is disclosing information to you, tell them they are not to blame and that they were right to tell you
- If the young person requires medical attention, call an ambulance and inform the responding medical attendee that there is a Safeguarding concern
- Make a detailed note of your observations and/or what was said as accurately as possible
- Speak to the Club Welfare Officer and refer the matter to them. They will contact the BWSW Lead Safeguarding Officer. If the CWO is not available, please contact the BWSW Lead Safeguarding Officer directly
- If the above are not available and the child is at further risk, refer to your local area Children's Services or the Police
- No matter what the nature of the safeguarding concern or incident is, the matter must be dealt with in line with BWSW's Safeguarding Policies & Procedures

## REMEMBER

**It is NOT the responsibility of those within the BWSW network to determine if abuse has occurred, but to act upon and report any concerns.**

- React immediately
- Remain calm and do not pass judgement

**CONCERNS CAN BE PASSED TO THE BWSW LEAD SAFEGUARDING OFFICER BY EMAIL [SAFEGUARDING@BSWF.CO.UK](mailto:safeguarding@bswf.co.uk) OR VIA THE ONLINE REPORTING FORM FOUND ON OUR WEBSITE. YOU CAN CHAT THROUGH CONCERNS BY CALLING BWSW SAFEGUARDING ON 07919 131671.**

**You can also seek support by calling the NSPCC on 0808 800 5000 or via [nspcc.org.uk](http://nspcc.org.uk)  
Children and Young People can seek support by calling Childline on 0800 11 11**

# FREQUENTLY ASKED QUESTIONS

## **Q. WHY ARE THE BWSW SAFEGUARDING POLICY & PROCEDURES NECESSARY?**

They provide the sport with a framework to ensure that the whole sport takes up the challenge of continuously improving the participation conditions for young people. The policy is backed up by a comprehensive structured implementation plan and a sensitive process to respond to concerns.

## **Q. HOW WILL SAFEGUARDING AFFECT ME?**

Safeguarding and child welfare in waterskiing & wakeboarding is mandatory to all. BWSW Policies & Procedures has been developed to provide a comprehensive and complete guide to all those who manage Clubs & Accredited Centres, or ski, ride, coach, instruct, officiate, assist or volunteer in waterskiing and wakeboarding.

## **Q. HOW DOES SAFEGUARDING AFFECT MY CLUB / CENTRE?**

Abuse can occur anywhere there are young people or adults at risk. Sadly, there are some people who will seek to be where young people are simply to abuse them; this includes waterski and wakeboard facilities! It is therefore imperative that each BWSW Affiliated Club or Accredited Centre adopts and implements its own robust safeguarding policy and procedures. BWSW has free templates to assist with this and to enable our Clubs & Centres to keep everyone safe.

## **Q. WHAT DOES MY CLUB / CENTRE NEED TO DO?**

Welfare and Safeguarding is an ongoing process, and it is the responsibility of the whole club/centre to implement safeguarding policies and procedures. BWSW are here to help existing and new facilities meet the required criteria, by providing documents and templates online, and a Lead Safeguarding Officer to support and offer advice on anything welfare and safeguarding. Clubs/centres should ensure they regularly check mandatory DBS and safeguarding training requirements are up to date.

## **Q. WHY IS A CLUB WELFARE OFFICER (CWO) ESSENTIAL TO MY CLUB / CENTRE?**

- Without a CWO in place, who is suitably vetted and trained, your club/centre may not be insured should an incident take place, or a concern be raised against someone in your club/centre
- A CWO is a requirement of your club's affiliation or centre's accreditation with BWSW
- The CWO will ensure that safeguarding is being adhered to at your club/centre and will be the point of contact for all welfare and safeguarding concerns and queries
- The CWO must have a BWSW approved DBS check (or be signed up to the DBS Update Service) and undertake a sport specific 3-hour safeguarding training course (both DBS and safeguarding training need to be renewed every 3 years)
- You must inform BWSW when a CWO is appointed so the appropriate contact details are recorded

**ANY FURTHER QUESTIONS OR QUERIES IN RELATION TO THE ABOVE,  
PLEASE CONTACT [SAFEGUARDING@BWSF.CO.UK](mailto:SAFEGUARDING@BWSF.CO.UK)**