

## Information for Camp Welfare Officers

Camp Welfare Officers are required for all trips abroad where Under 18s are present. The role of the Camp Welfare Officer may sometimes be undertaken by the Team Manager. It is recommended the welfare officer is not one of the coaches or a spouse/partner of a coach; if the coach is the cause of concern athletes may feel unable to raise their concern. However, it is recognised this is not always possible. In consultation with other suitably qualified and vetted staff, the welfare officer may delegate some of these responsibilities.

A child is anyone who has not yet reached their 18<sup>th</sup> birthday. BSS has a moral and legal obligation to ensure that, when given responsibility for children, all coaches, camp welfare officers, managers, volunteers and anyone working on behalf of the organisation, we provide them with the highest possible standard of care. Safeguarding is everyone's responsibility and the procedures here, and in the Safeguarding Policy, relate to everyone working or volunteering with U18s for BSS.

Many of our athletes will have attended training and race camps organised by other organisations and Academies, but it is imperative they know the standard of behaviour **BSS requires of them**, know their boundaries and know there is always someone they can talk to if they have any concerns about their welfare or training/competition.

### All Camp Welfare Officers will be required to:

- Have an Enhanced DBS disclosure with barred list check for working with children, OR appropriate PVG Scheme Record which has been approved by the BSS Lead Welfare Officer.
- Provide the name of 2 referees, unless currently working within BSS. Referees must have known you for at least 2 years and at least one must be a professional reference.
- Recommended for 2014/15, compulsory for 2015/16: Undergo appropriate Safeguarding training. The recommended training is currently [Safeguarding and Protecting Children](#) (SPC). However, the [NSPCC Online Sports safeguarding](#) training or [Educare Online Sports](#) Safeguarding training will be accepted. Appropriate safeguarding training should be undertaken regularly, if in doubt check with Performance Director or Lead Welfare Officer.
- It is recommended Camp Welfare Officers have an up to date first aid certificate.

### A welfare officer will be responsible for: (regarding all athletes under the age of 18)

- The care and welfare of the athletes when not training/racing/competing.
- The health and safety of the athletes when not training/racing/competing.
- Working in loco parentis for all young people, represent the needs of these young people where required.
- Ensuring they have travel details for all athletes (provided by BSS Office).
- Ensuring they know all medical conditions of athletes and treatment required (provided by BSS office).
- Ensuring they have relevant contact details for all parents/guardians for the duration of the camp; e.g. if the parents are away during the camp, they have their appropriate contact details (provided by BSS office).
- Ensuring they are aware of any restrictions regarding photographs or videoing of any athlete (provided by BSS office).



- Ensuring all athletes receive a welcome introduction including safeguarding briefing (see Induction for Athletes guidelines on page3).
- Ensuring all athletes are aware of whom to contact, and how to contact them, if they wish to raise a concern.
- Ensuring all concerns raised are dealt with appropriately and where relevant passed on to BSS Lead Welfare Officer.
- Ensuring athletes adhere to bed time and lights out requirements.
- Ensuring boys do not enter girls' bedrooms and girls do not enter boys' bedrooms.
- Ensuring where athletes aged over 18 are sharing with athletes aged under 18, the same rules apply regarding not letting athletes of the opposite gender in their bedrooms. NB: BSS Policy is that athletes aged under 18 do not share a room with athletes aged over 18. However, it is recognised in a mountain environment this is not always possible.
- Always ensuring 2 members of staff are present if they need to enter a bedroom of an athlete/athletes
- Ensuring (with coaches where appropriate) any accidents or injuries are recorded on an Accident Form and forwarded to BSS office, and parents are informed as appropriate.
- Ensuring (with coaches where appropriate) any incidents are recorded on an Incident form and forwarded to the Lead Welfare Officer (LWO). Where appropriate the Camp Welfare Officer should telephone the LWO for advice or to report something.
- Ensuring at least one appropriately trained and vetted adult has abstained from all alcohol at any given time: In the event of an emergency this adult may need to drive or accompany an injured person for medical treatment.
- Getting feedback from the athletes at the end of the camp.

Other scenarios and challenges will present themselves and it is up to the Camp Welfare Officer to act in loco parentis, and use their common sense to react to situations. E.g. ensuring the mini-bar in athletes' bedroom is removed prior to athletes occupying rooms; having a word with other nations' coaches or camp welfare officers if behaviour of their athletes is affecting ours, etc.

Whilst Camp Welfare Officers are encouraged to get to know the athletes, they must at all times adhere to the BSS Safeguarding Policy and maintain professional boundaries.

Camp Welfare Officers are in a position of trust and as such must not have sexual relationships with anyone under the age of 18 in their care. Please also read the leaflet "Safeguarding in Snowsport – U18 Staff Guide".

**Thanks for your help in making snowsports fun and safe for our athletes!**



## Induction for Athletes (Under 18)

### Induction to be carried out by Camp Welfare Officer or Camp Welfare Officer and Coach/other

1. Welcome athletes to the camp. Acknowledge that some athletes may have been away numerous times with us or other Academies, for others this may be the first time - but for BSS camps all athletes are required to comply with **OUR** rules.
2. Ensure athletes know who is who, on the camp
  - a. Coaches and their role
  - b. Manager and their role
  - c. Camp Welfare Officer and their role. The role of the welfare officer is to ensure athletes are supported and have someone to talk to whilst away from their parents/guardians, and be responsible for the health and safety of athletes whilst off the mountain. If anything is worrying them, or they are unhappy or concerned about anything – talk to the welfare officer or other staff member if they prefer. Worries could include the training, racing/competition, coaches' expectations or behaviour, other athletes' behaviour towards them, feeling isolated or bullied etc. Whatever it is – feel free to come and have a chat. BSS wants athletes to be happy and supported, which will help them do their best.
  - d. BSS has a Lead Welfare Officer who can be contacted by athletes, parents or staff – Bridget Owen – you have a leaflet with her details on: +44 (0) 1303 840095 or e mail [owensafeguarding@gmail.com](mailto:owensafeguarding@gmail.com).
  - e. Other roles
3. Rules and expectation including:
  - a. Being ready on time and prepared for the activity.
  - b. Taking personal responsibility for themselves.
  - c. Listening to the coaches and doing as they are told (subject to it being a reasonable request).
  - d. Feeling free to challenge ideas, but respecting other people's ideas.
  - e. Off the mountain, abiding by the rules regarding areas that are out of bounds.
  - f. Not going into the bedroom of someone of the opposite gender.
  - g. Not letting someone of the opposite gender enter their bedroom (applies to over 18s too if sharing with under 18s).
  - h. Not engaging in any form of sexual relationship whilst on the camp.
  - i. Abiding by lights out curfew times.
  - j. Not drinking or smoking, as in the Athlete's Code of Conduct.
  - k. Making sure they treat other athletes well; not bullying them, or using mobile phones or social media in a way that may cause upset to others or bring BSS into disrepute.
  - l. Remember you are representing BSS and Great Britain, be a good ambassador.
4. Reporting of Concerns: Ensure athletes know what to do if they are unhappy about anything – report the concern to the camp welfare officer, coach or other adult.
5. At the end of the camp BSS will be asking athletes for feedback. If you have any ideas during the camp to help improve things – please let Camp Welfare Officer know.

