



**SAFEGUARDING  
ONE DAY  
EVENTS**

## Safeguarding – One-Day Events

Depending on the nature and size of your event, different levels of preparation will be required. For a typical snowsport one day event the following guidance applies.

When organising an event, you must 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 Safe Events pack.

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 loud speaker)
- Ensure the Event Photographic Policy is publicised and on display
- Ensure Incident 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
- 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.

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

Staff	Roles & Responsibilities	DBS	Snowsport England approved safeguarding trained
Event welfare officer	Implementation of the event safeguarding plan.	Yes	Yes
Coaches who are involving in the running of the event	Course setting, organising of event etc	Yes	Yes

<b>Level 2 Race Officials</b>	<b>Responsibility for race or event procedures and protocol</b>	<b>No</b>	<b>Encouraged to do training but not obligatory</b>
Other helpers on the day – no direct unsupervised contact with children	Supporting race officials and staff servicing the event	No	No
Coaches, team managers, drivers – NOT employed or arranged by Event Organisers	Responsibility of the Club or Team they are with, not the Event Organiser	No	Not the responsibility of the Event Organiser

It is anticipated the same staff will be used frequently.

Use only appropriately qualified and up to date CWOs and Coaches, as these will meet Snowsport England DBS and Safeguarding training requirements and therefore will be straightforward for you.

For larger events, see the CPSU Safe Sports Events Management.