

# Club Website – Safeguarding Template

This document has been produced to support clubs in raising the profile of Safeguarding on their clubs websites. It is crucial that safeguarding is visible and more importantly accessible for those who may need it.

The British Orienteering website hosts detailed information for members and clubs and will act as the main portal, but the information template below will help clubs and association websites to have a basic level of information. Most of this information can simply be copied and pasted onto your websites with slight adjustments to the contact details for your current Club Welfare Officer (CWO) (these are highlighted in yellow) Please also feel free to add further club specific information.

Many clubs already have some safeguarding featured on their website, this document aims to support those where the information is limited or not currently present, alongside supporting all clubs to have consistent and up to date information available.

## Where should a safeguarding page be located?

A safeguarding page should be accessible within one click when someone visits your website. Ideally with a link on the homepage or available via a drop down menu. It should also be accessible by all, i.e. not be hidden behind a members only section.

## Text that can be used on your website – please copy and paste

Text highlight with a grey background should not appear on your website.

### Safeguarding and Welfare

Everyone has a shared responsibility for safeguarding and creating safe, enjoyable environments in Orienteering whether as an Orienteer, parent, coach, club official or spectator.

At our club we want you to feel safe and welcome and we encourage you to raise any concerns you have or incidents you witness at the earliest opportunity to our Club Welfare Officer or British Orienteering's Lead Safeguarding Officer.

Our club is committed to the principles of safeguarding both adults and children and our Club Welfare Officer is always there if you need any support or would like any advice.

Further information is available on [British Orienteering's Safeguarding pages](#).

**Reporting a concern or incident** – *this should feature at the very beginning to make it as accessible as possible.*

All reports are taken seriously and dealt with in a sensitive manner. Should you wish to report a concern or incident Please contact either:

- **Our Club Welfare Officer**
  - *Club to fill in name and contact details – MANDATORY ROLE*
- **British Orienteering's Lead Safeguarding Officer**
  - Call 07891 091 662 or email [safeguarding@britishorienteering.org.uk](mailto:safeguarding@britishorienteering.org.uk)

This includes any concerns about the welfare or safeguarding of either children and/or adults, both within orienteering and outside of orienteering.

All reports will be logged in confidence with the Lead Safeguarding Officer who will also explain the processes which will be followed depending on each case.

### **Your Club Welfare Officer – not a required field on website**

*Providing a short bio of your club welfare officer and a photo will really help members identify them easily if needed.*

### **Reporting Forms**

In addition to contacting the Club Welfare Officer or Lead Safeguarding Officer, you can report a concern or incident online.

#### ***British Orienteering Quick Report Form***

British Orienteering has introduced an [\*\*incident reporting form\*\*](#) which can be used to make immediate reports to the Lead Safeguarding Officer. On completion of this form the Lead Safeguarding Officer will follow up with you directly.

There is also a link to the word version of the reporting form on the British Orienteering website [Safeguarding Concern Reporting Form - word version](#) – please email your concerns to either your Club Welfare Officer or the Lead Safeguarding Officer as soon as possible.

If you need any advice on how to complete a form or what should you do if someone reports something to you, this [short video](#) will help you.

### ***Safeguarding Policies – these are live links to the most up to date policies.***

As a club, we support and follow British Orienteering's two safeguarding policies, these can be found via the links below:

- [Child Safeguarding Policy](#)
- [Safeguarding Adults Policy](#)

For further information including resources and training opportunities visit the [British Orienteering website](#) or contact the Lead Safeguarding Officer.

**Additional Information - If you wish, additional information such as is outlined below, could be included on your safeguarding page:**

**When you bring your children orienteering we will help you to ensure their welfare and safety by ensuring that;**

- The people who run the sport are safe to be with.
- We take all reasonable steps to ensure that your children will be safe from other participants and strangers.
- The challenges set will be manageable so that your children are able to find their way around the course.
- They are not likely to be injured but if they are there are people and procedures in place to look after them.
- Your children's individual needs will be considered as far as possible within the nature of the sport.

**The people who run the sport are safe to be with:**

Our coaches and officials who have unsupervised regular contact with children and adults at risk have satisfactory Disclosure and Barring Service checks (England and Wales), Access NI (Northern Ireland) or PVG (Scotland) checks.

Our club has a welfare officer.

**We take all reasonable steps to ensure that your children will be safe from other participants and from strangers.**

Organisers of events and activities carry out risk assessments and have procedures for managing safety in public places.

**The challenges set will be manageable so that your children are able to find their way back, the ground they cross is not too rough for their experience/strength:**

Planners of courses and activities follow rules and guidelines to provide courses or activities with different levels of challenge to meet different needs.

We keep track of every individual at every event or activity to ensure that they are accounted for.

We will give you information so that you understand the level of challenge on courses offered.

We expect you to follow our guidelines about which course is appropriate for you or your children to complete.

To meet our safeguarding and insurance responsibilities, we may refuse to let you do a course if we consider you are taking undue risk.

**They are not likely to be injured but if they are there are people and procedures in place to look after them:**

Officials organising events and activities carry out risk assessments.

They have procedures for finding and looking after lost children and for providing first aid.

Your children's individual needs will be taken care of as far as possible within the nature of the sport:

At events, we will explain what physical and navigational skills are needed to complete a course and how we can help with an individual need.

At activities led by coaches if you tell us about any special needs we will tell you what adaptations can be made to make our activities accessible.