Club Website – Safeguarding Template

What every club needs to do

Every British Orienteering affiliated club should have a publicly accessible Safeguarding and Welfare page on its website.

The page should:

- be accessible to everyone and not hidden behind a members-only area;
- be easy to find, ideally within one click of the homepage;
- clearly explain how to report a safeguarding concern;
- include the name and contact details of the club's current Club Welfare Officer;
- include the current British Orienteering Lead Safeguarding Officer contact details shown below;
- link to British Orienteering's current safeguarding policies and reporting information; and
- be checked whenever the Club Welfare Officer changes and at least once each year to make sure names, telephone numbers, email addresses and links remain correct.

Always use the details in this template or check the current British Orienteering Safeguarding webpage.

Text for your club website

Clubs can copy the text below directly onto their website.

Before publishing, replace everything shown in **[SQUARE BRACKETS]** with your own club information.

*****COPY THE TEXT BELOW ONTO YOUR WEBPAGE*****

Safeguarding and Welfare

Everyone has a shared responsibility for safeguarding and for creating a safe, welcoming and enjoyable environment in orienteering, whether they are an orienteer, parent or carer, coach, volunteer, club official or spectator.

At **[CLUB NAME]**, we want everyone to feel safe and welcome. If you have a safeguarding or welfare concern, or witness something that concerns you, please report it as soon as possible.

Reporting a safeguarding concern

If you have a safeguarding concern about a child or adult, you can contact either:

Our Club Welfare Officer

[NAME OF CLUB WELFARE OFFICER]
Email: [CLUB WELFARE OFFICER EMAIL]
Telephone: [OPTIONAL CLUB WELFARE OFFICER TELEPHONE NUMBER]

British Orienteering

Jeanette Downing
Lead Safeguarding Officer
Telephone: 07891 091 662
Email: safeguarding@britishorienteering.org.uk

You can raise a concern about something that has happened **within orienteering or outside the sport** where it affects a British Orienteering member or participant.

All safeguarding concerns are taken seriously and handled sensitively.

You can also report a concern using British Orienteering's **Quick Report Form**:

https://www.britishorienteering.org.uk/incidentreporting

For full safeguarding information, guidance and reporting options, visit:

https://www.britishorienteering.org.uk/safeguardingandsafety

If someone is in immediate danger

If a child or adult is in immediate danger, or you believe a crime is taking place, contact the appropriate emergency service. In an emergency call **999**.

British Orienteering's safeguarding policies confirm that the police or relevant statutory authority may be the appropriate first point of contact where someone is at immediate risk or a crime is suspected.

Our safeguarding commitment

[CLUB NAME] is committed to safeguarding children and adults at risk and follows British Orienteering's safeguarding policies and procedures.

The current policies and supporting guidance can be found on the British Orienteering Safeguarding webpage:

https://www.britishorienteering.org.uk/safeguardingandsafety

In particular, clubs should refer to:

- Child Safeguarding Policy
- Safeguarding Adults at Risk Policy
- Lower-Level Concerns Policy and Procedures
- relevant safeguarding guidance and training requirements.

British Orienteering currently provides these and other safeguarding resources through its central Safeguarding page.

Your Club Welfare Officer

Our Club Welfare Officer is **[NAME]**.

The Club Welfare Officer is a first point of contact if anyone has a concern about the welfare or safeguarding of a child or adult.

****Before publishing - checklist****

Before your safeguarding page goes live, please check:

☐ The page can be reached **within one click of the homepage**.
☐ It is available publicly and is **not behind a login or members-only area**.
☐ Your **current Club Welfare Officer's name** is shown.
☐ Their **current email/contact details** are correct.
☐ Jeanette Downing is named as the British Orienteering Lead Safeguarding Officer.
☐ Their telephone number is shown exactly as **07891 091 662**.
☐ The safeguarding email is **safeguarding@britishorienteering.org.uk**.
☐ Links to British Orienteering's Safeguarding page and reporting form work.
☐ Any old safeguarding pages, PDFs or policy documents on your website have also been checked for outdated contact details.
☐ The page has a **"Last checked" date**.

Last checked: [MONTH / YEAR]

Next review due: [MONTH / YEAR]

When should the club review this page?

At least annually; whenever your Club Welfare Officer changes; whenever British Orienteering advises clubs that safeguarding information has changed; and whenever you update or redesign your website.

Do not assume that an old PDF, archived page or previously copied contact number is still correct. Use the current British Orienteering Safeguarding webpage as the authoritative source.