**Event Safeguarding and Wellbeing Officer**

**Expression of Interest Form**

Welsh Gymnastics is fully committed to providing safe, positive and quality experiences that enable individuals to excel and achieve personal aspirations within and beyond the sport.

The individual fulfilling the events Safeguarding and Wellbeing Officer (SWO) position plays a vital role in ensuring that a safe and positive environment is created for the gymnasts, staff and spectators in attendance. The events SWO is a key trusted contact for everyone in attendance and must ensure that the gymnasts health, safety and wellbeing remains a priority.

**Requirements**

* Be a member of Welsh Gymnastics, or willing to become a member.
* Hold a current enhanced DBS check for working with children and young people.
* Be a minimum of 21 years old.
* Not be at the event as a gymnast, coach, judge or hold any other significant role which may hinder their ability to undertake the role.
* Hold an up-to-date recognised and approved safeguarding certificate.
* Understand the core safeguarding principles (for example the NSPCC Safeguarding and Protecting Children workshop and Time to Listen training).
* Provide a character reference.
* Understand, and agree to comply with Welsh Gymnastics Safeguarding Policy and Codes of Conduct.
* Have good people skills; be warm and approachable, a good communicator and able to maintain a rapport with young people whilst maintaining discipline.
* Be prepared to appropriately challenge others if there is a concern that performance and welfare considerations are not aligned or the Codes of Conduct are breached; the safety & wellbeing of the gymnast is our primary responsibility.

**Desirable**

* Have previous Safeguarding and Wellbeing experience at events.
* Have knowledge of Welsh Gymnastics Safeguarding and Wellbeing plan.
* Have completed a recognised first aid course.
* Have completed a recognised mental health first aid course.

**Responsible for**

* The safeguarding and wellbeing of those in attendance.

**Responsible to**

* Welsh Gymnastics’ Safeguarding and Wellbeing Department.

**Key responsibilities**

We want everyone in attendance to have a happy and enjoyable experience. If this is not achievable that individual can speak to the events SWO in confidence and report any concerns they may have. Any concerns must be recorded and, if necessary, reported to the Safeguarding and Wellbeing team as soon as possible (contact details will be made available prior to the event).

**Health**

* To report any injuries to either named Physio or in the absence of the physio, the Competition Floor Manager
* To be a point of contact should anyone on attendance be concerned about their own, or others, health.

**Wellbeing**

* Overseeing the health, safety and wellbeing of those in attendance.
* Mandatory obligation to report and, in some instances, escalate any concerns.
* To ensure everyone follows the pre-agreed, high standards of behaviour and conduct and report any breaches to the Safeguarding and Wellbeing team.
* To have access to a contact list of key people, such as the Welsh Gymnastics Safeguarding and Wellbeing team and the events manager.
* To support individuals with any issues or concerns proactively and without bias or judgement.
* To be attuned to the social dynamics within the event and report any concerns to the events manager.

**Team support**

* To assist the events manager as required including reinforcing rules and to inform them of any concerns.
* To ensure that any incidents are fully documented and followed up.

**Specific roles**

**Pre-event**

* To attend (if applicable) and contribute to any pre-event meetings and contribute to any briefing events as required.
* Be familiar with the relevant codes of conduct for gymnasts, coaches, officials and any support staff.
* Ensure that you have a clear understanding of your roles and responsibilities.

**During the event**

* Monitoring and observation of the event.
* Assess, manage and report any issues relating to non-compliance with all codes of conduct as required.
* Liaise with relevant individuals at Welsh Gymnastics to implement breach of code of conduct actions.
* Challenge any behaviours that breach codes of conduct, including poor practice, or jeopardises the gymnast’s wellbeing.

**Post event**

* To provide a formal report to Welsh Gymnastics using the template provided.
* Provide feedback and recommendations to assist in the improvement of the event experience. This must be completed within 2 weeks of the event concluding.
* Complete any necessary paperwork, in a timely manner, and return to the Welsh Gymnastics Safeguarding Department.

*Note: The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements within the role, which may be required to perform from time to time.*

Event SWO’s are role models and, as such, should always behave in a positive and appropriate manner. The SWO’s primary duty is to the gymnasts. Whilst they are acting as SWO, they must not engage in any other activity that would compromise the performance of their duties.

Welsh Gymnastics is committed to providing the best possible support for event SWO’s. The SWO plays an important role in creating a positive team culture. Prior to any event the SWO will be introduced to the other staff attending and receive:

1. Welsh Gymnastics events SWO role outline.
2. Welsh Gymnastics SWO FAQ’s.
3. Welsh Gymnastics Codes of Conduct.
4. Necessary contact details.
5. Contact details of Welsh Gymnastics on call personnel.
6. Completed risk assessments.

The successful applicants will be added to a pool of event SWO’s for an initial 12 month period. The pool will be reviewed on an annual basis. Individuals remaining in the pool for longer than the year will need to attend a refresher training/information session.

**Expression of interest**

**Personal information**

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| First Name |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Gender |  |
| Email Address |  |
| Club (if applicable) |  |
| BG/WG membership number and level (if applicable) |  |
| Current Coaching Qualification (if applicable) |  |
| Any other relevant qualifications |  |

**Why would you like to become an event SWO for Welsh Gymnastics?**

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**What experience and skills do you have that you feel are vital for the role?**

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Expression of Interest forms will be reviewed by a panel (Executive Director of Development/manager, Executive Director of Safeguarding/NSO and a Welsh Gymnastics representative). Following the submission and review of Expression of Interest forms, applicants may be required to attend an informal interview.

If you are interested in applying, please complete the form and send to [safeguarding@welshgymnastics.org](mailto:safeguarding@welshgymnastics.org).