

# HENLEY OPEN EVENTS

## Welfare Plan 2017/18 Head Season

### **Event Welfare Officer:**

The Event Organising Committee has appointed **Joanna Lock** as the Event Welfare Officer. She is a full member of the organising committee. She may be contacted on 07769973491, or via Race Control/First Aid Team during the event.

### **Responsibility of Clubs:**

The attention of school and club coaches is drawn to the Henley Open Events Welfare Plan document. In particular:

- It is a condition of entry that each junior competitor or crew shall have a named coach or responsible adult. The coach, who must be over 18, must be named on the entry form with his/her mobile phone number.
- If a substitute coach comes to the Race he/she must report to Registration and register his/her mobile phone number.
- The coach is responsible for the welfare, safety and appropriate supervision of his/her crew and is expected to know the whereabouts of his/her crew at all times on the day of the Race.
- The Henley Open Events Committee expects clubs and schools to have their own up-to-date child protection and welfare policies and that these policies implemented.

### **Reporting Structure:**

If you have any concerns regarding the welfare of children at this Event these should be raised with the Welfare Officer. The Welfare Officer will keep the Safety Advisor up to date with any incidents. If the concern is considered to be a serious issue then it will be discussed with the Chairman of the organising committee. The overall responsibility for decisions/disciplinary procedures lies with the Chairman of the organising committee, after consultation with the Welfare Officer and Safety Advisor. They will make a decision as to the most appropriate course of action. This may include contacting the British Rowing Welfare Officer (020 8237 6707), or in extreme cases Thames Valley Police (101)

### **Conduct:**

All coaches, competitors and other participants should abide by the Rules of Racing and any byelaws of the Event. Attention should also be paid to the British Rowing Safeguarding and Protecting Children Policy.

### **Medical Provision:**

First Aid and general medical facilities will be located adjacent to the registration and boating area. In the case of an emergency, please contact the emergency services (999) as well advising an Event official of the problem.

### **Security:**

All volunteers have been advised to be vigilant and report anything suspicious to the Welfare Officer.

### **Missing Participants:**

If a junior or vulnerable adult has been missing for more than 30 minutes this should be reported, in the first instance, to the nearest Event volunteer or the Welfare Officer. The Welfare Officer will advise both the Chairman of the organising committee and the Chairman of the race committee. The coach/team manager of the missing child will be informed. The Welfare Officer will be responsible for organising the search for the missing child and, if necessary, contacting Thames Valley Police.

### **Volunteer Vetting and Training:**

Any volunteer responsible for looking after children will be DBS checked. Any personnel having unsupervised contact with Junior rowers (if they have not had DBS checks performed) should work in pairs. All volunteers will be provided with a copy of this Welfare Plan and asked to read the British Rowing Safeguarding and Protecting Children Policy. Any queries should be directed to the Welfare Officer.

### **Photography:**

All official photographers will have to register with the organising committee before attending the event. Given the nature of the event it is not possible to control all photography taken place at the event. Volunteers are advised to report any suspicious photography to the Welfare Officer, who will take the appropriate action.