# DEE AUTUMN HEAD

## Event Safeguarding Statement and Welfare Plan

*Event date: 18th October 2026 | Event Welfare Officer: Tanith Allwood | Contact: 07976457246*

## Purpose and commitment

The Dee Autumn Head Organising Committee is committed to providing a safe, welcoming and inclusive environment for everyone attending or taking part in the event. The welfare and safety of children and young people (under 18) and adults at risk are paramount. Everyone has the right to be treated with dignity and respect, without abuse, neglect, bullying, harassment, discrimination or intimidation.

The event will follow the current British Rowing Safeguarding Regulations and policies, including its Safeguarding Children and Young People Policy and Safeguarding Adults at Risk Policy, together with relevant British Rowing competition guidance, Rules of Racing and RowSafe guidance. All concerns will be taken seriously and acted on promptly.

## 1. Event contacts and responsibilities

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| Event Welfare Officer (EWO) | Tanith Allwood<br>07976457246<br>welfare@grosvenor-rowingclub.org.uk |
| How to contact the EWO on site | Via Registration or the event officials' radio system |
| Event Chair / person with overall event responsibility | Debbie Knight 07812 202794 |
| Safety Adviser | Colin Davies 07919 593049 |
| Registration | Grosvenor Rowing Club Gym |

The EWO is the designated safeguarding contact at the event. Safeguarding is everyone's responsibility: participants, spectators, coaches, officials and volunteers can raise concerns directly with the EWO or British Rowing. No one should wait for permission from the Chair or another official before reporting a concern.

The EWO must be appointed in line with British Rowing guidance, have the required safer-recruitment checks and training, be a British Rowing member, be available throughout the event, and not be coaching or supporting a crew competing at the event. The Organising Committee will ensure the role is covered if the EWO becomes unavailable.

## 2. What to do if you have a safeguarding concern

1. **Listen and respond calmly.** If someone discloses a concern, listen, take them seriously, reassure them that they have done the right thing by speaking up, and do not promise secrecy. Do not investigate or ask leading questions.
2. **Act to protect the person.** If anyone is in immediate danger or needs urgent medical help, call 999. Take reasonable steps to keep the person safe without putting yourself or others at risk.
3. **Report promptly.** Tell the EWO as soon as possible and submit the concern directly to British Rowing using its online reporting form: https://br.vissro.com/br/forms.nsf/safeguarding-report. Anyone may report directly; do not delay while seeking internal approval.
4. **Contact relevant authorities where needed.** If there is an immediate risk of harm, contact the police and/or relevant local authority children's or adult social care service without delay. Use 101 for non-emergency police matters where appropriate. A report to British Rowing does not replace a referral to statutory services.
5. **Record facts securely.** As soon as practicable, make a factual record of what was seen, heard, said, when and where it happened, who was present, and what action was taken. Distinguish direct observations from information reported by others. Keep records confidential and share only with those who need to know.

The EWO will support the person raising the concern, help ensure immediate protective action is taken, keep a secure record, and liaise with British Rowing and statutory agencies as appropriate. The EWO must not attempt to investigate an allegation or deal with it solely within the event.

## 3. Allegations or concerns involving the EWO or another event worker

If a concern involves the EWO, report it directly to British Rowing through the online safeguarding reporting form and, where appropriate, to the police or local authority. Do not refer it back to the person who is the subject of the concern. If a concern involves an official, volunteer or contractor, report it promptly to the EWO unless the EWO is involved; the EWO will ensure it is referred to British Rowing and/or the relevant authority as appropriate. Immediate risks must be managed without delay. The Organising Committee should preserve relevant information and cooperate with any process.

## 4. Awareness, briefing and conduct

This statement will be published with the event information and made available to competing clubs. A notice at Registration will identify the EWO and explain how to contact them. The EWO's name and contact method will be included in competitors' instructions. Officials, volunteers and medical personnel will be told how to raise a concern and where this plan can be found.

All event volunteers, including volunteers under 18, must be briefed on and agree to follow the event code of conduct. Coaches and responsible adults remain responsible for the children and adults in their care and must follow British Rowing policies, Rules of Racing, RowSafe guidance and local event rules. This does not remove the Organising Committee's own responsibility to maintain effective safeguarding arrangements.

## 5. Safer recruitment and DBS checks

The Organising Committee will follow British Rowing safer-recruitment guidance and assess which roles require a DBS check based on the duties and eligibility criteria for the role. A DBS check is not required solely because someone may be present at an event or have incidental contact with children. Required checks, references, supervision and role-specific safeguards must be in place before the relevant duties are undertaken. The EWO role must meet British Rowing's specific requirements.

## 6. Missing child or adult at risk

There is no fixed waiting period before action is taken. Any report that a child or adult at risk is missing must be passed to Registration and the EWO immediately. The EWO and event officials will coordinate an appropriate, proportionate search, identify who is contacting the parent/carer or the person's club contact, and keep the Safety Adviser informed where relevant. The police must be contacted promptly if the circumstances indicate immediate or significant risk; do not wait for a set period to elapse. If there is immediate danger, call 999.

Clubs should provide a reliable emergency contact number for the event. Access to contact information must be restricted to those who need it for event or safeguarding purposes and the information must be stored securely.

## 7. Medical provision and emergency response

Medical personnel will be given this plan and the EWO's contact details. For urgent medical assistance or immediate danger, call 999 and alert Registration and the relevant event officials. The Safety Adviser will be kept informed of incidents that may affect event safety. Safeguarding reporting and medical or safety incident reporting may both be necessary; one does not replace the other.

## 8. Photography, filming and information sharing

The event recognises that competitors, families and spectators may wish to take photographs or video. Photography and filming must follow the current British Rowing guidance and the event's published arrangements. Respect any consent restrictions or requests not to be photographed, and do not take images in changing or toilet areas. Concerns about inappropriate photography, filming or online sharing should be reported to the EWO. Personal information, images and safeguarding records must be handled carefully and shared only where there is a legitimate need, including when necessary to protect someone from harm.

## 9. Further advice and reporting

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| British Rowing safeguarding report | https://br.vissro.com/br/forms.nsf/safeguarding-report |
| British Rowing safeguarding guidance | https://www.britishrowing.org/about-us/regulation/safeguarding/ |
| NSPCC Helpline | 0808 800 5000 |
| Childline (for children and young people) | 0800 1111 |
| Emergency services | 999 |
| Police non-emergency | 101 |
| Local authority children's services / adult social care | 0300 123 7047 |

## 10. Review and event readiness checklist

☐ Name and contact details of the EWO completed and included in competitor information.

☐ EWO appointment, training, membership and safer-recruitment requirements checked.

☐ Named Chair, Safety Adviser and Registration contact details completed.

☐ Local authority children's services and adult social care contact details added.

☐ All volunteers briefed on the code of conduct and how to report concerns.

☐ Medical personnel and key officials have this plan and know how to contact the EWO.

☐ A secure method for recording and storing safeguarding information is in place.

☐ Missing-person response and escalation arrangements briefed to Registration and officials.

☐ Current British Rowing photography and imagery guidance checked and event arrangements published.

**Document owner:** Dee Autumn Head Organising Committee

**Review date: 15th October 2026**