



WPO INDUCTION PROCESS

Safeguarding Guidance Document

WPO Induction Meeting Template Format

Step	Section	Information	Resources
1	Welcome	General welcome & setting the scene	
2	Introduction and Key Contacts	<p><u>RSDM</u> - The RSDMs are responsible for planning, monitoring and evaluating a coordinated approach to aquatics development; they work with the clubs to implement club development programmes and co-ordinate training and development. They are the first point of contact for any questions or concerns.</p> <p><u>Executive officer</u> – Natasha Hofton wellbeingprotection@scottishswimming.com Tel: 01786466530, Natasha is responsible for the administration for wellbeing and protection, he is the point of contact for any queries regarding PVGs, training courses or general club safeguarding support.</p> <p><u>Safeguarding Manager</u> – Sean Dawson s.dawson@scottishswimming.com, Tel: 07801578967, Sean is the point of contact for all wellbeing and protection cases and queries and will offer club WPOs support and advice. The Scottish Swimming CEO covers responses for W&P issues when the safeguarding Manager is on leave. If it is an urgent matter and no Scottish swimming contacts are available, then contact the police.</p> <p><u>Home/Composite clubs</u> – ask the composite club WPO to contact all the WPOs for the home clubs to agree on how best to work together and share information on athlete wellbeing, case management and disciplinary issues.</p>	
3	WPO Role Admin	<p>Wellbeing Exec Officer will send pre induction info, RSDM should reconfirm with the WPO verbally if they have completed the following:</p> <ul style="list-style-type: none">○ WPO is or is not registered member of SASA○ WPO PVG status○ WPO training (CWPS/CWPO) status○ WPO on HIVE – Y/N?○ Paperwork required○ Secondary organisation contract○ WPO nomination form <p>Contact Details</p> <ul style="list-style-type: none">○ Check contact details are correct on Just Go (number and email address)○ Do you use a generic email e.g. wpo@club.gmail.com?○ Contact details should be widely available to the club via the club website, newsletter, club notice board etc.	<p>Getting started email from the Wellbeing & Protection Executive Officer</p> <p><u>SECONDARY ORGANISATION CONTRACT</u></p> <p><u>NOMINATION FORM</u></p> <p><u>SECURE HANDLING POLICY</u></p> <p><u>SAFEGUARDING DATA POLICY</u></p>
4	WPO Role	<ul style="list-style-type: none">○ Has the WPO seen a copy of their role description?○ Cover key points of role of WPO○ Has this been adapted for their club?	<u>ROLE DESCRIPTOR</u>



WPO INDUCTION PROCESS

Safeguarding Guidance Document

		<ul style="list-style-type: none">○ Do the club have more than 1 WPO? (if not, recommend a 2nd WPO is recruited, once they have established themselves in their role)○ Have they looked over the volunteer training and PVG report for their club?○ Have they chased up people who need PVGs or to attend training course?○ If any volunteers have stopped, they should report this to the wellbeing & protection executive officer so a <i>Removal of Interest</i> update to the PVG system can be made	<u>SAFEGUARDING TRAINING COURSES</u> <u>REMOVAL OF INTEREST FORM</u>
5	WPO Handover	<ul style="list-style-type: none">○ Have you had a handover from your outgoing WPO?○ Do you have access to the previous files for your club?<ul style="list-style-type: none">○ Can you make a plan to get them or do a handover? - even if this is 6 month after○ You can request copies or an update of any files held Scottish Swimming these are only the cases that were sent to Scottish Swimming for advice.	
6	Safeguarding Policies	Ask WPO if not already familiar to have a read through the safeguarding policies <ul style="list-style-type: none">○ Children & Young Persons Policy○ Adult Policy	<u>C&YP Policy</u> <u>Adults Policy</u>
7	Responding to a Concern	<ul style="list-style-type: none">○ Scottish swimming provides a range of support to club WPOs to respond to and manage concerns○ The wellbeing and protection policies has the main guidance on responding to concerns○ Concerns fall into 3 main types:<ul style="list-style-type: none">○ Wellbeing concerns○ Poor practice concerns○ Child (or adult) protection concerns○ If the concern is urgent and a child is at immediate risk of harm call the police straight away○ Any other concerns should be directed to the RSDM or Sean Dawson for advice and support○ Club WPOs are never alone in responding and managing a concern and even if it appears to be a low level concern advice and support is always available○ An incident report form should be completed within 48hrs and sent to:	<u>INVESTIGATION FLOW CHART</u>



WPO INDUCTION PROCESS

Safeguarding Guidance Document

		<p>wellbeingprotection@scottishswimming.com FAO Sean Dawson</p> <ul style="list-style-type: none">○ The club should retain a copy for their own file○ All information should be stored securely and should only be shared on a need to know basis	<u>INCIDENT REPORT FORM</u> <u>DATA PROTECTION INFORMATION</u>
8	Safe Recruitment	<ul style="list-style-type: none">○ The safe recruitment process is part of a WPOs job but not their primary responsibility, they are responsible for the processing of PVGs and collecting the self-declaration and references○ The clubs' governance should state whose responsibility each part of the safe recruitment process is○ Codes of Conducts are an important part of the safe recruitment process for clubs, templates: <u>Coaches</u>, <u>Teachers</u>, <u>Athletes</u>, <u>Parents/Guardians</u>, <u>Volunteers & Technical Officials</u> <u>Spectators</u>, <u>Team Managers</u>	<u>SAFE RECRUITMENT PROCESS</u> <u>SAFE RECRUITMENT STATEMENT</u> <u>SELF-DECLARATION FORM</u>
9	PVG Administration	<p>Processing PVGs</p> <ul style="list-style-type: none">○ The club WPO is responsible for processing PVGs○ Anyone in a regulated role over the age of 16 requires a PVG○ This is free for club volunteers○ The PVG online application process is much simpler than before, there are no more paper PVG application forms. The WPO completes the PVG application request coversheet and sends this into Scottish swimming, the applicant will get a link to complete their PVG application online○ Once the online PVG application request form is complete this should be sent to: wellbeingprotection@scottishswimming.com○ Composite clubs – must carry out PVGs for their coaches and volunteers. They can't use PVGs carried out for the home club as the PVG system views the home club and the composite club as 2 totally separate organisations and by law each organisation is responsible for carrying out PVGs for their own coaches/volunteers/staff	<u>PVG SCHEME RECRUITMENT & REGULATED ROLES</u> <u>PVG REQUEST FORM</u> <u>PVG GUIDANCE FOR WPOs</u> <u>PVG GUIDANCE FOR APPLICANTS</u> <u>REMOVAL OF INTEREST FORM</u> <u>PVG SECTION OF SS WEBSITE</u> <u>RECRUITING WITH CONVICTIONS POLICY</u>
10	Sanctions & Compliance	<p>New Compliance and sanctions measure are coming into place from the 1st April 2023.</p> <ul style="list-style-type: none">○ Everyone in a regulated role requires to have a PVG in place before taking up their role	<u>HOW TO RUN COMPLIANCE REPORT</u>

		<ul style="list-style-type: none"> ○ Everyone in a regulated role requires to have completed a current CWPS workshop within 6 months of taking up the role ○ Compliance report should be on a regular basis, Ideally every month. ○ Full information is contained in the sanctions presentation. Full detail can be found in Appendix 1. 	 Sanctions presentation Jan 23.pdf
11	Referrals	<p>Clubs should have a referral policy in place in case an individual in a regulated role requires to be referred to Disclosure Scotland.</p> <p>A fair sharing agreement is in place for every club to ensure information can be passed from the club to Scottish Swimming and vice versa to ensure Club have the support from Scottish Swimming</p> <p>Video from referrals training session:</p>	REFERRAL POLICY TEMPLATE FAIR SHARING AGREEMENT REFERRAL SESSION
12	Training & CPD	<ul style="list-style-type: none"> ○ CWPS is required for everyone working in a regulated role and recommended for others working in the club ○ CWPO is required for the WPO and recommended for Club Chairs ○ For the WPO and club volunteers CWPS / CWPO and CPD sessions can be found on the Scottish Swimming's calendar of events ○ There will be a number CPD topic specific webinars e.g. anti-bulling, safe use of mobile phone and social media, having challenging conversations, underage sexual activity etc aimed at WPOs that run throughout the year and can be found on the calendar of events. These CPD topics can also be offered via the WPO to other club volunteers if the WPO thinks it would be useful 	SCOTTISH SWIMMING COURSE CALENDAR COURSE OVERVIEW
13	HIVE & the SS Website	<p>Where possible and there is internet access show new WPOs around:</p> <p><u>HIVE</u> - the Wellbeing and Protection Group How to adjust notifications so they are not overwhelmed by notifications and can receive weekly summaries</p> <p><u>The website</u> is where the wellbeing and protection policies and other relevant resources and appendices can be found</p>	Scottish Swimming (hivelearning.com) Wellbeing and Protection Scottish Swimming
14	AquaMark	As part of the club accreditation scheme there are a few key documents and polices that we require clubs to	



WPO INDUCTION PROCESS

Safeguarding Guidance Document

		<p>have in place. The below are in addition to what has been discussed above:</p> <ul style="list-style-type: none">○ Anti-Bullying Policy○ Acceptable use of Mobile Phones Policy○ Club Policy statement (Wellbeing & Protection)○ Digital Communication & Social Media <p>Child Wellbeing and Protection in Sport Tool</p> <p>The free self-assessment and action planning tool provides a step-by-step guide to help your sports organisation meet best safeguarding and child protection practices. The tool:</p> <ul style="list-style-type: none">○ Takes the club through a set of simple questions○ Provides an instant overview of how well the club is meeting the Standards for Child Wellbeing and Protection in Sport○ Helps the club Identify areas for development based on your responses○ Links the club to advice and resources to help improve policies and practice○ Enables the club to create your own action plan with assigned tasks○ Can be revisited as many times as the club like to review and update progress	<u>SAFEGUARDING TOOL</u>
15	Weekly Drop in session	<p>There are weekly drop in sessions available for Sean & Natasha.</p> <ul style="list-style-type: none">○ If you have a specific query regarding policies or any processes then this is the idea opportunity to ask.○ Case specific queries should not be done through this setting○ If you want to attend to just have a chat then that is also welcomed	
16	Regional Forums	<p>A schedule of regional WPO network forums will be communicated directly to WPOs. These are useful for connecting with other WPOs and much of the discussion is around contemporary issues, sharing good practice and solution focussed problem solving.</p>	

Appendix 1

Wellbeing and Protection officers:

Minimum Requirement	Sanction
---------------------	----------



WPO INDUCTION PROCESS

Safeguarding Guidance Document

Appointment	Appoint a WPO and register them with SS within 1 month of previous WPO leaving or a new club affiliating	Club is unable to carry out club activities, club is suspended until compliant
PVG	Have a PVG in place or in progress with SS for the role within 1 month (excluding masters and university clubs where appropriate)	If no WPO at the club has a PVG in place - Club is unable to carry out club activities, club is suspended until compliant
Training	Complete both required training workshops (CWPS & CWPO) within 6 months of taking up the WPO role (excluding masters and university clubs where appropriate)	If no WPO at the club has the training in place - Club is unable to carry out club activities, club is suspended until compliant

All Coaches:

Minimum Requirement	Sanction
PVG PVG in place before they actively take up their coaching role (excluding masters and university clubs where appropriate)	Member suspended from the role (of a coach) and unable to coach until PVG is in place, but can volunteer in an unregulated role – FROM 1ST April 23
Training Active CWPS training in place within 6 months, with intermediary sanctions at 3 months (excluding masters and university clubs where appropriate)	No CWPS training within 3 months - Coach is unable to access: National (& District) event poolside passes National Squad Programme training opportunities SS Connect and other Learning & Development opportunities No CWPS training within 6 months: Member suspended from the role (of a coach) and unable to coach until CWPS is in place, but can volunteer in an unregulated role

All Other Regulated Roles:

Minimum Requirement	Sanction
PVG For Club Chairs/Vice Chairs have a PVG in place or in progress with SS for the role within 1 month of taking up the role For all other regulated roles have a PVG in place before they actively take up their volunteering role (excluding masters and university clubs where appropriate)	Member suspended from the regulated role and unable to volunteer in that role until PVG is in place, but can volunteer in an unregulated role
Training Active CWPS training in place within 6 months (excluding masters and university clubs where appropriate)	Member suspended from the regulated role until CWPS is in place, but can volunteer in an unregulated role

Non-Compliance sanction for clubs:

Minimum Requirement	Sanction
---------------------	----------



WPO INDUCTION PROCESS

Safeguarding Guidance Document

Regulated Roles Requirements	The club is required to ensure that no member once suspended from a regulated role for non-compliance is actively still carrying out any regulated role	Club is unable to carry out club activities, club is suspended until compliant and insurance policy is invalidated
------------------------------	---	--