



BRITISH
JUDO

EVENT WELFARE OFFICER (EWO) GUIDANCE

SAFEGUARDING

EVENT WELFARE OFFICERS (EWO) GUIDANCE AT EVENTS

THE BJA SAFEGUARDING TEAM RECEIVED FEEDBACK FROM OFFICIALS, REFEREES AND EWOS FOR A SET OF GUIDANCE TO ENSURE THAT BOTH EWOS AND EVENT ORGANISERS WERE CLEAR AND CONSISTENT REGARDING THE ROLE AND VISIBILITY OF EWOS AT EVENTS AND COMPETITIONS.

[CLICK HERE TO READ THE NSPCC'S SUGGESTED EVENT SAFEGUARDING CHECKLIST](#)

All British Judo Association events with under 18-year-old members are now required to have an Event Welfare Officer (CWO) to ensure children's welfare is prioritised at their events. In addition, we encourage all events to have a EWO to extend our safeguarding of both adults and children.

The EWO needs to be well supported by the event organisers and have a formal role on the event's management committee.

It is the whole event's responsibility to ensure children's welfare, and everyone has a role to play.

The EWO plays a key role in advising the committee on its approach and ensuring that this is monitored and reviewed on an ongoing basis.

In the interests of best practice, the EWO ideally should be a separate role from coaching.



THINKING ABOUT BECOMING A EVENT WELFARE OFFICER

Events rely on the valuable support of a range of volunteers, this includes the important role of the Event Welfare Officer (EWO).

The EWO will provide proactive support and administration to deliver the Safeguarding Operating Standard required by the BJA within their event and work closely with the BJA Safeguarding Team in delivering and monitoring safeguarding procedures.

This includes overseeing within your event:

- Working with your event committee and region (and nation) to deliver and administer the BJA Safeguarding Operating Standards.
- Supporting the Co-ordination of safeguarding processes within regions (and nation).
- Manage appropriate poor practise cases, liaising with BJA Safeguarding Team when appropriate. Recording and sharing information as appropriate.
- Working with Event Organisers to address poor behaviour (low level concerns) which may include professional development for volunteers, coaches etc at the event (with support from the BJA Safeguarding and Club Support Teams).
- Support the compliance of volunteers, coaches & themselves as EWOs who require a Criminal Record Check, utilising the BJA DBS administration process.
- Be the first point for event safeguarding enquiries; providing a first point of contact and referring onto the BJA Safeguarding Team for support and advice (in line with BJA Safelandings and Adults at Risk Policies)
- Conduct the role in a confidential manner in accordance with BJA safeguarding policies and work within DPA and GDPR requirements.

INTERESTED?

Contact the Safeguarding team at safeguarding@britishjudo.org.uk, who will support you in understanding the role and connect you with other EWOs via our monthly virtual support clinic



SAFEGUARDING



UNDERSTANDING THE ROLE OF AN EWO AT AN EVENT

BRITISH JUDO STATES:

This is the person responsible for any safeguarding or welfare concerns raised regarding the event. It is a mandatory position for all events and tournaments and a condition for the issue of a Tournament Licence. Working in conjunction with, and answerable to the Tournament Director.

Whenever possible, this should be a unique role. The Event Welfare Officer must keep a log of any issues or concerns raised using the Incident Notification Form.

Any completed forms should be shared with the Tournament Director and a copy sent to the BJA Safeguarding Team via email to Safeguarding@britishjudo.org.uk

KNOWLEDGE

- Contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB), and BJA/Home Nation Safeguarding Team contact details. BJA Safeguarding Out of Hours - British Judo
- Knowledge of the BJA/Home Nation Safeguarding Children & Adult Protection Policies and Procedures and the requirement to safeguard and protect children and adults in sport
- Awareness of Equity issues and Child Protection
- Understanding of poor practice and abuse – behaviour that is harmful to children (through completion of safeguarding and Time to Listen training as a CWO)

TOURNAMENT HANDBOOK STATES:

This is the person responsible for any safeguarding or welfare concerns raised during or, regarding the event. It is a mandatory position for all events and tournaments and a condition for the issue of a Tournament Licence. The Event Welfare Officer (EWO) will work in conjunction with, and answerable to the TD. This is a unique role (no dual role).

The EWO must keep a log of any issues or concerns raised using the Incident Notification Form. Any completed forms should be shared with the TD and a copy sent to the BJA Safeguarding Team by emailing: Safeguarding@britishjudo.org.uk

If there is an issue or concern raised and you require further or immediate support please contact the BJA Safeguarding Manager on 07788 391520. This line is not a 24 hour service, but all matters will be responded to as soon as possible. Some concerns may be passed to the relevant statutory agency, Area or Home Nation.

If there is a concern that a child or person is at risk of immediate harm, contact should be made with either the Police or Local Authority Children's Services or the NSPCC Helpline: 0808 800 5000.

The person named as the EWO should meet either of the following standards:

- British Judo Club Welfare Officer (requirements) or Area Welfare Officer
- Level 2 BJA Coach (Licence, DBS and Safeguarding must be up to date)

The EWO is expected to be at the venue 30 minutes before the weigh in commences and remain until all players and coaches have left the venue. The EWO must attend the weigh in area during the weigh-ins to ensure that correct procedures are followed in accordance with the Tournament Handbook guidance. If they need to leave the venue at any point, they should liaise with the TD who will arrange for someone to deputise in their absence. The EWO role is intended to be a proactive one and the designated person should ensure that all event attendees comply with the relevant codes of conduct.

Any abuse of the codes should be reported to the TD with whom a joint decision should be made as to what action is taken. It should be remembered that abuse of a person at a BJA licenced event will not be tolerated and anyone doing so may be ejected and reported to the Complaints and Conduct Commission or Safeguarding Team for possible disciplinary action.

[READ THE TOURNAMENT HANDBOOK](#)



WHAT YOU NEED TO KNOW AS AN EWO: A USEFUL CHECKLIST

- To develop a Welfare Plan for the event and provide general information and advice on safeguarding (children and adults) to the Event Organiser/committee.
- To ensure that the Event Organisers adopt and follow the BJA Safeguarding Children and Adults Protection Policies and Procedures and promote awareness of the BJA Codes of Conduct and Behaviour Guidance (or relevant home nations policies and procedures).
- To assist the Event Organiser to implement appropriate screening procedures at registration desk to the event to ensure coaches have up to date validation in place.
- To attend weigh in at tournaments to ensure u18s and vulnerable adults are safe & supported
- Support the welfare of u18s and vulnerable adults in the role of Officials and Referees via Event Organisers
- To be manage and respond to individuals completing disclosures
- To receive information from Event Staff, adults, children or parents and carers who have safeguarding concerns and record them.
- To follow the BJA/Home Nation Responding and Reporting Concerns process (MyVoice, and report to BJA Safeguarding Team) and to ensure that the referral is confirmed in writing.
- To support the Event Organiser about appropriate briefings to officials/referees and coaches on safeguarding arrangements for the event

In addition:

- Ensure Event Organisers introduce EWO to the arena/event location at the opening of the event, i.e. 'we would like to introduce our EWO for today'
- Be visible via wearing of agreed EWO T Shirt and/or high viz vest.
- To display posters with EWO name & contact number. See BJA suggested poster (available from BJA Safeguarding Team)
- Locate themselves at a desk near the registration where event staff and coaches can be greeted on arrival
- Carry out walking circuits at the event and introduce themselves to officials/referees, coaches, parents & Judoka.

GOT A CONCERN?



REPORT IT!

APPENDIX 1: BJA RESOURCES TO DISPLAY



DOWNLOAD A3 POSTERS

APPENDIX 2: FOR OFFICIALS AND REFEREES

EWO should ensure that Officials and referees are familiar with the following at the pre-event briefing:

Event Welfare Officer protocol - Table Directors

Purpose of the Protocol:

For completion post-course by table officials for the recording of any concerns observed or experienced during BJA Licensed Events.

Protocol:

To be completed and returned to ISW Team via safeguarding@britishjudo.org.uk

EVENT	DATE/TIME	INCIDENT	OFFICIAL	PERSONS INVOLVED (INC CLUB AND MEMBERSHIP NUMBER:
-------	-----------	----------	----------	---

[CLICK HERE TO DOWNLOAD](#)

APPENDIX 3: THRESHOLD GUIDANCE TO ASSIST COACH IN IDENTIFYING THE CONCERN


**BRITISH
JUDO**


WHAT TO DO IF YOU HAVE A WORRY OR CONCERN

INCLUSION, SAFEGUARDING AND WELLBEING

safeguarding@britishjudo.org.uk



[DOWNLOAD THRESHOLD GUIDANCE](#)

