



# **Welfare Plan**

## **Armed Forces Para Snowsports Team 2017/2018**

**Date:** August 2017

**Plan Owner:** Elizabeth Winfield Deputy Chairman AFPST

**INTERNAL USE ONLY**

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## Version Control

Version	Date	Author/ Reviewer	Comments
Edition 1	2017/18	Elizabeth Winfield	For annual review following the Winter Season.

## Glossary

Term	Definition
Disclosure	The information contained on a certificate, or otherwise, issued by one of the Criminal Records Checking agencies. The word may also be used to describe a verbal or written referral or information given about another individual or a child about whom someone has safeguarding concerns.
Duty of Care	The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.
LSO	Lead Safeguarding Officer – see 'Safeguarding Officer (LSO or DSO)' below for definition
National Governing Body (NGB)	The organisation recognised by the International Federation for each sport as the body that selects British or UK teams for international competition.
Core Staff	The AFPST Operational Management Team
Personnel	Employees of and consultants to the British Paralympic Association and its members, or those employed by facilities used for BPA events and camps as well as volunteers and all participants in the Paralympic sports.
Position of Trust	This is where an individual, such as a coach, teacher, or team officer who makes decisions for or about a Child, can influence the Child's actions and may misuse that position to groom or Abuse the Child. This position can be a positive one, in building confidence and self-esteem in children.
Risk Assessment	A procedure to help identify possible sources of danger and take appropriate action to minimise these risks taking into account the age, number and competence of participants.
Safeguarding Officer (LSO)	AFPST will appoint a Lead Safeguarding Officer (LSO) from its staff for each winter season. The responsibilities of the LSO are set out in the Vulnerable Adults Safeguarding Policy, available on our website.
SLT	Senior Leadership Team
Adult at risk	Note: formally Vulnerable Adult (see below).
Vulnerable Adult	A person, 18 years or over who is, or may be, in need of community care services by reason of disability, age or illness and who is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

## Introduction

The Armed Forces Para Snowsports Team (AFPST) is a team that runs a wide and diverse programme across three Winter Para Snowsports: Alpine, Nordic and Snowboard. It operates worldwide in a demanding Winter environment developing beginners through to international Athletes who both train and compete with the team.

**This Welfare Plan is designed to minimise the risk to the vulnerable adults who are at risk taking part in AFPST activities and to quality assure the athlete and staff experience.**

In order to achieve this all staff involved in the AFPST team for the Winter season 2017/18 are required to read the Welfare Plan carefully and to fulfil their respective responsibilities in order to ensure that all procedures are followed in a consistent and coordinated manner. They must also have read and understood the AFPST Safeguarding and Protecting Vulnerable Adults Policy and Safeguarding on which this plan is based.

It is recognised that all International Federations (IFs) and National Governing Bodies (NGBs) of Sport already have comprehensive policies in place to cover Safeguarding and duty of care requirements for adults at risk. This Welfare Plan is intended to **supplement, not replace** or reproduce these policies, however, where there could be a difference of response is whilst conducting AFPST training or taking part in Military Competition.

### Purpose of the Welfare Plan

The purpose of this Welfare Plan is both to promote and ensure the wellbeing of those adults at risk taking part in AFPST Activity during the Winter season 2017/18 and to ensure the welfare of the wider delegation.

The plan will ensure that all those responsible for the welfare of vulnerable adults:

- Understand their Safeguarding roles and responsibilities
- Are suitably recruited, selected and trained to fulfil these
- Understand the procedure for responding to concerns about the welfare of adults at risk
- Are able to act on these appropriately and effectively

### Values and Principles

The Welfare Plan is underpinned by the following values and principles:

- The welfare of all adults at risk is paramount
- All participants, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately in line with AFPST Policy. (Written by DE)

## **AFPST Season 2017/18 Overview**

The AFPST will train and compete around the world in the Winter Season 2017/18. It will consist of up to 50 wounded, injured and sick serving personnel and veterans from across all three services focusing their recovery journey through the challenge and spirit of competition.

## **Competition**

12 competitions, including Military, National and International events at venues across 10 Countries.

## **Accommodation**

AFPST accommodation should be appropriate to meet the needs of the Athlete to allow them to function within the living environment. Where possible males and females should not have to share a bathroom and under no circumstances expected to share a bedroom. Accommodation should be allocated such that individuals are not expected to share double beds or use a sofa bed.

## **Transport**

There is a requirement for AFPST to provide reliable and safe transport to training and competition venues to ensure Athletes are protected during transit. Consideration should be given to the needs of the Athletes when considering modes of transport. In most cases ground transportation will be used and in these circumstances to minimise the risk:

- AFPST Drivers must have completed the Driver Risk Form.
- AFPST Drivers must ensure they have valid insurance and driving licence prior to carrying any passengers
- The safe arrival of the individual(s)/Team should be communicated to the LSO.

## **Medical Provision**

All medical provision will be provided in country and Team Leaders and Coaches on the ground should have contact details for the local medical centres and hospitals where they are conducting training and competition. During international competition participants will have access to medical care at all venues. All Athletes should have adequate insurance cover for training and racing to cover medical care and evacuation.

## **Emergency Procedures**

All athletes and staff will be made aware of emergency procedures upon their arrival to the training or competition venue by the allocated AFPST Team Leader or Coach.

In the event of a fire alarm activation at any venue immediate evacuation is the mandatory response. From the venue, everyone should make their way immediately to the nominated assembly point under the direction of the AFPST Team Leader or Coach and Venue Staff.

## AFPST Management Structure

### Operations Team

Elizabeth Winfield – Deputy Chairman  
Nikki Jordon - OC Alpine  
John Connelly – OC Alpine  
Elizabeth Winfield – OC Nordic

### Senior Management

David Eadie – Managing Director  
Fred Hargreaves - Chairman  
Andy Cox – Finance Director  
David Claridge – Director  
Clive Jecks – Director  
Nick Wills – Director

### Sport Contact Details

Sport	Team Leader Coaches	Phone	Email
Para Alpine Race Team	Adam Coulson	07568506504	<a href="mailto:Coulson@hotmail.com">Coulson@hotmail.com</a>
Para Alpine Race Team	Mick Jordon	TBC	<a href="mailto:michaelwjordon@hotmail.com">michaelwjordon@hotmail.com</a>
Para Alpine Race Team	Mike Robertson		<a href="mailto:Mikerobbo85@hotmail.com">Mikerobbo85@hotmail.com</a>
Para Alpine Foundation Team	Ryan Swift	07979571452	<a href="mailto:instructor@afpst.co.uk">instructor@afpst.co.uk</a>
Para Alpine Foundation Team	Ian Watkinson	07792893746	<a href="mailto:imwatkinson@hotmail.com">imwatkinson@hotmail.com</a>
Para Alpine Foundation Team	Terry Large	TBC	<a href="mailto:Terry.large@btinternet.com">Terry.large@btinternet.com</a>
Para Nordic Race Team	Simon Allanson	07825419558	<a href="mailto:simonallanson@yahoo.co.uk">simonallanson@yahoo.co.uk</a>
Para Nordic Foundation Team	Eddie Williams	07713994069	<a href="mailto:Ranger1969@hotmail.co.uk">Ranger1969@hotmail.co.uk</a>
Para Snowboard Race Team	TBC		
Para Snowboard Foundation Team	TBC		

## Welfare Structure

### Lead Safeguarding Officers (LSO)

Elizabeth Winfield	07508015053	
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### The role of the Welfare Team

The welfare team will:

- Ensure the production and dissemination of this plan
- Ensure an effective point of contact for dealing with any issues or incidents
- Make decisions (together with the Senior Leadership Team) as to the appropriate route to deal with all reports and incidences.
- Ensure the appropriate information capture of any issue or incident.

### Production and dissemination of the Welfare Plan

Electronic copies will be sent to Team Leaders and AFPST Core Staff.

Electronic copies will also be stored on the shared area and on the website.

All staff must read and be familiar with the Welfare Plan and in addition, the policies found on the AFPST website <http://afpst.co.uk> . If you have any questions regarding the plan please contact Elizabeth Winfield (Lead Safeguarding Officer) at [Nordic@afpst.co.uk](mailto:Nordic@afpst.co.uk) or a member of the wider Safeguarding team.

### Point of contact

For the duration of the Winter Season 17/18 the welfare team will ensure that there is a single point of contact for all **urgent** welfare issues 24 hours a day. This contact will be: **Elizabeth Winfield +44 (0) 7508015053**

### Decision Procedures

The Senior Leadership Team, Lead Safeguarding Officer, and Team Leader will make decisions on the response to all reported cases in line with the welfare plan. These decisions will relate to:

- The immediate response at the event
- Decisions about what level each case will be dealt with (poor practice through to suspected abuse), and
- The route a case will take (no further action, disciplinary proceedings initiated and/or external referral to statutory agencies).

In particular, this group will consider:

- The nature and severity of each incident reported
- Whether or not the action recorded on the form is appropriate to the incident
- Whether or not further action may be necessary, and by whom
- Whether or not procedures need to be changed as a result of a particular incident
- In the event of a criminal offence being suspected whether statutory agencies should be notified.

## Safeguarding Procedures

### All AFPST Team Staff will have:

- Read and agreed to the appropriate Code of Conduct through the Athlete and Staff Agreement.
- Read and be familiar with the Welfare Plan and in addition, the policies found on the AFPST website.

### Code of Conduct

Please refer to the Athlete and Staff Agreement that all are expected to behave in line with.

## Reporting Procedures

### Procedures for handling concerns

If any athlete or member of staff while training or competing with AFPST has concerns about an incident involving an adult at risk that seems untoward or unusual they must report their concerns as soon as possible to the LSO. The reporting process will follow the structure as set out in this plan. Remember that concerns need to be recorded but this should not delay referral.

### Throughout AFPST Activity remember the 4 Rs:

#### **Recognise, Respond, Refer, Record**

<b>Recognise</b>	You have a concern, notice a problem or receive a direct disclosure
<b>Respond</b>	Reassure the individual, tell them what you are going to do
<b>Refer</b>	Make contact with LSO
<b>Record</b>	Who, what, where, when – use the reporting form at the back of this document

### Refer if any of the following occur:

- If an adult at risk has been hurt, accidentally or otherwise
- If an adult at risk seems distressed in any manner
- If you receive a direct disclosure
- If you have any concerns at all even if they seem unclear

**Remember it is not your responsibility to decide whether or not the concern constitutes abuse**

**It is however everyone's responsibility to report any concerns**

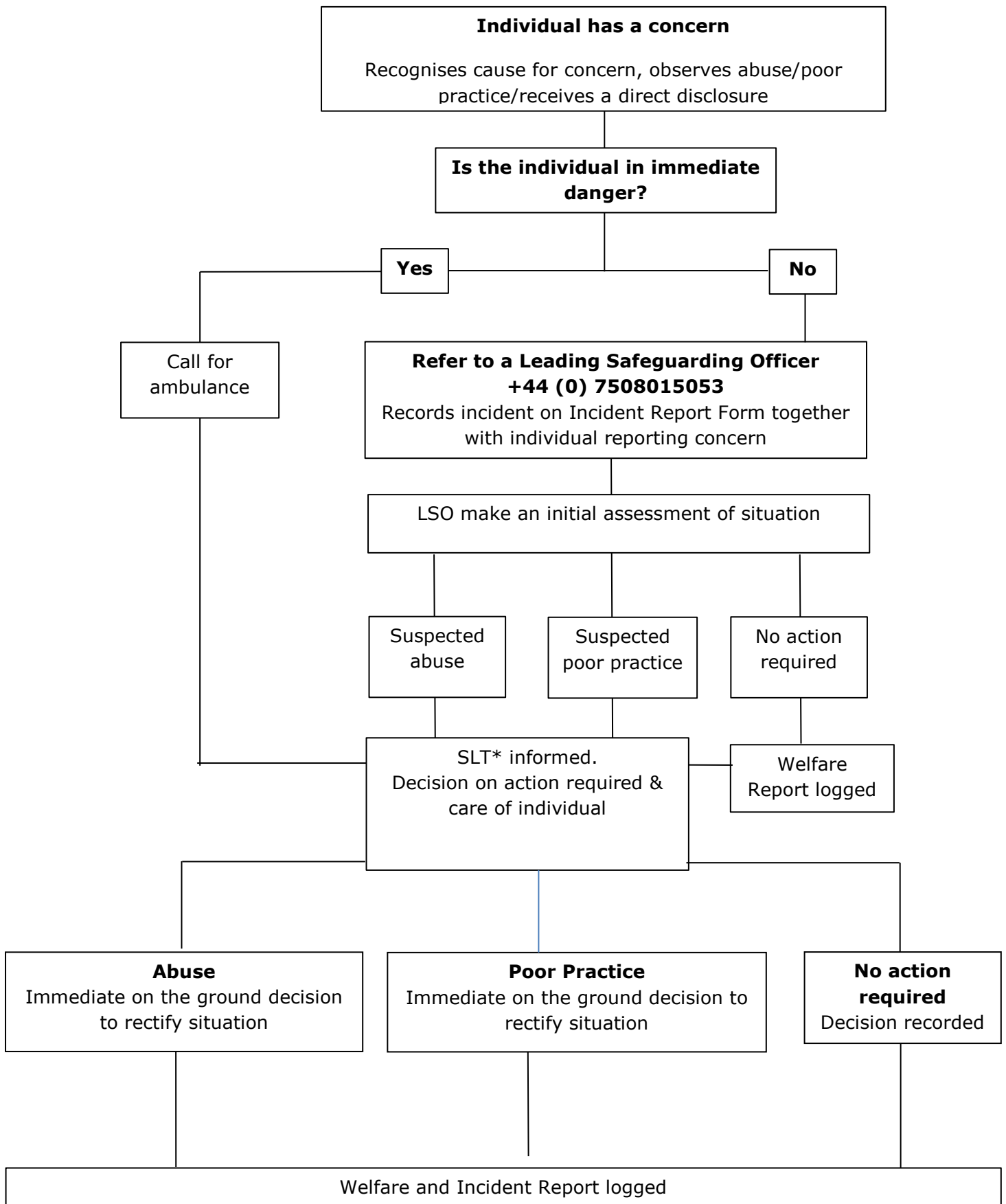
Upon receiving any information, the LSO will complete a report and depending on the nature of the report may immediately refer the matter to the SLT.

The LSO will maintain a Welfare Issues and Incident log.



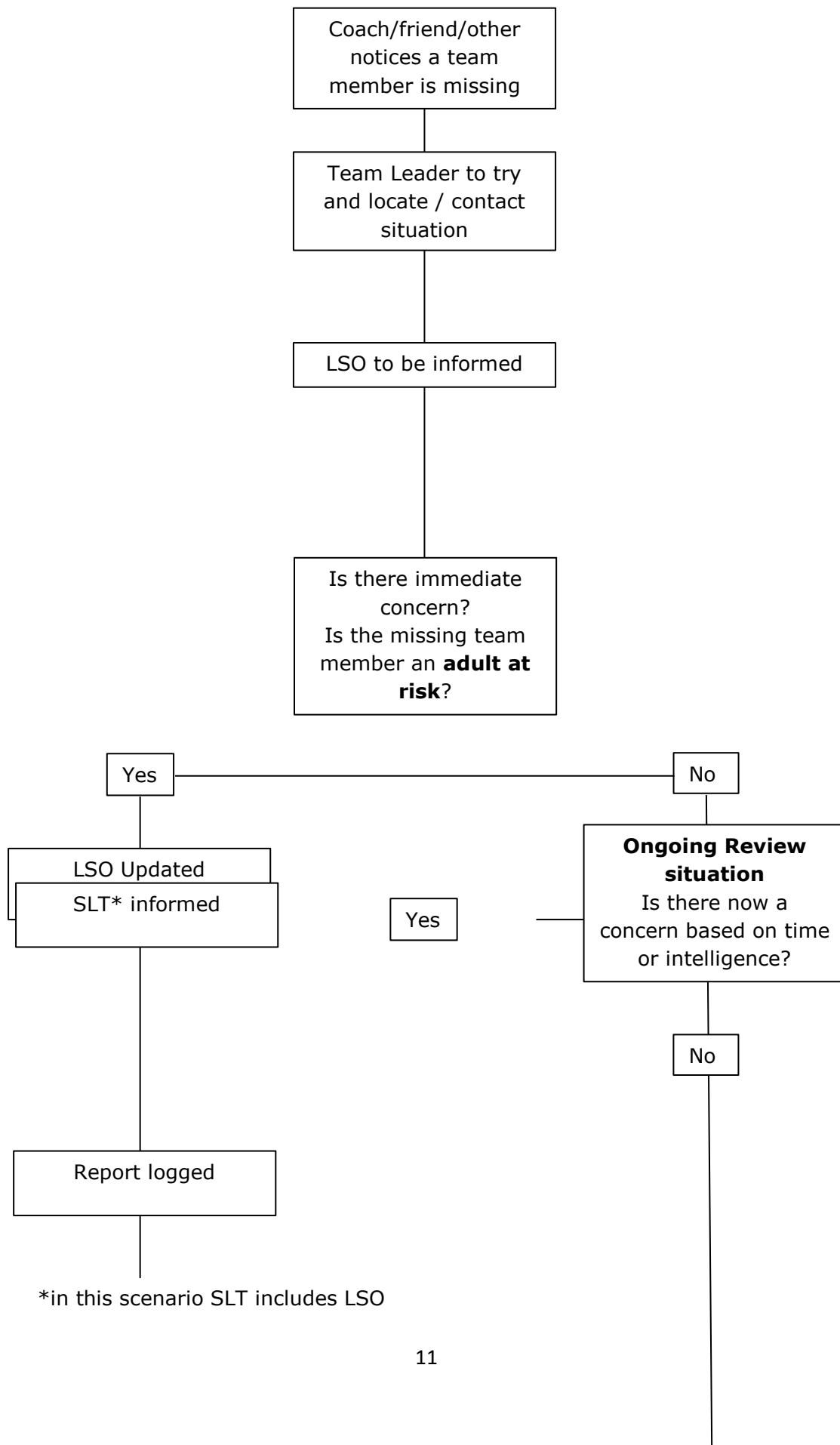
**PLEASE NOTE THAT WHILST THE SAFEGUARDING TEAM IS IN PLACE TO SUPPORT ANY AFPST TEAM MEMBER, TEAM LEADERS ARE FULLY RESPONSIBLE FOR THEIR ATHLETES FOR THE DURATION OF TRAINING AND COMPETITION.**

## Reporting Flowchart



\*in this scenario SLT includes LSO

## Missing Team Member Procedures



\*in this scenario SLT includes LSO

Incident management  
response stood up  
until resolution

Situation  
resolved/person found

Call off search, inform  
relevant parties

Report to LSO

Report logged

**Welfare Incident Report Form**

Completion guidance:

**This form should only be completed by a LSO or Team Leader or Coach.**

**This form should be received by the LSO (Nordic@afpst.co.uk) who may forward it to appropriate agencies within 24 hrs if required– immediately after completing the form, telephone the LSO to report the incident.**

<b>Your name:</b>	<b>Your position:</b>
<b>Your address:</b>	<b>Your phone number/s:</b>
<b>Adult at risk's name:</b>	<b>Adult at risk's address:</b> <i>Available centrally</i>
Date of birth:	
Contact number:	
Any special needs/disability:	
NOK names and address: <i>Available centrally</i>	
Contact number: <i>Available centrally</i>	
Date and time of any incident:	

Your observations:	
Exactly what the Adult at risk said and what you said:	
Action taken so far:	
Alleged / Suspected abusers' name:	Role/Position:
Address:	Contact number:
<b>External agencies contacted (date &amp; time):</b>	
<b>Police</b>  Yes/No	If yes – which:  Name and contact number:  Details of advice received:

<b>Supporting Agencies</b> Yes/ No	If yes – which: Name and contact number: Details of advice received:
<b>NGB</b> Yes/No	If yes – which: Name and contact number: Details of advice received:
<b>Local authority</b> Yes/No	If yes – which: Name and contact number: Details of advice received:
<b>Other</b>	Which: Name and contact number: Details of advice received:
Date:	

Signature:	Print name:
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