



# Safeguarding and Welfare Officer Support Pack

**Special Olympics**  
Great Britain



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# 01 Introduction

The role of the Safeguarding and Welfare Officer (SWO) is a vital role that holds significant responsibility within Clubs. The SWO is responsible for day to day safeguarding practice within the club such as dealing with safeguarding incidents and concerns, taking actions, referring externally and supporting all involved in a safeguarding incident/concern. The SWO has involvement training compliance requirements and safer recruitment checks as well as reporting safeguarding incidents to the Special Olympics Great Britain Safeguarding Team. Therefore, it is the responsibility of Special Olympics Great Britain to provide support, training and guidance to those in the role of SWO for them to be able to perform their duties effectively, safely and with confidence.

Below is a support plan for SWO's to use as a checklist but also a guide in ensuring all areas of the role are understood and carried out effectively.



## 02 Safeguarding and Welfare Officer Role Descriptor

The SWO role descriptor will help you understand your role and responsibilities and can also be used to inform others about what you are responsible for. We recommend that document is publicised within your Club.

Find the latest SWO role descriptor [HERE](#)



## 03 Training Requirements

As a Safeguarding and Welfare Officer, you need to be trained to a high level in safeguarding to be able to carry out your role effectively and confidently, below are the safeguarding training requirements for this role set out by Special Olympics GB:

SWO's are to have advanced safeguarding training from within the last three years, advanced safeguarding training is considered to be a Lead Safeguarding Officer Course, for example;

UK Coaching Time to Listen Workshop/ In Safe Hands (Scotland)

Designated Safeguarding Lead DSL Training (\*or equivalent)

You must also ensure your training is refreshed with an appropriate level of training every three years.

\*Equivalent training attained should be level 3 safeguarding training or higher. If you are unsure if your training meets this criteria, please email [adam.leathwood@sogb.org.uk](mailto:adam.leathwood@sogb.org.uk)



## 03 Resources

In your role as a SWO, you have a responsibility to ensure safeguarding awareness runs through every part of your club. This means being present in meetings and briefings to promote reporting pathways, provide updates on latest best practice, inform members of relevant changes to process, highlighting concerns to coaches, volunteers and athletes where appropriate and to make sure everyone at your club knows who you are and how to contact you should they need to make a report or just ask for support and/or guidance.

In addition to awareness, you will require resources to record and securely log safeguarding concerns or incidents and also track things like training compliance and DBS records. Below are some resources that can support you in achieving this. If you feel there are additional resources that would be useful in this area, please reach out to [safeguarding@sogb.org.uk](mailto:safeguarding@sogb.org.uk) and we'd be happy to help create some or signpost you to some.

Club SWO Poster  
Safeguarding Reporting Flowchart  
SWO Support Pack  
SWO Handover Guidance  
Event SWO Poster

The above and other helpful guidance documents can be found [HERE](#)



## 04 Reporting and Referrals

It is vital in your role as SWO that you have a good understanding of Safeguarding Networks in your local area. Links to Children and Adult services, the Local Authority Designated Officer (LADO), Police and other safeguarding support networks are vital in ensuring you can access the right support and know where to send key information and raise concerns.

Local authorities vary in the ways which they receive and handle referrals so it's important to familiarise yourselves with their processes. It's also important to publicise these referral pathways to your club members in the event that you are not available.

### What to Report

All safeguarding concerns need to be addressed, some pathways may differ depending on the level of concern you are dealing with. If you are unsure or just wish to look at the guidance take a look at our... [Safeguarding Threshold Guidance](#)

### Internal Reporting

Reporting directly into SOGB is part of your responsibility as a SWO, below is some information on reporting for you to familiarise yourself with.

- [Report a Concern at SOGB](#)

### External Reporting

- [Children's Safeguarding Local Authority Finder](#)
- [Adult Safeguarding Local Authority Finder](#)
- [Child Protection in Sport Unit](#)
- [NSPCC](#)



## 05 Handover/Succession Planning

Having a handover/succession plan in place is integral in ensuring that there is consistent safeguarding cover in your setting, is also ensures that historic and ongoing cases as well as risk mitigation strategies, training and background checks, including renewal dates are monitored and can be effectively communicated and managed after your departure from the position. (See document SWO Handover Guide)



## 06 Volunteer Training

As a Safeguarding and Welfare Officer it is your responsibility to ensure that all members of the club have the appropriate level of safeguarding awareness. It would be beneficial to keep a log of member safeguarding training so that you are able to track this and hand this information over in a clear and accessible format. SOGB Have created a various Safeguarding resources to help make this possible. Check them out here: [Safeguarding Resources](#)



## 07 Safer Recruitment

In addition to training support, you also have a joint responsibility (alongside the main contact) to ensure safer recruitment practices are in place. As part of our new process for clubs to have the final approval say of new volunteers, references will be sent across to you and the Main Contact ahead of a volunteer starting their role with your athletes.

With DBS/PVG, SOGB National Office have centralised the process of overseeing new applications, ID Checks, Update Service subscriptions and Renewals.

It is good practice though for an SWO to keep their own record of a volunteers DBS/PVG information, this can be requested at any time by contacting [dbs@sogb.org.uk](mailto:dbs@sogb.org.uk)

Inspiring stories of courage,  
strength and determination

Let me win.  
But if I cannot win,  
let me be brave  
in the attempt.  
- Special Olympics athlete oath





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