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# British Wrestling Association

## Safeguarding Induction Policy

### Introduction

The British Wrestling Association (BWA) is committed to ensuring that all participants are able to enjoy their sport in a safe environment. The BWA is responsible for ensuring that all of its staff and volunteers are aware of its policies, procedures and best practice guidelines regarding safeguarding and protecting children and that they are provided with appropriate resources and training to fulfil their roles and responsibilities.

The BWA has developed this induction policy and procedure to ensure that relevant information is provided to staff and volunteers at the start of their work with the organisation.

All employees and volunteers who are appointed by the BWA, regions or clubs should receive policies, forms, leaflets in accordance with Safeguarding Induction Policy Employee-Volunteer (including paper trail)

All employees and, where possible, volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive a formal or informal induction, during which:

- a check should be made that the application has been completed in full (including sections on criminal records and self-disclosure)
- their qualifications should be substantiated
- the job requirements and responsibilities should be clarified
- they should adopt and abide by the BWA's Safeguarding Policy and Implementation Procedures which incorporate the BWA's Code of Ethics and Conduct
- their Safeguarding and Vulnerable Adult training needs should be confirmed (see Section below on Training)

## **Training**

Whilst checks are a part of the process to safeguard children and vulnerable adults, training is required to help people to:

- Analyse their own practice against what is deemed good practice in British Wrestling to ensure their practice is likely to protect them from allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Deal with disclosure of incidents
- Work safely and effectively with children

The BWA requires:

- All employees to undergo, where applicable, an Enhanced Disclosure & Barring Service check (DBS) and attend Sportscoach UK module 'Safeguarding and Protecting Children' – 3 hour course. This is to ensure their practise is exemplary and to facilitate the development of a positive culture towards good practice and safeguarding in British Wrestling. These must be completed within 3 months of joining the BWA.
- All existing coaches and team managers will receive training from the Sportscoach UK module 'Safeguarding and Protecting Children' and ensure their DBS Enhanced Disclosure is up to date (renewable every 3 years)
- All personnel (coaches, team managers, event organisers, parents, club officials, senior and junior club members) to receive advisory information on good practice. In particular, information about what to do if they have concerns about the behaviour of an adult towards a young person.
- All affiliated clubs to appoint a Club Safeguarding Officer (CSO) responsible for best practice and child protection children and vulnerable adult safeguarding issues. The CSO must have completed an Enhanced DBS check and attended the aforementioned Sportscoach UK 'Safeguarding and Protecting Children' module and also attended BWA's 'Time to Listen' module.

### **Paper Trail**

The Paper Trail (Appendix 1) relative to BWA employees and including volunteers not affiliated to a particular club will be carried out by the BWA Lead Safeguarding Officer. A copy of the Paper Trail must be given to the new employee/volunteer and a further copy to be held on file. The copy of the paper trail should be retained whilst ever the employee or volunteer is a member of the BWA. The BWA will be responsible for monitoring implementation of the induction process across the organisation.

Club Safeguarding Officers are responsible for following the 'Paper Trail' for new personnel joining their club. One copy of the paper trail must be given to the new member, a second copy retained with the CSO and a third copy forwarded to the Lead Safeguarding Officer for retention. Copies of the paper trail should be retained whilst ever the employee or volunteer is a member of the BWA.

For the safe storage and handling of the 'Paper Trail' please follow the BWA's 'Safe Storage & Handling Policy'

**Appendix 1**

Paper Trail For.....Start Date: .....

Address:.....Tel:.....

Email:

ACTION	PAPERWORK	DATE	SIGNATURE OF RECIPIENT
Children and Vulnerable Adults Safeguarding Pack given to Proposed Member	<p><b>BWA Policies</b></p> <ul style="list-style-type: none"> <li>Safeguarding</li> <li>Equality</li> <li>Health &amp; Safety</li> <li>Whistleblowing</li> <li>Code of Ethics &amp; Conduct</li> <li>Disciplinary, Grievance &amp; Appeal Procedures</li> </ul> <p><b>Forms</b></p> <ul style="list-style-type: none"> <li>Self-declaration</li> <li>Photography Consent</li> <li>Parental Consent to Handling of Children</li> </ul> <p><b>Advice/Information</b></p> <ul style="list-style-type: none"> <li>Emergency Procedures</li> <li>First Aid/Accident Procedures</li> <li>Club Structure &amp; Services</li> <li>Training &amp; Development Opportunities</li> </ul>		
Returned to CSO	Self – declaration Form Identity Verification		
Reference 1	Letter & SAE Date sent: Date returned:		
Reference 2	Letter & SAE Date sent: Date returned:		
Members Enhanced Disclosure (DBS), if applicable	Date of Issue  Registration No:  <b>Date of Renewal of Enhanced Disclosure (3 yrs)</b>		

**Process Complete – Notify Member**

Date:.....Signature.....