

4.1 Introduction

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Section 4 comprises separate appendices each of which sets out policy, guidance or forms for a CWO to use in developing the club's safeguarding policy. Clubs may add to these documents, in order to meet a particular need, or may use them without amendment. It is important the Club Welfare Officer is aware of all the documents in this section and makes Club instructors, officers, members and parents of junior members aware that the policies and guidance documents are in place and can be accessed online at the BSAC website.

The information sheet (App 4.13) should be completed by the Club Welfare Officer, kept up to date and always available in hard copy wherever the club meets. When a safeguarding/welfare issue arises and is dealt with or where further advice is needed, the current Child Safeguarding Referral form (App 4.12) should be downloaded, completed and sent to the LOCS.