

CWO Handover Guide

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 management agreements and risk assessments, training and background checks, including renewal dates are monitored and can be effectively communicated and managed after your departure from the position.

It is important that the current CWO/s meet with or effectively communicate to discuss the following information:

Cases

Handing over of case information is vital in understanding what risks you may have at the club, what actions have been taken, what is in place to mitigate risk and what your responsibilities may be in managing the case.

Open Cases

Please go through any open cases you may have, and ensure all relevant is passed on. E.g., number of open cases, any outstanding actions, external contacts/agencies that may be involved. It would be beneficial to go through case files during this process.

Closed Cases/Relevant Historic Information

Ensure that any closed cases that carry relevant information for club safety are communicated, in addition any historic concerns that may prevent a risk in future should be communicated.

Risk Assessments

Risk Assessments are a key tool in ensuring all your activity is safe, they can range from session risk assessments, event risk assessments or even individual paddler risk assessments. Some risk assessments can be the responsibility of the CWO, and it's always good to have oversight of these and ensure you are up to date with all relevant information.

Management Agreements

A Management Agreement is when there have been risk mitigation strategies put in place to monitor the behaviours and engagement of someone who has been the subject of concern in a safeguarding case. The measures are in place to protect everyone, including the person who they are placed upon. Management Agreements are reviewed by the Paddle UK Safeguarding Team and Case Management Group every 6 months and can be removed at the point of review. A CWO's engagement in a Management Agreement would be to monitor and support the subject of the agreement and feedback to the Paddle UK Safeguarding Team with reports on progress, engagement and/or any issues that have occurred.

Suspensions

Where there is a live suspension in place, it is important as a CWO that you are aware of this as you may need to manage communication around the suspension with those who need to know, including the person who is under suspension. A suspension could vary from an interim suspension, which is a non-punitive measure that is put in place while an investigation is live, through to permanent suspensions. The criteria of suspensions can also vary from people being suspended from working with children unsupervised through to

suspensions that prevent any and all paddle activity. There may be cases whereby the Paddle UK Safeguarding Team contact the Club CWO to communicate a person of interest in your area, this information would be vital to pass on to the new CWO.

Training

As a CWO it is your responsibility to ensure that all members of the club have the appropriate level of safeguarding training for the role they are in, this includes keeping refreshers up to date. 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.

Safer Recruitment

In Addition to training compliance, you also have a responsibility to ensure safer recruitment practices are in place, that information is recorded accurately and that renewal dates for DBS/PVG are monitored and checks actioned.

DBS information and support can be requested from dbs@paddleuk.org.uk

If you require any framework/templates to help you track any of the above, check out our resources page or send us an email.