

Glasgow Girls FC

Safeguarding & Governance Structure

Aligned to Scottish Wrestling Federation (SWF) Safeguarding & Safer Recruitment Policies

Organisational Structure

- Club Committee
- Club Chair / President
- Club Welfare & Protection Officer (CWPO) – Leads Safe Recruitment & PVG Processing
- Club Secretary – Also COMET Administrator
- Head Coach
- Event Lead (for competitions/events)
- Coaches / Volunteers / Team Managers

1. Safe Selection & PVG Processing – CWPO

- Leads safe recruitment in line with SWF policy.
- Identifies regulated roles within the club.
- Processes and verifies all PVG applications and renewals.
- Ensures no individual in regulated work begins without clearance.
- Maintains confidential safeguarding and recruitment records.
- Ensures safeguarding induction for new volunteers.
- Refers safeguarding concerns to SWF where required.

2. COMET Administration – Club Secretary

- Ensures all members are correctly registered on COMET.
- Assigns accurate roles (coach, volunteer, official etc.).
- Ensures regulated work status is accurately recorded.
- Activates roles only once CWPO confirms PVG clearance.
- Maintains accurate and up-to-date membership records.

3. Responding to Safeguarding Concerns – CWPO

- Receives safeguarding concerns.
- Records concerns using SWF reporting procedures.
- Reports concerns immediately to SWF and/or statutory agencies where required.
- Maintains confidentiality.
- Does not investigate unless directed by SWF.
- Implements interim risk management measures if required.

4. Non-Safeguarding Complaints – Club Chair

- Manages conduct or behavioural complaints.
- Ensures complaints follow SWF disciplinary procedures.
- Refers safeguarding elements immediately to CWPO.
- Ensures fair and documented process.

5. Risk Assessments – Head Coach / Event Lead

- Completes and reviews session and event risk assessments.
- Ensures appropriate supervision ratios.
- Implements control measures.
- Reports safeguarding-related risks to CWPO.
- Ensures emergency and medical planning is in place for events.

Reporting Lines Summary

Function	Lead Role	Reports To	Escalation
Safe Recruitment & PVG	CWPO	Club Chair	SWF Safeguarding
COMET Registration	Club Secretary	Club Chair	SWF Registration
Safeguarding Concerns	CWPO	SWF Safeguarding	Police / Social Work
Non-Safeguarding Complaints	Chair	Committee	SWF Disciplinary
Risk Assessments	Head Coach / Event Lead	Chair	CWPO if safeguarding risk