T5 – Club Welfare Officer Job Description

This template applies to British Canoeing and its Home Nation Associations.

The Club Welfare Officer (CWO) is responsible for acting as a source of advice about safeguarding and protecting children and adults at risk, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals.

Areas of Responsibility

1. Policy and Procedures

- To provide information and advice on safeguarding and child protection within the Club and promote a child focus.
- To ensure that the Club adopts and follows the British Canoeing Child Protection Policy, Safeguarding Adults Policy and procedures.
- To promote awareness of the British Canoeing Codes of Conduct and Paddlesafe documents.
- To implement recruitment and screening procedures within the club.
- To be a confirmation signatory, verifying the identity of individuals completing disclosures.

2. Referrals

- To receive information from Club staff, volunteers, children or parents and carers who have concerns about child protection or adults at risk and record it.
- To follow the British Canoeing Responding and Reporting Concerns flow chart.
- To ensure that the referral is confirmed in writing using the British Canoeing Recording Concerns Report Form.

3. Education and Training

- To advise the club about appropriate training for coaches and volunteers based on the British Canoeing recommended training requirements.
- To advise the Club about Child Protection and Adults at Risk training opportunities.

4. Knowledge

- The designated person should be aware of the local statutory child protection network, including the contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB), where applicable, and the awareness of local inter-agency child protection procedures.
- They should understand the British Canoeing Child Protection Policies and Safeguarding Adults Policies and procedures and the requirement to safeguard and protect children and adults at risk in sport.
- Awareness of equality issues, Child Protection and Safeguarding Adults at Risk.
- Understanding of poor practice and abuse – behaviour that is harmful to children or adults at risk.

The Person

The Club Welfare Officer should be well known in the club and have a strong child focus. The Club Welfare Officer needs to be accessible to and approachable for children, young people and

adults at risk but not the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club. They should be a member of the Club or an individual member of British Canoeing.

Training:
The designated person should have undertaken the Sports Coach UK Safeguarding and Protecting Children workshop or an equivalent training programme. They must also be committed to attending British Canoeing Time to Listen Workshop that has been developed specifically for Club Welfare Officers with the NSPCC or the Children 1st In Safe Hands course in Scotland. There courses will support them in this important role.