

Club Welfare Officer – Role Descriptor

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.

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. They should not be 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.

Mandatory Training Requirements (as detailed in the British Canoeing Safeguarding Guidance Document):

- UK Coaching Safeguarding and Protecting Children or equivalent;
- NSPCC Time to Listen Workshop/In Safe Hands (Scotland);
- Renew their safeguarding training every 3 years by undertaking British Canoeing's Online Safeguarding Renewal training, UK Coaching's Safeguarding and Protecting Children Online Renewal training or equivalent. Refresher/renewal training can only be accepted if the face to face, basic training workshop (or training via the virtual classroom) has been completed within 5 years. It cannot be used as a substitute for the initial face to face (or virtual classroom) training course.
- Equivalent training can be accepted – please refer to Equivalent Child Protection Training. For Northern Ireland, accepted courses includes the NSPCC Safeguarding Children and Young People.

A full list of policies, guidance documents and templates can be found here: <https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates>

Areas of Responsibility

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 ([SPC-P1](#)), Safeguarding Adults Policy ([SPC-P6](#)) and [procedures](#);
- To promote awareness of the British Canoeing Codes of Conduct and Paddlesafe documents;

- To implement safe recruitment and screening procedures within the club;
- To be a confirmation signatory, verifying the identity of individuals completing disclosures ([SPC-17](#) and [SPC-G26](#)).

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 flowchart ([SPC-G3](#));
- To ensure that the referral is confirmed in writing using the British Canoeing Recording Concerns Report Form (ideally)([SPC-G4](#)).

Education and Training:

- To advise the club about appropriate training for coaches and volunteers based on the British Canoeing recommended training requirements ([SPC-G21](#));
- To advise the Club about Child Protection and Adults at Risk training opportunities.

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.