

The role of the Club Welfare Officer (CWO) is a vital role that holds significant responsibility within Clubs. The CWO is responsible for day to day safeguarding practice within the club such as dealing with safeguarding incidents and concerns, taking actions, referring externally and supporting all involved in a safeguarding incident/concern. The CWO is also responsible for ensuring that the club is compliant with training requirements and safer recruitment checks as well as reporting safeguarding incident to the Paddle UK Safeguarding Team (BCST), therefor it is the responsibility of Paddle UK to provide support, training and guidance to those in the role of CWO to be able to perform their duties effectively, safely and with confidence.

Below is a support plan for CWO's to use as a checklist but also a guide in ensuring all areas of the role are understood and carried out effectively.

### **Role Descriptor**

The CWO role descriptor will help you understand your role and responsibilities and can also be used to inform others about what you are responsible for. We recommend that document is publicised within your Club.

### [CWO Role and Responsibilities Descriptor](#)

### **Training Requirements**

As a Club Welfare Officer, you need to be trained to a high level in safeguarding to be able to carry out your role effectively and confidently, below are the safeguarding training requirements for this role set out by Paddle UK:

UK Coaching Safeguarding and Protecting Children or equivalent (accepted equivalencies Designated Safeguarding Lead training/Level 3 Safeguarding)

NSPCC Time to Listen Workshop/ In Safe Hands (Scotland)

Paddle UK Safeguarding Refresher or Renewal of UK Coaching Safeguarding and Protecting Children (every 3 years after initial training completed)

### **Resources**

In your role as a CWO, you have a responsibility to ensure safeguarding awareness runs through every part of your club. This means being present in meetings and briefings to promote reporting pathways, provide updates on latest best practice, inform members of relevant changes to process, highlighting concerns to coaches, volunteers and members where appropriate and to make sure everyone at your club knows who you are and how to contact you should they need to make a report or just ask for support and/or guidance.

In addition to awareness, you will require resources to record and securely log safeguarding concerns or incidents and also track things like training compliance and DBS records. Below are some resources that can support you in achieving this. If you feel there are additional resources that would be useful in this area, please reach out to [safeguarding@paddleuk.org.uk](mailto:safeguarding@paddleuk.org.uk) and we'd be happy to help create some or signpost you to some.

Club Welfare Officer Poster

Do You Know Your Club Welfare Officer Poster

Event Welfare Officer Poster

Paddlesafe Flyer

Online Safety & Social Networking

There are lots of other helpful resources, policies and guidance documents [HERE](#)

**Referrals**

It's vital in your role as CWO that you have a good understanding of Safeguarding Networks in your local area. Links to Children and Adult services, the Local Authority Designated Officer (LADO), Police and other safeguarding support networks are vital in ensuring you can access the right support and know where to send key information and raise concerns. Local authorities vary in the ways which they receive and handle referrals so it's important to familiarise yourselves with their processes. It's also important to publicise these referral pathways to your club members in the event that you are not available.

**Internal Reporting**

Reporting directly into Paddle UK is part of your responsibility as a CWO, below is some information on reporting for you to familiarise yourself with.

- [Paddle UK](#)

**External Reporting**

- [Children's Safeguarding Local Authority Finder](#)
- [Adult Safeguarding Local Authority Finder](#)
- [Child Protection in Sport Unit](#)
- [NSPCC](#)

**Handover/Succession Planning**

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. (See document CWO Handover Guide)

**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 can be requested from  
[dbs@britishcanoeing.org.uk/dbs@paddleuk.org.uk](mailto: dbs@britishcanoeing.org.uk/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.