

CLUB WELFARE OFFICER Role Description

Aim of the Role

Club Welfare Officers play a key role in maintaining high standards in relation to vulnerable groups, including children, young people and adults at risk, participating in cycling: allowing piece of mind for participants, their families and cycling clubs by ensuring that everyone has a fun, enjoyable and safe experience.

The main aim of the role is to promote safeguarding within the club, working with others to ensure that a safe and inclusive environment is achieved.

Who makes a good Club Welfare Officer?

A good CWO is someone who is:

- Able to work with others to ensure that everyone has a fun, enjoyable and safe experience.
- Accessible and approachable for children and adults.
- Passionate about creating an environment that enables children and young people to thrive within the sport.

Personal attributes of a good CWO include:

- Approachable and enthusiastic.
- Professional, reliable and committed.
- Engaging and supportive.
- Caring and compassionate.
- A child focused approach with good communication and listening skills.
- Good listener and effective communication.

Desirable knowledge would include:

- An understanding of poor practice and abuse – behaviour that is harmful to children or adults at risk.
- An understanding of British Cycling's recommended procedures relating to safeguarding children, young people and adults at risk.
- An awareness of the roles and responsibilities of statutory agencies (Social Care, the Police and the NSPCC) & the Local Safeguarding Children Board.
- An awareness of equality issues, child protection and safeguarding adults at risk.

The Roles and Responsibilities of a Club Welfare Officer

The Club Welfare Officer is the person with primary responsibility for managing and reporting concerns about children or adults at risk and for putting in to place safeguarding procedures.

It is important to highlight however that safeguarding is everyone's responsibility and all at the club should do their bit.

Policy and Procedures

1. To assist the club to put Safeguarding Policy and Procedures in place.
2. To work with others in the club to ensure safeguarding information, including policies, reporting procedures and details of the Club Welfare Officer are visible and available
3. To promote awareness of the Codes of Conduct for staff, volunteers, coaches, members (juniors and adults) and parents.
4. To ensure that safe recruitment procedures for staff and volunteers are followed.
5. To ensure that, where necessary, all existing staff or volunteers have an up-to-date DBS Enhanced Disclosure. These should be updated every 3 years.

Referrals

1. To be the first point of contact for club staff, volunteers, members, young people and parents for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse.
2. To work with the British Cycling Lead Safeguarding Officer when concerns arise and ensure that all incidents are reported correctly.
3. To contact the Local Authority children's or adults' social care teams and the police about concerns where appropriate.
4. To act independently and in the best interests of the child, putting their needs above that of others and the club itself.
5. To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
6. Maintain contact details for the local children's social care department, the police and Local Safeguarding Children's Board.

General

1. Work with others in the club to ensure a positive child-centred environment.

2. To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.
3. Assist British Cycling to fulfil its responsibilities to safeguard children, young people and adults at risk at club level.
4. To sit on the club management committee to advise on child safeguarding issues or be in attendance as necessary.
5. You should be a regular attendee at club activities, such as coaching sessions, rides and races. Attendance at every event is not necessary but you will need to be known throughout to club.
6. It is not recommended for the coach or volunteer with direct responsibility for delivering the junior programmes at the club to undertake this role

As a CWO you will need:

As a Club Welfare Officer you need a DBS Check through British Cycling and you will need to evidence that you have completed safeguarding training.

British Cycling recommend the following courses:

- a. Attendance at a [UK Coaching Safeguarding and Protecting Children Workshop](#) (a mandatory requirement for the CWO role at a Go-Ride Club)
- b. [NSPCC Child Protection in Sport](#) (Online)
- c. [Educare Child Protection – Sport](#) (Online)

Both the DBS and safeguarding training should be kept up to date and refreshed every 3 years to ensure that Welfare Officers are aware of the latest policies and procedures.

British Cycling would also recommend that all Club Welfare Officers attend the NSPCC Child Protection in Sport Unit Time to Listen (TTL) training for club welfare officers.

This workshop was specifically developed for the Club Welfare Officer, building on basic awareness and focusing on the implementation in the club environment.

Further details can be found here on the Child Protection in Sport Unit website [CPSU Time To Listen Training](#)