



BRITISHROWING

WG 2.14

How to register as a Club Welfare Officer

Policy & Procedures for Safeguarding, Welfare & Protection

TEAMWORK | OPEN TO ALL | COMMITMENT



How to Register as a Club Welfare Officer

Your club must register your details with British Rowing, confirming that you have taken the role of club welfare officer (CWO). Your club Chairman / Captain should can do this by email (E: governance@britishrowing.org).

One of the responsibilities of a CWO is to ensure that your club follows appropriate safer recruitment processes for individuals whom the club wishes to deploy in roles with children, or Adults at Risk. Once you are registered with British Rowing you will receive an e-mail from Online Disclosures / The GB Group that will enable you to set up your Verifier log in. Please contact British Rowing (E: governance@britishrowing.org) if this email does not reach you.

Please note that log in details and the right to view the confidential information on the service are provided for you personally in connection with your responsibilities as CWO / club verifier, and must not be shared with anyone else. Access for CWOs to the Online Disclosures / GB Group online service as Verifier for their club is authorised on this basis, and on the understanding that

- The service will be used appropriately
- The club will ensure that the full safer recruitment process is followed for all volunteers and employees in roles of trust or responsibility for children, in line with best practice (see WG 2.13 and also British Rowing's Safe Recruitment protocol due to be published by May 2020)
- The club will ensure that all those individuals it deploys in roles of trust or responsibility for children have read the SPC Policy and attended a Safeguarding and Protecting Children Workshop or the recognised equivalent, renewable every three years.

Once you have informed British Rowing you will receive an e-mail from Online Disclosures / The GB Group with a link to their site and some instructions about how to log in as a Verifier.

The online system has plenty of guidance that appears when you access the site and are logging in, and then in bite sized chunks as the applicant and Verifier go through their respective parts of the process. Crucially, there is also a helpline: 0845 251 5000, but please contact British Rowing's [Governance and Welfare team](#) at any stage if anything is unclear.

Registering with ClubHub

It is important for all clubs whether they are open, school or university to ensure that the CWO's contact details are also kept up-to-date on British Rowing's membership system. This can be done by the CWO themselves if their club has given them the Administrator level of permission, or by the club's Administrator. British Rowing uses contact details from both ClubHub and the GBG sites to send updates and other safeguarding information to CWOs.

The [ClubHub sign in is at this link](#).

ID Checks and Payment

Applications are free only to volunteers who are British Rowing members, and you do not need to change any payment/invoice details at verification for people who meet these criteria.

If an applicant is a non-member or is in a paid role, please contact British Rowing for further instructions before completing online verification. A fee will be payable online to Online Disclosures at or after verification. British Rowing has not agreed to invoice your club retrospectively for chargeable applications or to cover costs for non-members or those in paid roles.

Certificates

Once an application has been processed by the Disclosure and Barring Service, British Rowing will be notified that a certificate has been issued to the applicant and will write to the CWO accordingly. CWOs and clubs are reminded that volunteers or employees whose roles require Criminal Record/Barred List checks should not be deployed until this written confirmation has been received from British Rowing.

Please be aware that the DBS service does not cover criminal record checks outside the UK. If an applicant is not able to provide an address history in the UK in the last five years please contact British Rowing for further advice.

CWO's Own Application / Safer Recruitment Process / Safeguarding Training

If it has not already been processed, you and your Club Chairman will need to ensure that your own Criminal Record Check is completed as soon as possible, together with the other elements of the safer recruitment process.

The process for the CWO's own Disclosure is very slightly different, and you will need to use an e-mail address that is different from the one under which you are registered as verifier for the purpose of issuing an invitation to yourself to apply online.

Unless there is a particular reason not to (such as being part of the same family or household, for example), a new CWO's own ID verification is normally carried out by their club chairman. Please contact British Rowing when you have submitted your online application, and we can explain the process for this to you.

British Rowing recognises SPC training undertaken via UK Coaching

<http://www.ukcoaching.org/site-tools/workshops/about-our-workshops/safeguarding-and-protecting-children>

[WG 3.11 British Rowing Safeguarding Training \(Interim Guidance\)](#) April 2020.

Updated November 2019

Also with Interim Training Guidance added April 2020