



BRITISHROWING

WG 2.13

Model Role Description for Club Welfare Officer

Policy & Procedures for Safeguarding, Welfare & Protection

TEAMWORK | OPEN TO ALL | COMMITMENT



Model Role Description for a Club Welfare Officer

[British Rowing requires a point of contact for safeguarding / welfare for all its affiliated clubs; open, school and university. However, contacts in education will normally also adhere to the safeguarding procedures in place at their school or university.]

The role of the Club Welfare Officer (CWO) is to support the club, and everyone associated with it; to create safe, inclusive environments and respond to concerns and disclosures. While the CWO is a safeguarding focal point, it is the responsibility of the committee, all members and visitors, to uphold British Rowing safeguarding policies and procedures in order to safeguard children and adults at risk.

Every rowing club must appoint a Club Welfare Officer. While some clubs may not have children (under 18s) rowing regularly, clubs may have contact with children from time to time, such as having visitors who are under 18. Additionally, the CWO has responsibility for safeguarding adults at risk. While their work is generally focused on the needs of children or adults at risk, in many clubs they may also be the first point of contact in dealing with the concerns of an adult member. They should therefore understand the processes that exist in their club for dealing with complaints. Guidance on dealing with club or regional disputes can be found on the [British Rowing website](#).

Many British Rowing clubs appoint two welfare officers to provide better cover and to share administrative tasks.

The CWO must;

- Have a child-focused approach
- Have excellent communication skills
- Have the time and skills to provide safeguarding support and advice as required
- Understand the boundaries of their role and when to seek external advice and support (such as from the British Rowing safeguarding team)
- Know when to refer and where to seek advice and support
- Be contactable within agreed times and days and have alternative contacts in the club for when the CWO is not available
- Be well organised
- Have good administrative and recording skills
- Be well known in the club
- Be calm and approachable
- Be a registered member of British rowing
- Keep records of all those who have been vetted within the club and ensure that DBS checks are updated on at least a three-yearly basis.
- Ensure that safe recruitment procedures are observed (i.e. as well as a DBS check pursuing references for those who will be coaching / working with junior rowers or adults at risk)

The CWO must not be someone involved directly in coaching or day-to-day running of the children's or junior programmes. This is because sometimes safeguarding concerns may be about a coach so it is important children have someone outside of coaching to raise concerns with.

The role encompasses proactively promoting safeguarding, including:

- Ensuring CWO information is easily and widely available, such as having posters in the club
- Supporting the committee to update and communicate safeguarding policies and procedures to coaches, staff, volunteers, children, families and all other members and visitors
- Ensuring that safe recruitment procedures are observed (i.e. as well as a DBS check, advertising roles, including safeguarding questions in relevant interviews and pursuing references for everyone, staff and volunteers).
- Keeping and securely storing confidential records, including of all those who have been vetted within the club and ensure that DBS checks are updated on at least a three-yearly basis (but not keep the certificate or photocopies/scans of it); and a log of those who have had safeguarding training and when they had it
- Responding to safeguarding concerns and disclosures when they arise in line with club policy and best practice
- Working with British Rowing (and where required, other external safeguarding authorities) on safeguarding concerns and disclosures.

Everyone in a club should know who the CWO is and how to contact them. They should be well supported by the club and to this end it is considered good practice for the CWO to have a role on the club's management committee. The CWO has a key role in advising their club committee on developing a safeguarding culture in the club.

Dealing with an Emergency

British Rowing advises clubs to signpost individuals to the NSPCC/police out of hours if there is a safeguarding emergency. They are best placed to handle immediate concerns and it ensures the LSO or CWO is not expected to be on call at all times. However it is also important to inform the CWO of any actions taken in order to ensure that correct procedures are followed.

*Reviewed and updated November 2019
Governance Office*

CONTACTS

British Rowing

<https://www.britishrowing.org/about-us/safeguarding/>

The policy is accompanied by a number of guidance documents. These are currently under review but much of the guidance is relevant. Should any questions arise the CWO will receive advice from:

Email: iso@britishrowing.org (Safeguarding)

Email: governance@britishrowing.org (DBS / CWO queries)

NSPCC: 0808 800 5000

Safeguarding Training

[British Rowing Interim Training Guidance: WG 3.11](#) (April 2020)

<https://www.ukcoaching.org/courses/workshops/safeguarding-protecting-children>

<https://www.ukcoaching.org/courses/learn-at-home/sgp> (Refresher)

Other

[Child Protection in Sport Unit](#)

[NSPCC](#)

Useful reading:

[Working Together to Safeguard Children 2018](#)

Guidance on key issues children face ([ChildLine website](#))