

# Club Welfare Officer Job Description

## 1.1 Main Tasks:

- Provide information and advice on child protection within the club and promote a child focus
- Ensure that the club adopts and follows the BCU Child Protection Policy and Procedures and promote awareness of the BCU Codes of Conduct and Paddlesafe documents within the club.
- Assist the club to implement appropriate recruitment and screening procedures
- To be a confirmation signatory, verifying recruitment and screening procedures
- Receive information from club staff, volunteers, children or parents and carers who have child protection concerns and record it
- Follow the BCU Responding and reporting Concerns flow chart and to ensure that the referral is confirmed in writing
- Advise the club about appropriate training opportunities for coaches and volunteers based on the BCU Recommended Training Requirements
- Maintain a register of all members' DBS numbers (or legally recognised replacement system)

## 1.2 Knowledge:

- Contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB) and BCU Child Protection contact details
- Knowledge of the BCU Child Protection Policies and Procedures and the requirement to safeguard and protect children in sport
- Awareness of Equity issues and Child Protection
- Understanding of poor practice and abuse – behaviour that is harmful to children

## 1.3 Skills:

- The CWO should be well known in the club and have a strong child focus
- The CWO should be accessible and appropriate for children and young people.
- They should not be the coach or volunteer with direct responsibility for co-ordinating or delivering junior programmes at the club.
- They should be a member of the club or an individual member of the Canoe England
- They should have good communication skills
- They should have basic administration/record maintenance skills

## 1.4 Resources to assist in role:

- The designated person should have undertaken the Sports Coach UK Safeguarding and Protecting Children workshop or equivalent
- They must also be committed to attending the BCU/Child Protection in Sport "Time to Listen Workshop" that has been developed specifically for Club Welfare Officers