**ROLE DESCRIPTION: CLUB WELFARE OFFICER (CWO)**

**Roles & Responsibilities:**

* Develop effective child protection and wellbeing policy and procedures and keep them up to date
* Promote and champion child protection and wellbeing at the club and encourage good practice
* Respond appropriately to child protection or wellbeing concerns
* Regularly report to the club’s organising committee
* Ensure that members of the sports volunteers/staff who are working with children are recruited safely and in line with legal requirements
* Make sure the sports volunteers/staff, parents/carers, adults, and children are aware of:
  + How to contact the CWO
  + The Code of Conduct for working with children
  + How to raise concerns
* Deal with breaches of the Code of Conduct
* Keep up with developments in child wellbeing and protection by liaising with the Scottish Athletics and organisations such as the Safeguarding in Sport Service
* Attend Safeguarding and Protection Children (SPC) and In Safe Hands for Club CWOs (ISH) training
* Be a member of the PVG scheme
* Signpost other relevant adults in the club to relevant training such as the Safeguarding and Protecting Children in Sport (SPC) workshop
* Maintain confidential records of reported cases and action taken
* Liaise with the Scottish Athletics Welfare Officer and/or statutory agencies if/when required
* Act as club ID checker and point of contact for PVG scheme

**Person Specification:**

* An interest in child protection and wellbeing matters
* Friendly and approachable with the ability to communicate well with adults and children
* A willingness to challenge opinion, where necessary, and to drive the child protection and wellbeing agenda
* Strong listening skills and the ability to deal with sensitive situations with empathy and integrity
* An understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child
* The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support

**Desirable Skills & Relevant Experience:**

* Relevant training to fulfil the role of Club Welfare Officer
* Experience of working with children