



scottishathletics 



CLUB WELFARE OFFICER

GUIDANCE

**GUIDANCE FOR PROTECTING THE
WELFARE OF MEMBERS
OF A SUCCESSFUL ATHLETICS CLUB**

www.scottishathletics.org

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INTRODUCTION

We believe that everyone who takes part in our sport is entitled to do so in a safe & welcoming environment particularly children and protected adults. We work in partnership with UK Athletics, sportscotland, Children 1st and Disclosure Services to continuously improve knowledge and practice in our approach to safeguarding.

This is a guidance document prepared by **Club Development Scotland** for athletics clubs in Scotland. Many sports clubs are governed by voluntary members and use committees and meetings to assist in the effective management of their club. This resource gives information on the role of a Club Welfare Officer, including what the role entails, how an individual might go about the role and the skills and qualities required to carry out the role effectively.

ABOUT THE ROLE OF A CLUB WELFARE OFFICER

A key appointment in helping clubs meet the safeguarding requirements set by scottishathletics is that of a Club Welfare Officer (CWO). CWO's are recognised as the most important member of our club's structure, ensuring everyone is aware of their responsibilities and the role they play in welfare within clubs.

This document provides information and guidance on the role and responsibilities of a CWO and the recommended skills required to enable them to carry out their role effectively.

While safeguarding is the responsibility of everyone within the club (led by the whole committee), having a Club Welfare Officer (or officers) ensures the club has a dedicated person with the primary responsibility for managing and reporting concerns about children, and protected adults and ensuring the **scottishathletics** safe recruitment procedures, are followed consistently.

As CWO, you will require a PVG Scheme Record, linked to **scottishathletics** accessed through pvg@scottishathletics.org.uk. As CWO for an athletics club for adults (over 18's) only, you will not require a PVG, neither will coaches and volunteers within your club. In these instances, a Self-declaration form must be completed, however all other information and guidance in this document relating to welfare and safeguarding is relevant.

DUTIES OF A CWO

It is important to note that you are not required to be a Safeguarding expert. As CWO you will become part of the wider welfare team at **scottishathletics** working together to make sure every child and protected adult is in a safe environment within the club.



Understand policy

You are required to have an understanding of **scottishathletics** welfare policies.



Make others aware

Ensure all persons working within the club, are fully aware of what is required of them within the guidelines: coaches code of conduct, child protection policy, safe recruitment policy and documents within the safeguarding toolkit.



Be a point of contact

Be the first point of contact for coaches, helpers, parents, and athletes on any issues concerning welfare issues.



Safe Recruitment

Conduct the administrative work associated with the safe recruitment of coaches and volunteer helpers including identification checks for PVG applications or self-declarations for those working with over 18's.



Promote safeguarding

Ensure all volunteers working with children and protected adults complete safeguarding training.



Recognise breaches of codes of conduct

Recognise and respond appropriately to breaches of codes of conduct and poor practice.

DUTIES OF A CWO



Advise club committee

Advise club committee on matters of policy and procedures related to welfare and safe recruitment.



Ensure compliance

Ensure that all coaches working in the club have a relevant, up to date UKA Licence.



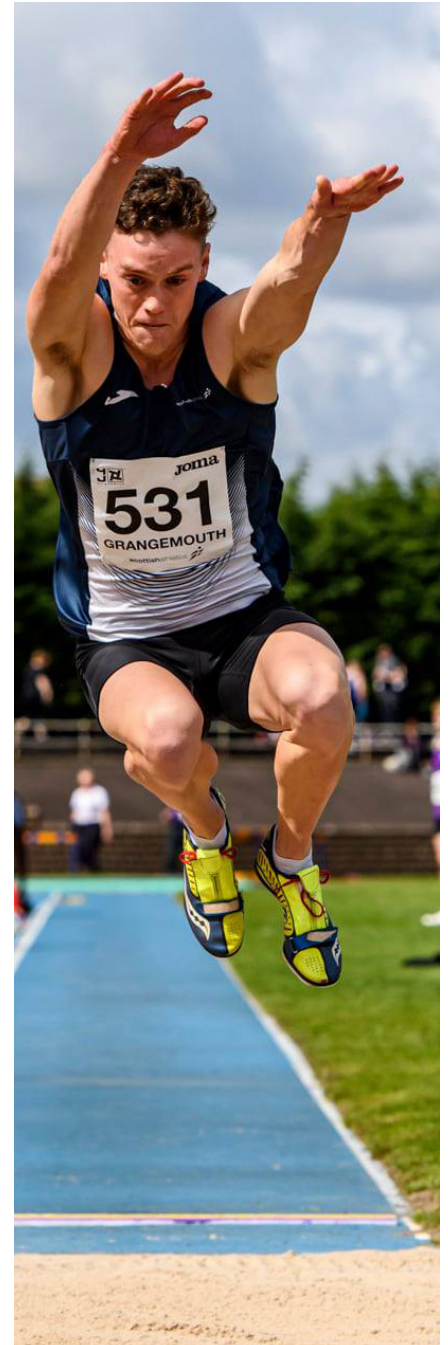
PVG & Legal Requirement

Ensure that all coaches & volunteers working with children & protected adults have a PVG linked to the club.



Record incidents

Ensure that all welfare incidents are correctly recorded and reported in accordance with UKA and **scottishathletics** policies and procedures.



ATTRIBUTES OF A CWO

It is desirable for a CWO to:

1

Be child focussed, friendly and approachable with the ability to communicate clearly and effectively with all club members including children and protected adults, and with **scottishathletics** welfare team.

2

Have the ability to follow procedures and the confidence to know when to seek advice and not rely solely on own judgment in relation to referring safeguarding concerns and complaints.

3

Have strong listening skills and the ability to deal with sensitive situations with empathy and integrity.

4

Be willing to challenge opinions or bad practice where necessary.

5

Have an appreciation for the need for confidentiality and when information requires to be shared to safeguard the best interests of a child or protected adult.



WHAT IS REQUIRED OF A CWO?

It is important to build positive relationships with club members to develop a sense of trust. Think about how you can be visible to members, this could include an induction meeting for new athletes and parents.

Having your photo and contact email address on the club website, attending club training sessions and/or events and speaking to members, volunteers, and parents. You should provide clear information on how they can contact you if they wish to share a concern.

Using a club welfare email address which only you have access to. If you leave the club, the email account is easily passed on to the new CWO who should immediately change the password.

The CWO has an important role as part of the committee in ensuring committee members receive regular welfare updates and understand that safeguarding within the club, is everyone's responsibility.

TRAINING REQUIREMENTS:

As part of your CWO training, you will be required to:

- Attend a **scottishathletics** CWO induction workshop.
- [Complete Child Wellbeing and Protection in Sport \(CWPS\)](#) and [Child Wellbeing for Protection Officers CWPO training courses](#).

WHAT TO DO WHEN A NEW CWO JOINS YOUR CLUB:

When a new CWO joins your club, the current CWO should:

- Contact welfare@scottishathletics.org.uk to inform of a new CWO.
- Share this guidance document.
- Arrange a PVG for the incoming CWO.
- Ensure the club secretary informs membership@scottishathletics.org.uk of the change of CWO.



CWO ROLE DESCRIPTION

A key appointment in helping clubs meet the safeguarding requirements set by **scottishathletics** is that of a Club Welfare Officer (CWO). CWO's are recognised as the most important member of our club's structure, ensuring everyone is aware of their responsibilities and the role they play in welfare within clubs.

ROLE TITLE:

Club Welfare Officer

PURPOSE OF THE ROLE:

Managing and reporting concerns about children, and protected adults and ensuring the **scottishathletics** safe recruitment procedures, are followed consistently.

DUTIES AND RESPONSIBILITIES:

- Understanding of **scottishathletics** welfare policies.
- Ensure all persons working within the club, are fully aware of what is required of them within the guidelines: coaches code of conduct, child protection policy, safe recruitment policy and documents within the safeguarding toolkit.
- Conduct the administrative work associated with the safe recruitment of coaches, volunteer helpers including identification checks for PVG applications.
- Ensure all volunteers working with children and protected adults understand their responsibilities and obtain a PVG to work within the club.
- Recognise and respond appropriately to breaches of codes of conduct and poor practice.
- Be the first point of contact for coaches, helpers, parents, and athletes on any issues concerning welfare issues.
- Advise club committee on matters of policy and procedures related to welfare and safe recruitment.
- Ensure that all coaches working in the club have a relevant, up to date UKA Licence
- Ensure that all volunteers working with children and protected adults have a PVG linked to the club and have completed appropriate safeguarding training.

CWO ROLE DESCRIPTION (CONTINUED)

DUTIES AND RESPONSIBILITIES (CONTINUED):

- Ensure that all welfare incidents are correctly recorded and reported in accordance with UKA and **scottishathletics** safeguarding procedures.
- Ensure confidentiality is maintained and information is only shared on a strict 'need to know' basis.

REQUIRED SKILLS:

- Basic administration skills
- Ability to maintain records.
- Ability to provide basic guidance.

