



Club Welfare Officer (CWO) Role Description

Responsibilities

The CWO is responsible for acting as a source of advice on safeguarding matters and for co-ordinating action within the club on receipt of any concerns or referrals. They should endeavour to gain an understanding of Welsh Rowing's Safeguarding Policy and keep up to date with the appropriate level of training. They should be a member of the club's committee.

Role

- To provide information and advice on safeguarding within the club.
- To ensure that the club adopts and follows the Welsh Rowing Safeguarding Policy and procedures and promote awareness of the policy within the club.
- To be an evidence checker, verifying the identity of individuals completing DBS application forms.
- To keep records of all those who have been vetted within the club to ensure that where relevant DBS Checks are updated on at least a three yearly basis and that all those working in Regulated Activities are compliant with current government guidance.
- To receive information from club staff, volunteers, young people or Parents and carers who have safeguarding concerns and record it.
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- To make a formal referral to a statutory Child Protection Agency if appropriate and report any illegal matters to the police.
- To report any referrals or concerns to the Welsh Rowing Lead Safeguarding Officer as soon as possible in line with Welsh Rowing procedures.
- To ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, using the incident reporting form.
- To advise the club officers regarding the appropriate levels of safeguarding training and/or guidance for all adults working with children in the club.
- To promote a child-centred approach within the club, e.g. maintain the Junior section notice board and promote good practice.
- To advise the club of further safeguarding training opportunities.
- To maintain a written record of training and relevant qualifications of those working in the club.