

Club Welfare Officer Guidance



The Club Welfare Officer (CWO) is a key designated role. It is essential to ensure that the club has someone trained and supported to handle any welfare issue that may arise and all clubs with young people are advised to appoint at least one Club Welfare Officer (also referred to as a Child Protection Officer).

Safeguarding involves not only protecting young people, but to educating club members on the latest good practice guidelines and what to do if they have concerns that abuse may be taking place elsewhere in the child's life. They do not need to be a child protection 'expert' as that is the role of the statutory agencies (Police and Children's Social Care).

A club may appoint more than one Club Welfare Officer and Clubmark requires two appointed Club Welfare Officers. The Club Welfare Officer needs to be supported by their clubs management and ideally should have a formal role on the club management committee as safeguarding is everyone's responsibility. The following are core knowledge, skills and tasks for the role:

Knowledge

- Basic knowledge of core legislation, government guidance and national framework for child protection;
- Basic knowledge of roles and responsibilities of statutory agencies (Children's Social Care, Police and Local Safeguarding Children Boards);
- Understanding of local arrangements and contacts for reporting procedures;
- Basketball's role and responsibilities to safeguard the welfare of children, young people and vulnerable adults – boundaries of the Club Welfare Officer role;
- Familiarisation with Basketball Wales's and the club's policy and procedures related to safeguarding;
- Awareness of equality issues and safeguarding;
- Basic knowledge of the different forms of abuse that can occur and how abusers target and 'groom' organisations to abuse children and vulnerable adults.

Skills

- Child focused;
- Approachable;
- Administrate/organise paperwork and record information received;
- Communication;
- Confidentially – only discussing concerns with people who need to know;
- Act as a local source of advice on safeguarding matters.

Tasks

- Promote and raise of awareness of the benefits of safeguarding for all at the club;
- Assisting club members with welfare related issues including advising on training and vetting checks;
- Assist club members to understand their duty of care towards children and young people; Maintain and publicise contact details for local Children's Social Care, the Police and Local Authority Designated Officer (LADO);

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- Be the point of contact in the club for the reporting of welfare concerns;
- Advise the club's management group/committee on welfare;
- Ensure confidentiality is maintained;
- Promote anti-discriminatory practice;
- Willing to attend additional training and adapt generic templates for use within the club;
- Ability to implement and promote Basketball Wales's and the club's policy, procedures and resources within the club;
- Assist Basketball Wales to fulfil its responsibilities to safeguard young people and vulnerable adults involved in basketball.