

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