

# Job Description – Club Welfare Officer (CWO)

**JOB TITLE:** Club Welfare Officer (CWO)

## **PERSONAL SPECIFICATION**

- Basic administration – maintaining records.
- Be able to provide basic advice and support provision.
- Having a child focused approach – they need to be perceived as being approachable.
- Good communication skills

## **MAIN DUTIES**

1. Assist the club to fulfill its responsibilities to safeguard children and young people at club level.
2. Assist the club to implement its child protection plan at club level.
3. Be the first point of contact for staff/volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse.
4. The Club Welfare Officer is responsible for following the British Judo Association's policy and procedures, in particular the reporting procedures.
5. The Club Welfare Officer can expect guidance from the British Judo Association Child Protection Working Party.
6. Make a formal referral to a statutory child protection agency e.g. Children's Social Care, or the Police without delay. It is NOT the role of the club to decide whether a child has been abused or not. This is the task of the Children's Social Care and the police or NSPCC.



## **KNOWLEDGE OF**

1. Basic knowledge of core legislation, government guidance and national framework for child protection.
2. Basic knowledge of roles and responsibilities of statutory agencies (Children's Social Care, Police, NSPCC and Local Safeguarding Children's Boards).
3. Local arrangements for managing child protection and reporting procedures.
4. Poor practice and abuse – behaviour that is harmful to children.
5. Own club's role and responsibilities to safeguard the welfare of children and young people – boundaries of the Club Welfare Officer role.
6. Own club's policy and procedures related to safeguarding children and young people.
7. Core values and principles underpinning practice.
8. Awareness of equalities issues and child protection.

## **RECOMMENDED KNOWLEDGE**

- Basic knowledge of how abusers 'target' and 'groom' clubs to abuse children. Best practice and prevention.
- Report the concerns to the British Judo Association Lead Child Protection Officer.
- Be the first point of contact with the National Lead Child Protection Officer (BJA/JS/NIJF/WJA as appropriate.)
- Maintain contact details for local Children's Social Care, Police and how to obtain the Area Child Protection Committee's policy/procedures. Contact details for local/national help lines should also be maintained and publicised within the club.



- Promote the clubs best practice guidance/code of conduct within the club in line with the club's plans.

This may involve working with children/young people and parents on developing the club's approach to expect behaviour of everyone at the club or developing an anti-bullying policy for example.

- Promote and ensure adherence to the club's child protection training plan.

The Club Welfare Officer will need to ensure that everyone is aware of what training is available and work with the club management committee to ensure that training requirements are met.

- Ensure confidentiality is maintained alongside the club's management committee.
- Promote anti-discriminatory practice. The club must ensure that it has made clear its commitment to anti-discriminatory practice in its policy, procedures and plans for safeguarding children and young people's welfare.

The club should also have an Equity policy.

The BJA will provide appropriate training and resources for the Club Welfare Officer to fulfil their role.

This means ensuring that the appropriate records are maintained.

### **Training Requirements:**

- Safeguarding & Protecting Children – 3hr workshop.
- NSPCC A Time to Listen

