

Cornish Pilot Gig Association SPC Policy Guidelines G2

The role of the Club Welfare Officer

Every Gig Rowing club that has junior members (under 18) must appoint a Club Welfare Officer. The Welfare Officer will be the one to whom others will turn for support and advice, particularly if they have concerns about a child or the behaviour of anyone else. It is reasonable to expect the CWO to also support adult members of their club who may need it for their personal welfare, or that of someone else.

Responsibilities

The Welfare Officer will:

- sit on the Club Management committee to inform and be answerable to them. This will raise the profile of the Welfare Officer and ensure all members know who they can turn to for help or advice.
- provide information, awareness, advice and training on child protection within the club.
- promote a child-centred approach within the club. and encourage good practice.
- have a current Enhanced CRB check, renewed every 3 years.
- be fully familiar with the CPGA Policy, Procedures and Guidelines, and that of their own Gig Club, and ensure they are complied with.
- be fully familiar with all aspects of gig rowing and the various functions of crew and officials within the club.
- be actively involved with the recruitment and appointment of volunteers or paid workers who work with children and young people within the club.
- If actively involved in coaching children and young people, ensure that a second named person is known to them as one they can talk to as well.
- ensure that all volunteers and paid workers are properly recorded and registered with the club, and gain an enhanced CRB check if relevant (see Guidance 12)
- ensure that all required forms are completed (see Guidance 12) and stored in a secure place.
- monitor good practice in the work with children, young people and vulnerable adults within the club and be alert to any unusual behaviour or inappropriate relationship on the part of any club member with a child or young person.
- receive and record information of any concerns from within the club.
- act in a confidential manner and know when he/she needs to get advice and support from other professionals.
- in the event of suspicion or an allegation of abuse, know when to seek advice from the CPGA and when it is necessary to inform Social Services immediately.
- undertake to keep up to date with current training opportunities, relevant guidelines and current legislation in the area of Child Protection, and attend Sport-specific training by the CPGA or British Rowing when it is available.
- maintain a written record of training and relevant qualifications of those working with children and young people in the club (G12)