

Cornish Pilot Gig Association SPC Policy Guidelines G3

The role of the CPGA Welfare Officer

The CPGA Welfare Officer has overall responsibility for the development and establishment of the CPGA's approach to safeguarding children and young people.

Responsibilities

The Welfare Officer will:

- sit on the CPGA Management committee to inform and be answerable to them. This will raise the profile of the Welfare Officer and ensure all affiliated Club Welfare Officers know who they can turn to for help or advice.
- take a lead role in the development, implementation, dissemination and monitoring of the CPGA Policy on Safeguarding and Protecting Children.
- promote a child-centred approach within the CPGA and encourage good practice.
- be fully familiar with all aspects of gig rowing and the various functions of crew and officials within the clubs and the CPGA.
- try to ensure that all affiliated clubs appoint a Club Welfare Officer to its Management team.
- provide information, awareness, advice and information on training opportunities on child protection to all club Welfare Officers within the CPGA.
- encourage all affiliated clubs to properly record and register volunteers and paid workers working with children and young people, and keep a record of those with CRB checks within the Club.
- develop and maintain records of those with CRB checks within the affiliated clubs of the CPGA to ensure they are all up to date.
- support clubs by reminding them when new checks are due.
- ensure that all required forms are completed and stored in a secure place as appropriate.
- receive and record information of any concerns from within the affiliated CPGA clubs.
- ensure secure handling, storage, retention and disposal of Disclosures and Disclosure information and other data, complying fully with regulations under the Data Protection Act and other relevant legislation.
- 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.
- have a current Enhanced CRB check, renewed every 3 years.
- keep the Policy for Safeguarding and Protecting Children up to date on an ongoing basis, inform all affiliated clubs when amendments are made, and revisit the policy on an annual basis.