

## **Club Welfare Officers (CWO)**

Please find attached the registration form, person spec and job spec for Club Welfare Officers.

This position is vital within judo clubs and will almost certainly require some careful consideration from the club.

Don't panic if at present your club does not have anyone that springs readily to mind to fill this role. We can and will be looking at clubs that are struggling getting assistance and CWO cover from other local clubs. This is a logistic we will have to look at as we get further into this project.

The BJA will be providing all CWO with a free recreational membership for the period that they are in post – this will mean that they will get Matside magazine and have public liability insurance cover (not for gradings or competitions).

All CWO will be required to attend a Good Practice & Child Protection Workshop the cost of this course is £25.00. There is also a full days training course "NSPCC – A Time to Listen". The NSPCC normally recommends that the CWO and the Senior Coach attend this course.

A Time to Listen courses should come in at around £20.00 to £25.00 per person but the BJA is hoping to subsidise the cost for CWO's. I am afraid until I confirm costs of resources I am unable to be more exact on the course fee.

There is an area on the BJA forums for questions regarding the appointment of CWO where you can ask any questions.

[www.britishjudo.org.uk/ubbthreads](http://www.britishjudo.org.uk/ubbthreads)

In addition to the forums you can of course contact me via e-mail, letter or phone.

Yours sincerely

Julie Moores  
Head of Member Services  
Lead Child Protection Officer



## British Judo Association

### Club Welfare Officer

All British Judo Association Clubs need to have a Club Welfare Officer. Everyone in the club should know who the Club Welfare Officer is and how to contact them.

If the club organises an event or competition away from home it is also advisable to nominate a designated person for that activity.

The Club Welfare Officer needs to be well supported by the club and have a formal role on the clubs management committee. It is the whole club's responsibility to ensure children's welfare and everyone has a role to play.

The Club Welfare Officer has a key role in advising the committee on its approach and ensuring that this is monitored and reviewed.

Due to the nature of this role all Club Welfare Officers will need to complete an Enhanced CRB check before the BJA Child Protection Working Party confirms their appointment.

### Person 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
- Club Welfare Officer must not be a coach at the club nor related to or having a relationship with a Coach at the club for which they will serve as CWO.

### Knowledge of:

- Basic knowledge of core legislation, government guidance and national framework for child protection.
- Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police, NSPCC) and Area Child Protection Committees.
- Local arrangements for managing child protection and reporting procedures.
- Poor practice and abuse – behaviour that is harmful to children.
- Own club's role and responsibilities to safeguard the welfare of children and young people – boundaries of the Club Child Protection Officer role.
- Own club's policy and procedures related to safeguarding children and young people.
- Core values and principles underpinning practice.
- 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.

**Training for all of the above is included in the two courses that the CWO will need to attend.**

## **Job Description**

- Assist the club to fulfil its responsibilities to safeguard children and young people at club level.

*The Club Welfare Officer can expect guidance from the British Judo Association Child Protection Working Party.*

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

- Assist the club to implement its child protection plan at club level.
- 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.

The Club Welfare Officer is responsible for following the British Judo Association's policy and procedures, in particular the reporting procedures.

This means ensuring that the appropriate records are maintained. Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.

Consult initially with a statutory child protection agency such as the local social services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible.

- Make a formal referral to a statutory child protection agency e.g. social services department 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 social services department and the police or NSPCC.
- 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.
- Maintain contact details for local Social Services, 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 and 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.

## **Training Requirements:**

- Good Practice and Child Protection – 3hr workshop. – BJA or Sports Coach UK
- NSPCC A Time to Listen - BJA delivered