

GUIDANCE FOR PROTECTING THE WELFARE OF MEMBERS OF A SUCCESSFUL ATHLETICS CLUB



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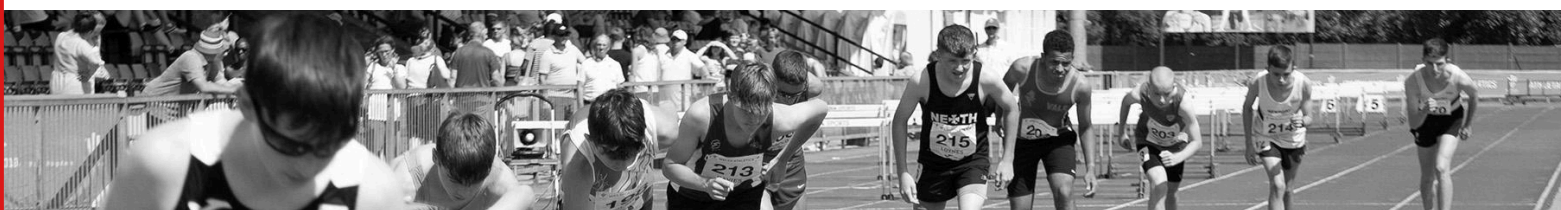
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INTRODUCTION

We believe that everyone who takes part in our sport is entitled to do so in a safe & welcoming environment particularly children and adults at risk. We work in partnership with UK Athletics, Sport Wales, NSPCC, CPSU and DBS to continuously improve knowledge and practice in our approach to safeguarding & welfare.

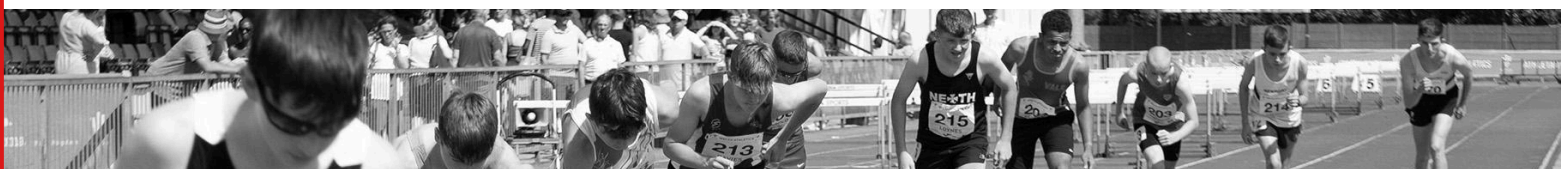
This is a guidance document prepared by Welsh Athletics to support Club Welfare Officers at all affiliated club in Wales.

Many sports clubs are governed by voluntary members and use committees and meetings to assist in the effective management of their club. This resource gives information on the role of a Club Welfare Officer, including what the role entails, how an individual might go about the role and the skills and qualities required to carry out the role effectively.



ABOUT THE ROLE

- A key appointment in helping clubs meet the safeguarding requirements set by Welsh Athletics is that of a Club Welfare Officer (CWO).
- CWO's are recognised as one of the most important member of our club's structure, ensuring everyone is aware of their responsibilities and the role they play in welfare within clubs.
- This document provides information and guidance on the role and responsibilities of a CWO and the recommended skills required to enable them to carry out their role effectively.
- While safeguarding is the responsibility of everyone within the club (led by the whole committee), having a Club Welfare Officer (or officers) ensures the club has a dedicated person with the primary responsibility for managing and reporting concerns about children and adults at risk and ensuring the Welsh Athletics safe recruitment procedures, are followed consistently.
- As a CWO, you will require an enhanced DBS (which is available free of charge via your club and the systems we have in place across the sport).
- Below we have outlined some of the; Key Duties, Key Attributes and What is Required (including training requirements) of a Club Welfare Officer. For a more detailed role description, please see Appendix 1.



DUTIES OF A CWO

Understanding Policy

You are required to have an understanding of Welsh Athletics Safeguarding & welfare policies.

Make others aware

Ensure all persons working within the club, are fully aware of what is required of them within the guidelines: Coaches Code of Conduct, Child Protection Policy, Adult Safeguarding Policy, Safe Recruitment Policy and documents within the Safeguarding Toolkit.

Signposting where appropriate to the dedicated pages on the Welsh Athletics website -

<https://www.welshathletics.org/en/page/safeguarding-and-welfare>

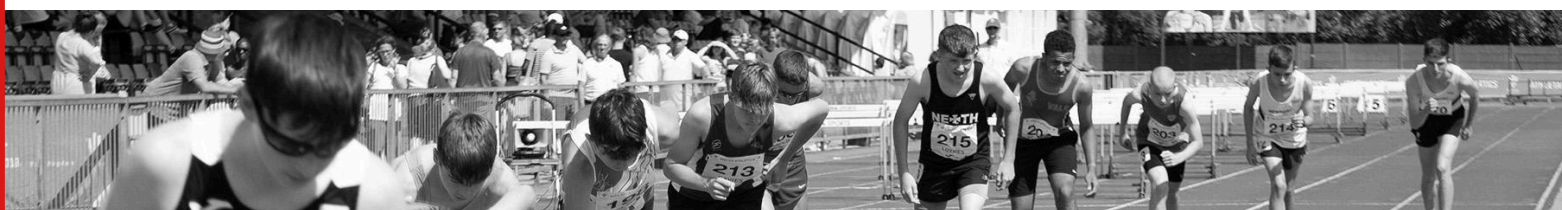
Be first point of contact

Be the first point of contact for coaches, helpers, parents, and athletes on any issues concerning Safeguarding & welfare issues.

Promote safeguarding

Ensure all volunteers working with children and Adults at risk complete safeguarding training.

With the Club Committee and via engagement with your members, explore ways to ensure young people are aware of how to raise a concern, and their rights as a participant in the sport.



Recognise breaches of codes of conduct

Be familiar with and recognise and respond appropriately to breaches of Codes of Conduct and poor practice.

Advise Club Committee

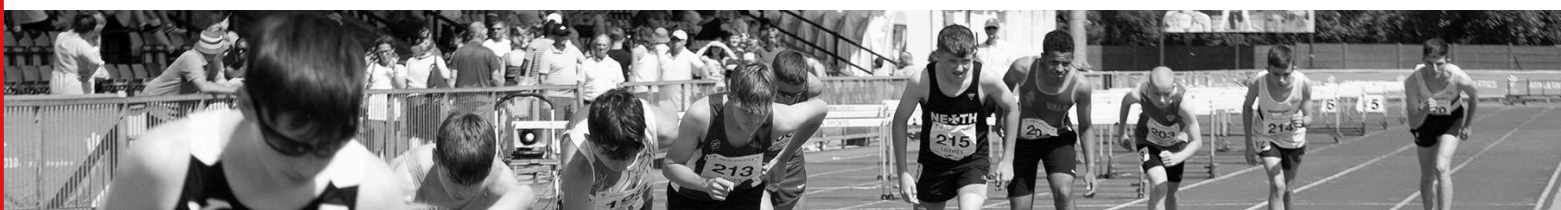
Advise club committee on matters of policy and procedures related to Safeguarding, welfare and safe recruitment. We require that a Safeguarding update is a standard item on each club agenda, and that the Club Welfare Officer is a formal part of any main Club Committee.

Ensure Compliance

Ensure that all coaches working in the club have a relevant, up to date UKA Licence, and DBS where required. Advise the Club Committee immediately if you have any concern that this is not being adhered to at all times.

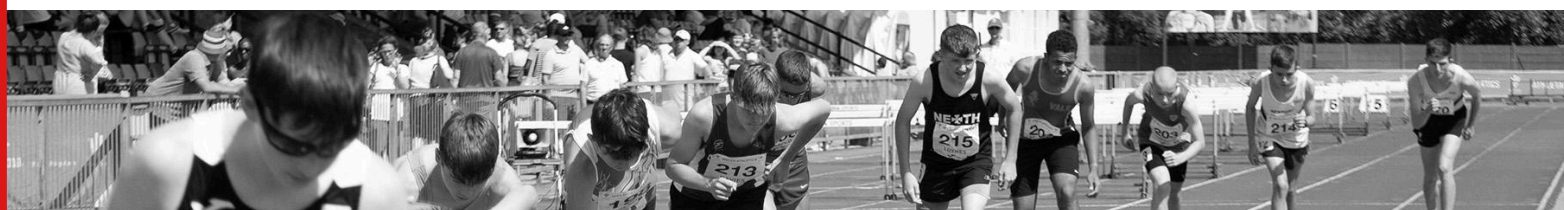
Record Incidents

Ensure that all welfare incidents are correctly recorded and reported in accordance with UKA and Welsh Athletics procedures.



KEY ATTRIBUTES OF A CWO

- Be child focussed, friendly and approachable with the ability to communicate clearly and effectively with all club members including children and adults at risk, and with Welsh athletics Safeguarding team.
- Have the ability to follow procedures and the confidence to know when to seek advice and not rely solely on own judgment in relation to referring safeguarding concerns and complaints.
- Have strong listening skills and the ability to deal with sensitive situations integrity. with empathy and integrity.
- Be willing to challenge opinions or bad practice where necessary.
- Have an appreciation for the need for confidentiality and when information requires to be shared to safeguard the best interests of a child or adults at risk.



WHAT IS REQUIRED OF A CWO



It is important to build positive relationships with club members to develop a sense of trust. Think about how you can be visible to members, this could include an induction meeting for new athletes and parents.



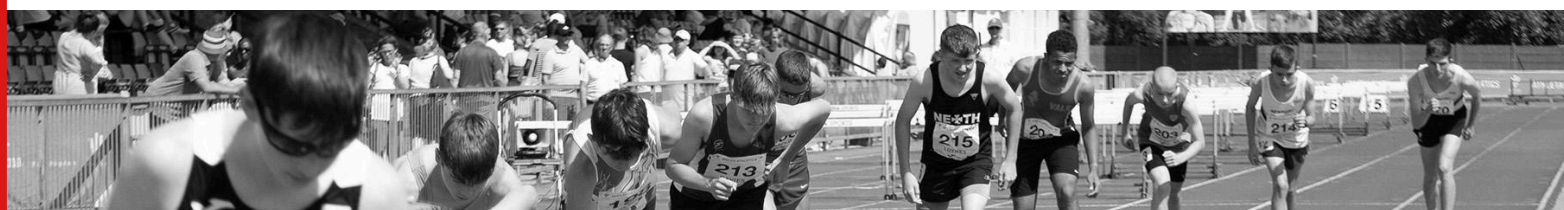
Having your photo and contact email address on the club website, attending club training sessions and/or events and speaking to members, volunteers, and parents. You should provide clear information on how they can contact you if they wish to share a concern.



Using a club welfare email address which only you have access to. If you leave the club, the email account is easily passed on to the new CWO who should immediately change the password.



The CWO has an important role as part of the committee in ensuring committee members receive regular welfare updates and understand that safeguarding within the club, is everyone's responsibility



TRAINING REQUIREMENTS

To ensure that our members receive the best possible experience, and to ensure that all of our CWO's feel confident in their roles, we are mandating that all CWO's must undertake the following training;

- The Safeguarding in Athletics course
- Time to listen course.

For Clubs who do not have any young people as members, CWO's have the option to undertake specific Adult at risk training via the Ann Craft Trust.

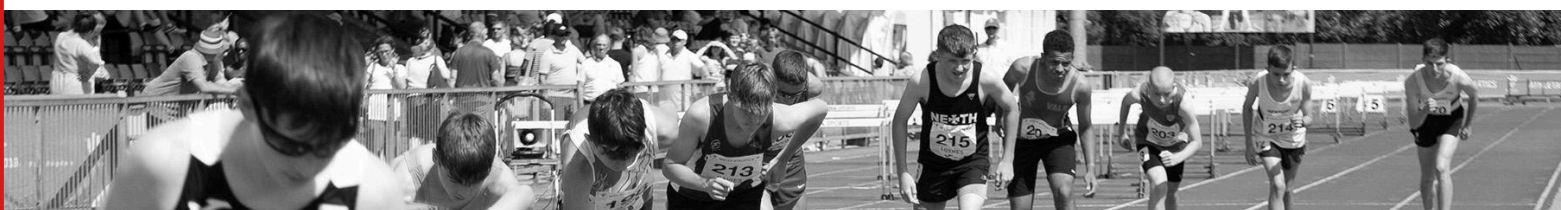
Please contact the Welsh Athletics Safeguarding and Compliance Officer Carl Williams and we will advise on booking options and availability.



safeguardingandwelfare@welshathletics.org



07792 242153



REPORTING A CONCERN

CWO's are encouraged to seek support directly from either the Welsh Athletics safeguarding and compliance Officer Carl Williams (as above), or contact the UK Athletics Safeguarding Officer Sue Wilson.

If you wish to report a safeguarding concern to UKA use the referral platform: <https://www.uka.org.uk/submit-a-concern/>



safeguardingandwelfare@welshathletics.org

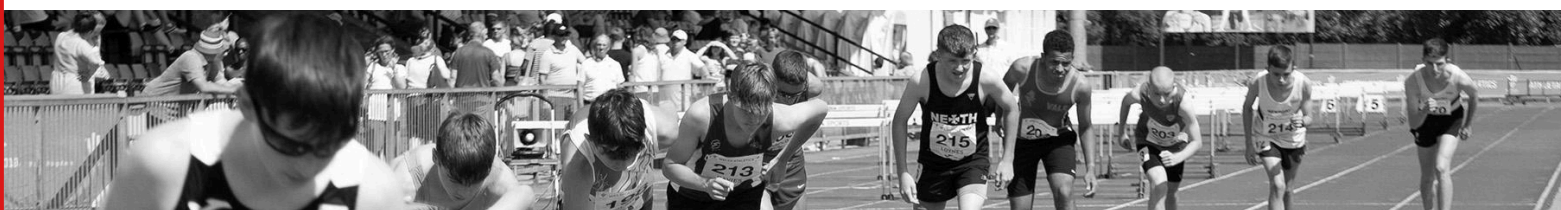


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HELPFUL LINKS

- [Safeguarding and Welfare \(welshathletics.org\)](http://welshathletics.org)
- [The Role of a Club Welfare Officer \(welshathletics.org\)](http://welshathletics.org)
- [Safeguarding | UK Athletics](#)
- [UK Athletics: Safeguarding Toolkit – Advice and Guidance](#)
- [UK Athletics Safeguarding Video](#)
- [NSPCC - The Child Protection in Sport Unit](#)
- NSPCC – If you need help, their helpline is a fabulous resource for advice, guidance and to report concerns - 08088005000
- [Childline - 08001111](#)
- [The Welsh Safeguarding Procedures, I recommend you download the free 'app' which I am sure you will find useful.](#)
- [Introducing the NSPCC CPSU](#)
- [Keeping deaf and disabled children safe in sport](#)
- [Additional resources for a CWO](#)
- [Remote coaching/teaching](#)
- [UK Anti-Doping](#)

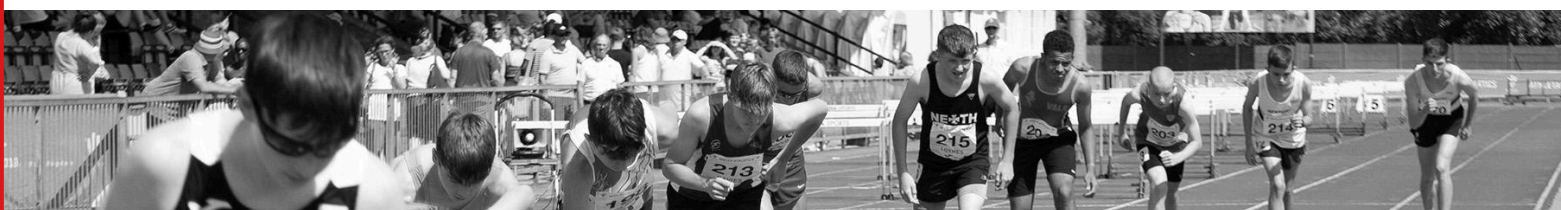


HELPFUL LINKS

- [Online protection of children](#)
- [Some great resources here aimed specifically for children](#)
- [Adults at risk](#)
- [Mind](#)
- [Emerging Minds](#)
- [Mental Health](#)
- [Social Services and Wellbeing \(Wales\) Act 2014](#)
- [The Children Act 1989, Remember, the welfare of the child should be paramount.](#)
- [CPSU Safeguarding Checklist](#)
- [UKCoaching – Effective Safeguarding Checklist](#)

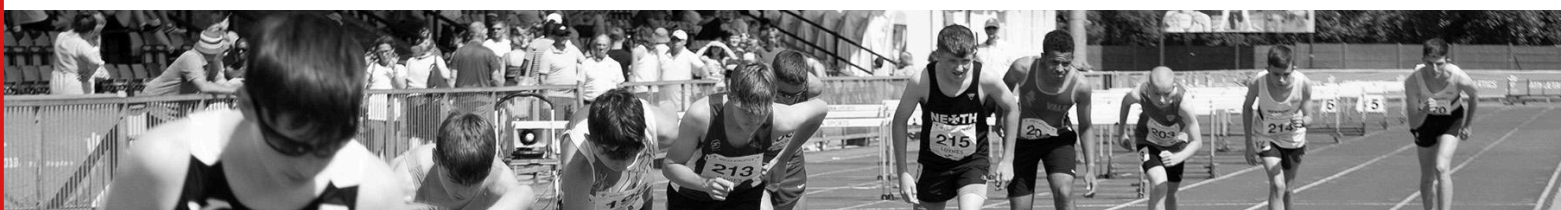
Videos you can use and circulate...

- [My Magic Sports Kit \(Its our game not yours\)](#)
- [My Magic Sports Kit \(Its our game not yours\) with Welsh subtitles](#)
- [ECB Cricket – Inclusion/Voice](#)
- [Let Kids be Kids - The Icons](#)



HELPFUL LINKS

- [Let Kids be Kids - The Kids](#)
- [FA Safeguarding Officer Role](#)
- [Contextualised Safeguarding](#)
- [Arsenal Hale End – Letter to my parents](#)
- [CPSU resources](#)
- [Information for children and young people](#)
- [Childline](#)



CWO ROLE DESCRIPTION

As a Club Welfare Officer, you will oversee welfare and safeguarding matters at your club. The role is significant as it ensures that members have a trained and trusted person to speak to should they have a concern either within the club or at times outside of the sport. A Welfare Officer is the lead person with the right skills and knowledge to manage any concern raised in a suitable way, which includes;

- acting appropriately and in a way that would not hamper any potential future investigation
- sharing information accordingly.
- To carry out the role as effectively as possible, the individual will be required to undertake appropriate welfare and safeguarding training (as set out by Welsh Athletics and in line with Club Affiliation Standards).
- As such clubs can be confident that all Welfare Officers have the right level of knowledge for the role, specific to the sport of athletics.

Ideally you'll need to:

- have an interest in safeguarding and welfare matters.
- be empathetic, friendly and approachable with the ability to communicate well with adults and children.
- be objective, understanding and willing to challenge opinion, where necessary.
- have strong listening skills and the ability to deal with sensitive situations with empathy and integrity.



- have 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 or an adult at risk.
- have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child or an adult at risk and know when to ask for support.

What you'll do:

A Club Welfare Officer (CWO) with the support of the club committee has the responsibility to:

- provide leadership in the safeguarding of children and adults at risk within the club and act as a key point of contact for anyone needing support or guidance.
- implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up to date.
- implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date.
- respond appropriately to safeguarding concerns.
- be visible and approachable to all club members, promote safeguarding at the club and encourage good practice.
- regularly report to the club's organising committee on safeguarding matters.



- ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with both the sport and the legal requirements.
- maintain records of safeguarding training attended by club members.
- maintain records of club coaches and officials' licences and criminal record checks.
- make sure the sports volunteers/staff, parents/carers, adults and children are aware of: - how to contact the CWO - the Codes of Conduct for working with children/adults at risk - how to respond to safeguarding concerns deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse.
- keep up to date with developments in safeguarding.
- attend the relevant safeguarding & welfare courses and any development opportunities available for you as the Club Welfare Officer.
- complete a criminal record check through the relevant Welsh Athletics / UK Athletics procedures.
- maintain confidential records of reported safeguarding concerns and action taken.
- liaise with the Home Country Athletics Federation Welfare Officers and/or statutory agencies if/when required.

How much time will it take?

This role in most cases will take about 2 to 3 hours per week.



What you'll get out of it:

This is both a significant and vital role, not only within the club but within the sport of athletics in Wales. As such the role is highly valued and respected at all levels. You can be confident that this role is contributing towards creating safe environments for people to enjoy the sport. Naturally there are training and development opportunities that are available to you. The role can potentially be demanding however, it can also be incredibly rewarding.

