



CLUB WELFARE OFFICERS

All clubs must have a Club Welfare Officer (CWO) to protect children and adults at risk, and deal with safeguarding concerns within their club.

A CWO plays a huge role in safeguarding. CWOs are responsible for supporting a positive and safeguarding central environment, promoting and implementing policy, procedure and guidance, acting as the first point of contact for concerns, and linking with the national governing body. Clubs have a duty of care to everyone engaging in their activities and need to ensure that U18s and adults at risk are in a safe and welcoming space, ensuring the appointment of a visible CWO is one step to achieving this.

It is mandatory that all clubs have a club welfare officer. It is good practice, and recommended for larger clubs, to have two club welfare officers and that one of these is not part of the club's coaching team.

Requirements for CWO:

- Be a member of Basketball England

Details of the CWO should also be recorded on the club portal

- DBS

Hold a clear enhanced DBS certificate which is valid within the last 3 years which is recorded on the Basketball England membership portal (if a club has U18s)

- Safeguarding course

Have completed the Basketball England safeguarding course and the club welfare officer safeguarding module (if a club has U18s).

Safeguarding involves not only protecting young people and adults, but educating club members on the latest good practice guidelines and what to do if they have concerns that abuse may be taking place elsewhere in someone's life.

The following are core knowledge, skills and tasks for the role:

KNOWLEDGE

- Basketball England's Safeguarding Policies and practices including Code of Ethics & Conducts, Duty of Care guidance etc.
- Basic knowledge of core legislation, government guidance and

national framework for child protection

- Knowledge of club's role and responsibilities to safeguard the welfare of children and young people and adults
- Basic knowledge of roles and responsibilities of statutory agencies (Children's Social Care, Police and Local Safeguarding Children Boards)
- Understanding of local arrangements and contacts for reporting procedures
- Basketball's role and responsibilities to safeguard the welfare of children, young people and adults
- Familiarisation with Basketball England's and the club's policy and procedures related to adults
- Awareness of equality issues and safeguarding
- Basic knowledge of the different forms of abuse that can occur and how abusers target and 'groom' organisations to abuse children and adults
- Boundaries of the role of club welfare officer

SKILLS

- Child focused
- Able to look after the welfare of all adults, particularly any Adults at Risk.
- Approachable
- Basic administration and computer skills
- Basic advice and support-provision skills
- Ability to maintain records
- Communication skills, including use of social media
- Confidentiality - only discussing concerns with people who need to know
- Act as a local source of advice on safeguarding matters
- Ability to provide information about local resources
- Ability to promote Basketball England's and Club's policies, procedures and resources

TASKS

- Promote and raise of awareness of the benefits of safeguarding for all at the club
- Assist the organisation to fulfil its responsibilities to safeguard children and adults at club level
- Assist the organisation to implement its safeguarding plan at club level
- Implement the club's reporting and recording procedures
- Work with others in the club to ensure a positive child-centred environment
- To ensure children and Adults have a voice in the club, and to promote their engagement in decision making

- Assist club members with welfare related issues including advising on training and vetting checks
- Assist club members to understand their duty of care
- Maintain and publicise contact details for local Children's Social Care, the Police and Local Authority Designated Officer (LADO)
- Act as the first point of contact for staff, volunteers, parents, children and all other participants
- Where concerns about someone's welfare, poor practice or abuse are identified, to act as the first point of contact with the Lead Safeguarding Officer at Basketball England
- Advise the club's management group/committee on welfare
- Ensure adherence to the required standard of training required for the Club Welfare Officer role
- Ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Willing to attend additional training and adapt generic templates for use within the club
- Ability to implement and promote Basketball England's and the club's policy, procedures, and resources within the club
- Assist Basketball England to fulfil its responsibilities to safeguard young people and Adults involved in basketball