**Lancaster and District Canoe Club - Role of the Club Welfare Officer Policy**

The Club Welfare Officer (CWO) is responsible for acting as a source of advice about safeguarding and protecting children and adults at risk, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals.

# **Areas of Responsibility**

# **Policy and Procedures**

* To provide information and advice on safeguarding and child protection within the Club and promote a child focus.
* To ensure that the Club adopts and follows the British Canoeing Child Protection Policy,
* Safeguarding Adults Policy and procedures.
* To promote awareness of the British Canoeing Codes of Conduct and Paddlesafe documents.
* To implement recruitment and screening procedures within the club.
* To be a confirmation signatory, verifying the identity of individuals completing disclosures.

# **Referrals**

* To receive information from Club staff, volunteers, children or parents and carers who have concerns about child protection or adults at risk and record it.
* To follow the British Canoeing Responding and Reporting Concerns flowchart.

[G2 Form (Outside Paddlesports)](https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/G2-Reporting-Guide-for-Concerns-Outside-Paddlesport-250117.pdf) [G3 Form (Inside Paddlesports)](https://www.britishcanoeing.org.uk/uploads/documents/G3-Reporting-Guide-for-Concerns-Within-Paddlesport-280217_191220_164605.pdf)

* To ensure that the referral is confirmed in writing using the British Canoeing Recording Concerns Report Forms.

[G4 Form - Recording Concerns](https://www.britishcanoeing.org.uk/uploads/documents/G4-Recording-Concerns-Apr21.pdf)

# **Education and Training**

* To advise the club about appropriate training for coaches and volunteers based on the British Canoeing recommended training requirements.
* To advise the Club about Child Protection and Adults at Risk training opportunities.

# **Knowledge**

* The designated person should be aware of the local statutory child protection network, including the contact details for the local Police and Children’s Social Care Services, the role of the Local Safeguarding Children’s Board (LSCB), where applicable, and the awareness of local inter-agency child protection procedures.
* They should understand the British Canoeing Child Protection Policies and Safeguarding Adults Policies and procedures and the requirement to safeguard and protect children and adults at risk in sport.
* Awareness of equality issues, Child Protection and Safeguarding Adults at Risk.
* Understanding of poor practice and abuse – behaviour that is harmful to children or adults at risk.
* Be aware of the requirement for DBS (or Home Association equivalent) checks to be carried out for those roles requiring it, including initial and reverification checks, when required.

# **The Person**

The Club Welfare Officer should be well known in the club and have a strong child focus. The Club Welfare Officer needs to be accessible to and approachable for children, young people and adults at risk but not the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club. They should be a member of the Club or an individual member of British Canoeing.

**Training**

The designated person should have undertaken the UK Coaching Safeguarding and Protecting Children workshop or an equivalent training programme. They must also be committed to attending aTime to Listen Workshop that has been developed specifically for Club Welfare Officers with the NSPCC or the Children 1st In Safe Hands course in Scotland. These courses will support the Club Welfare Officer in this important role

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# **LDCC Welfare Officer - Responding to Concerns**

The person responsible for safeguarding children at LDCC can:

● Talk to the child's parents/carers about the concerns if they think there may be an obvious explanation such as a bereavement or pressure from their studies/exams.

● If they need urgent advice contact the NSPCC Child Protection 24 hours Helpline. Contact the local social services department or, in an emergency, the Police.

● If they are working with paddlers away from home, at a training camp, perhaps, or a national/ regional competition - tell the team manager or the designated welfare officer.

● If they are working with a school - inform the head teacher.

● If they are involved in a paddle scheme such as local authority canoeing lessons, refer to their safeguarding and child protection procedures.

Please note - when the CWO has reported concerns to the NSPCC, police or social services they are also required to contact the British Canoe (England) Safeguarding Officer to advise them of the concern and to whom it has been reported. A standard reporting form for this purpose is available from the club website and the British Canoeing website.