

## **INFORMATION FOR CWOS AND CLUBS**

### **Thinking of becoming a Club Welfare Officer?**

Thank you for considering this important role! Download SSE Guidance “Appointing and Training a Club Welfare Officer”. SSE requires clubs to appoint CWOs willing to attend the mandatory training. You should claim the cost of these courses back from your club. You also need to have a DBS disclosure. SSE can arrange this for you; if you already have one AND are a member of the DBS Update Service we may be able to accept it. See our DBS Disclosure section of the website for more information or to apply for one.

If you are not a current member of SSE please register as a Club Welfare Officer free member. You can then keep your records up to date, add your safeguarding certificates etc and you will receive our Club mailer which contains useful information.

You/your club must let the SSE Safeguarding Lead know you are the new CWO and advise them of any changes. E mail [dbb@snosportengland.org.uk](mailto:dbb@snosportengland.org.uk)

### **The Role of the Club Welfare Officer**

Safeguarding is Everyone’s Responsibility, and ultimately the responsibility of your Committee. See pages 20-22 Guidance for Clubs. However, as the CWO, you need to ensure everyone (children, parents, coaches, Committee and staff) realises this, knows who you are, and that they should come to you if they have any worries or concerns. Ideally a CWO will be present when some club activities are taking place but you are not expected to be present all the time. Take a look around and ask yourself: Do the children look happy and engaged? Are the coaches/instructors cheerful and welcoming?

It is important for the CWO to be on the Committee and report to the Committee at each meeting. Sometimes you may have nothing to report (so might not attend); at other meetings we would expect you to report the proactive things you, or others, have done. For example: Created a spreadsheet of all coaches and others requiring DBS disclosures, First Aid, Safeguarding course and put the expiry dates (this could be the responsibility of the Secretary, the head coach or the CWO/other but important someone does this); or given a 5 minute welcome to the new children

joining the club, explaining you want them to be happy and if they want to talk to you at any time, they can (and provide contact details); or given a yearly update to all coaches/instructors on safeguarding including reminding them of the need to report things to you, the correct use of social media, the club's policy on transporting children and photography policy; or that someone has worked with the children at the club to produce their own children's Code of Conduct which you want the Committee to approve and adopt. If there has been a child protection incident you might wish to report "an incident has been reported and is being investigated" but you would not give specific details at a committee meeting and you should not feel pressurised into giving more information than the above (speak to SSE Safeguarding Lead for guidance).

Your club must have a Safeguarding Policy statement and adopt SSE's Policy. See Guidance on Website.

### **Club Checklist for CWOs**

Have a look at the Club Checklist to see how your club is doing. If your Club can't evidence all the actions, set the club an action point of one or two a month until they can. Raise this at the Committee meetings and assign someone to the task (or different people to different tasks if you want to complete it earlier). These are the general requirements for a club to work towards evidencing their legal duty of care to safeguard children. Download Checklist.

### **Safeguarding Courses and DBS disclosures**

CWOs are required to attend a basic safeguarding course and Time to Listen – and repeat these every 3 years. See our website for up to date information about the courses we will accept. Please ensure you let the SSE Safeguarding Lead know when you have completed courses.

Our CWOs are required to have a DBS disclosure. This is free of charge for volunteer CWOs of member clubs. More information and apply here.

### **What to do if you have a concern**

Snowsport England is here to support you all the way. See Raising Concerns section of the website. If in doubt, contact the Safeguarding Lead for advice. The Raising Concerns section of our website also gives details of other organisations you can contact for advice.

### **CWO Support Forum**

We have an e mail support forum for CWOs where you can share ideas, ask each other questions, share resources etc. This forum is NOT for discussing cases or anything else that is confidential. If you want to join – e mail [db@snosportengland.org.uk](mailto:db@snosportengland.org.uk) and you will be added to the e mail list.

Thank you for the valuable role you carry out