



Thank you for being a valued Club Welfare Officer (CWO) for your club. We know you share our commitment to safeguard children and adults at risk and you will therefore need to be proactive in your role.

Thinking of becoming a Club Welfare Officer?

Thank you for considering this important role! See the Snowsport England (SE) Guidance on appointing and training a CWO in [SnowSafe](#) - Appointing and Training a Club Welfare Officer. SE 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 [website](#) for more information or to apply for one.

If you are not a current member of SE please [register](#) as a Club Welfare Officer, membership is free for you. 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 SE Safeguarding Lead know you are the new CWO and advise them of any changes. E mail dbs@snowsportengland.org.uk

The Role of the Club Welfare Officer

Safeguarding is **Everyone's Responsibility**, and ultimately the responsibility of your Committee. See "Safeguarding and a [Club's Duty of Care](#)". 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 SE Safeguarding Lead for guidance).

Your club must have a Safeguarding Policy statement, and adopt SE's Policy. See the guidance on the [Website](#).

Please also see our guidance on [Appointing and Training](#) a Club Welfare Officer. This document contains a role description too.

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 plan 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](#).

[Safe Hands](#) Manual for Clubs

This document contains all the help, guidance and resources you need to offer a safe and child centred club for children.

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 can be found here, 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. Please

remember – it is not your role to decide if abuse has taken place, but it is your role to pass on any concerns you have.

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 dbs@snowsportengland.org.uk and you will be added to the e mail list.

Thank you for the valuable role you carry out