



Cornwall Pilot Gig Association (CPGA) Club Welfare Officer (CWO) Role Profile

Designated persons with responsibility for safeguarding children.

Every Gig Rowing club that has junior members (under 18) must appoint a Club Welfare Officer. The CWO should complete the necessary training and complete a DBS criminal records check.

Responsibilities

The CWO is responsible for acting as a source of advice on Child Protection matters and for co-ordinating action within the club on receipt of any concerns or referrals.

They should endeavour to gain an understanding of the CPGA's Safeguarding & Protecting Children Policy and keep up to date with the appropriate level of training. They should be a member of the club's committee and, ideally, should hold individual CPGA membership.

Role

- To provide information and advice on Child Protection within the club.
- To ensure that the club adopts and follows the CPGA Safeguarding & Protecting Children Policy and procedures and promote awareness of the policy within the club.
- To receive information from club staff, volunteers, young people or Parents and carers who have Child Protection concerns and record it.
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- To make a formal referral to a statutory Child Protection Agency if appropriate and report any illegal matters to the police.
- To report any referrals or concerns to the CPGA Lead Safeguarding Officer as soon as possible in line with CPGA procedures.
- To ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- To be an evidence checker, verifying the identity of individuals completing Criminal Records Check application forms.
- To keep records of all those who have been vetted within the club to ensure that where relevant
- DBS Checks are updated on at least a three yearly basis and that all those working in Regulated Activities are compliant with current government guidance.
- To advise the club officers regarding the appropriate levels of safeguarding training and/or guidance for all adults working with Children in the club.
- To maintain a written record of training and relevant qualifications of those working in the club.
- To promote a Child-centred approach within the club, e.g. maintain the Junior section notice board and promote good practice.