



ROLES AND RESPONSIBILITIES

CLUB WELFARE OFFICER

It is essential that every Club running a junior section (any team under the age of 18) has a Club Welfare Officer who has responsibility for safeguarding and protecting the welfare of children at the club.

What does a Club Welfare Officer do?

Task	Support
Ensure all coaches and significant others are DBS checked.	RFL to support CWO's by advising who should be DBS checked, explaining the process and providing resources to support all applicants through the process.
Ensure Coaches attend SPC course.	RFL will provide dates of Safeguarding & Protecting Children courses via the CWO newsletter, RFL website and email bulletins. The SPC is a requirement of the coaching licence
Act as first point of contact for coaches, parents or children who may have concerns.	RFL will supply guidance on what to do if a concern is reported to you.
Report any concerns to the RFL.	Any concerns you may have or that are reported to you should be reported to the RFL so the RFL can decide an appropriate course of action.
Ensure the relevant club personnel are informed of any updates or guidance the RFL send out.	The RFL will send out regular information and it is essential that, when appropriate, this is conveyed to coaching staff, parents etc. The RFL will provide resources so that you can inform others of the key messages.

The RFL commit to: -

- Be available as a first point of contact for any issues.
- Provide guidance and support on all aspects of the role, e.g. DBS checking, reporting concerns.
- Train the CWO to an appropriate level.
- Ensure correct policies are in place to support the role.
- Communicate relevant issues regularly.

Garforth Tigers ARLFC, Glebelands, Ninelands Lane, Garforth, Leeds, LS25 1NT

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Chairman: Mark Wood **Secretary:** Joanne Paterson **Treasurer:** Martin Womersley

GARFORTH TIGERS

A M A T U E R R U G B Y L E A G U E C L U B



Club Welfare Officer (CWO)	
Location	Club based
Overall Purpose	To be responsible for the implementation and adherence to the RFL Safeguarding Policy and its resulting guidelines by the club and its members.
Key responsibilities	<p>To act as a source of advice and support on Safeguarding issues and matters</p> <p>Promote good coaching practice and safeguarding throughout the club</p> <p>To support the training of coaches, officials and those in contact with children through the game of Rugby League and ensure that a DBS check is carried out for all those volunteers who require one</p> <p>To act as first point of contact for anyone in the club who has a concern about a child and about poor practice/possible abuse</p> <p>To ensure the effective implementation of the RFL policy on Safeguarding</p> <p>In case of concerns and/or allegations of child abuse, it should be stressed that the Club Welfare Officer is <u>NOT</u> required to make any decision regarding the matter but should follow the guidelines as laid out in the RFL Safeguarding Policy (Responding to Disclosure, Suspicions and Allegations)</p>
Suggested activities	<p>Assist the RFL to fulfil its responsibilities to safeguard children and young people at club level and ensure the club meets its duty of care to children</p> <p>Assist the RFL to implement its Safeguarding plan at club level</p> <p>To be the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or child abuse are identified.</p> <p>To liaise with the RFL Safeguarding Manager</p> <p>To ensure the implementation of the RFL reporting and recording procedures</p> <p>Actively promote the RFL best practice guidance/code of conduct and ethics within the club</p> <p>Be part of the club management committee</p> <p>Ensure that coaches and other volunteers attend a Safeguarding & Protecting Children course</p> <p>Promote and ensure that confidentiality is maintained</p> <p>Promote anti-discriminatory practice</p>
Key results	<p>The club adheres to the RFL Safeguarding Policy & its duty of care</p> <p>There is a safe and open environment for the children and young people All staff are trained and are aware of the Safeguarding Policy and its implications on their actions</p> <p>Good relations are fostered and developed between the CWO, the RFL Safeguarding Team and local agencies i.e. the local police and Social Services</p> <p>The CWO plays an active part of the club management committee</p>
Commitment Required	Approximately 4 hours per week, flexible, in an on-going capacity
Benefits to self	<p>Social interaction</p> <p>An insight into the management and operation of a club</p> <p>Involvement with the RFL</p> <p>Personal development opportunities</p> <p>Pride in the knowledge that the work of the CWO helps to create a safer environment for children/young people to live in and play Rugby League in</p>

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Benefits to club and community	One person with specialist skills in Child Protection, providing a first port-of-call for anyone with concerns A safer environment for children and young people to play Rugby League Increased participation by children and younger people
Support/Training	Training in the policies and guidelines of the RFL regarding Safeguarding and attendance on the Safeguarding & Protecting Children and Time to Listen courses)
Qualifications/skills	Needs to be approachable with a child-focussed approach. A knowledge of core legislation, government guidance and national framework for Safeguarding protection (see above). Also a basic knowledge of how abusers 'target' and 'groom' organisations to abuse children, along with an idea of best practice to prevent this. General administrative skills, along with excellent communication skills. The candidate must be DBS checked.
Details of Volunteer contact	Club Volunteer Coordinator or Club Secretary

THE INFORMATION INCLUDED IN THIS DOCUMENT IS PROVIDED BY THE RFL
media.therfl.co.uk/docs/Resource%204%20-%20CWO%20Registration%20Form.pdf

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