

# Club Welfare Officer (CWO) Role Profile

Authentic | Community | Professional



**Cornish Pilot Gig  
Association**

## Introduction

Every gig rowing club that has junior members (under 18) must appoint a Club Welfare Officer (CWO). 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 coordinating 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 promotes 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 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.

## Contact

If you have any comments or would like more information, please contact [hello@cpga.co.uk](mailto:hello@cpga.co.uk)