

# CLUB WELFARE OFFICER NEWSLETTER



**Welcome to the first in a series of resources designed to support Club Welfare Officers (CWO) in our Go-Ride clubs. Every three months you will receive the latest information relevant to your role along with resources designed to aid you in ensuring that club members have a safe, fun and challenging experience.**

The first edition focuses on how CWOs can help recruit additional CWOs.

## Recruiting Additional Club Welfare Officers

The supporting resource this month is a role description to help prospective CWOs understand the responsibilities of the position.

Primarily a CWO will raise welfare issues at club meetings and activities as well as being a point of contact for anyone with any welfare concerns. This may range from serious issues such as abuse or neglect, to more sport specific aspects such as a race being too demanding for young participants.

It is good practice to have several CWOs in a Go-Ride club so that turns can be taken in attending to club commitments. Some clubs benefit from having both a male and female CWO so that there are volunteers that all young people and parents will feel comfortable discussing any concerns with.

The role description outlines the key skills for a CWO, with attributes such as being approachable, friendly and organised fundamental to the role, as is having knowledge of child protection policies. To support this development, volunteers can attend child protection awareness courses such as Sports Coach UK's Safeguarding & Protecting Children course, which provides basic awareness training and meets the needs of any volunteer involved in delivering activities to young people. Courses usually cost £30 with support often

available from a club; alternatively British Cycling can help you find a bursary to cover this cost. These courses are frequently delivered by local authorities and county sport partnerships.

Time To Listen courses are the next level up and expand on the basic awareness training of the Safeguarding & Protecting Children course. These courses are delivered by British Cycling to meet demand on a regional basis. Register your interest by emailing [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk)

A club can find potential CWOs within its current membership by asking parents, supporters, former members associated with the club and senior riders not involved in any other volunteering activity. Recruiting from outside the club is also an option and could include linking with a local school child protection officer, youth club representatives and other local community forums. Other avenues include advertising in local volunteer centres and national volunteering websites such as [do-it.org.uk](http://do-it.org.uk)

In addition, it is good practice to support any new volunteer by giving them an induction to the role and/or club. An existing CWO can meet people before offering them the role, discuss with them their experience and accompany them on their first attendance to club activities to ensure they are well prepared for what is one of the most important and rewarding of club positions.

## Supporting Resources

Club Welfare Officer Role Description

Advertise Volunteer Roles at:

[volunteering.org.uk](http://volunteering.org.uk)

[do-it.org.uk](http://do-it.org.uk)

British Cycling safeguarding page

[britishcycling.org.uk](http://britishcycling.org.uk)



## British Cycling Safeguarding Updates

### Vetting and Barring Scheme

The Vetting and Barring Scheme which was due to launch in July 2010 is still under review. The Protection of Freedoms Bill is currently going through the House of Lords having been through the Committee stage on 6 December 2011. The Bill is reviewing the Vetting and Barring Scheme, Independent Safeguarding Authority and the Criminal Records Bureau disclosure system along with other areas that may be considered infringements of individuals' civil liberties such as Police DNA retention.

Exactly how this Bill will impact on cycling remains to be seen and British Cycling will update you once this occurs. It is important for British Cycling clubs to still take reasonable steps to ensure that club volunteers who occupy a role involving frequent access in a regulated activity for vulnerable groups are suitably recruited and monitored.

For further details visit [parliament.uk](http://parliament.uk) and search for the Protection of Freedoms Bill.

### Young Riders Coming and Going

At this time of year many young riders will assess their situation and may decide to move clubs or teams in order to progress their cycling career. This can be a difficult decision for them and their families as established relationships may change. It is advisable for all clubs and teams to agree on a process to manage riders joining and leaving their club/ team. This may help to avoid any undue pressure being placed on the rider, feelings of resentment, unnecessary conflict and to ensure the decision of the rider is respected. The process may include guidance on how to contact riders, the return of equipment, the payment of outstanding

monies owed and providing general advice, guidance and support. The British Cycling Compliance Team will be producing a guidance document on this topic to accompany the new Safeguarding policies due in 2012.

### Social Media

The use of Social Media is in the spotlight more than ever, particularly in terms of safeguarding children and vulnerable adults. There are concerns about its application but when it is used correctly it can be great way of communicating and promoting the club. In the next issue we will provide some guidance on how best to use this.

Other future editions will include: Safe Recruitment, Trips Away and Club Runs.

### Christmas CWO Teaser-just for fun!

This is where we get the grey matter working. All you need to do is look at the scenarios below and email us with your answers to the questions by 31 December 2011. Please send your answers to [compliance@britishcycling.org.uk](mailto:compliance@britishcycling.org.uk)

There will be prizes for the 5 best emails and we will provide guide answers which will appear in the next issue.

### Scenarios

1. Your club is hosting a Christmas party. Some young members are attending without their parents. The parents have arranged for the head coach to drive them home. You have seen the coach holding a variety of alcoholic drinks during the night.
  - a. Are there any possible safeguarding concerns?
  - b. What action could you take?
  - c. Is there anything else you would be concerned about?



If you require any support, advice or guidance in your role as CWO then please contact the British Cycling Compliance Team on 0161 274 2000 or 0161 274 2002 (out of office hours).

# The Role of the Club Welfare Officer

The Club Welfare Officer's role is to promote the club/organisation's policy and procedures for the protection of children and vulnerable adults.

To increase your skills and confidence in operating as a Club Welfare Officer, there are opportunities for further training and resources available to support you.

## Duties

- The distribution/display of leaflets and codes of conduct to members, parents and young people.
- Advise on the development of activities for young people within the club/organisation.
- Support the registration of all personnel involved in activities for young people within the club/organisation (CRB checks).
- Receive, record and pass on to the British Cycling Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults.
- Attend committee meetings.

## Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about what training is available. You can also ask for advice other members of your club who have experience in this area.

There are also workshops available from Sports Coach UK that provide training for people who are undertaking the role of Club Welfare Officer. Visit [www.sportcoachuk.org](http://www.sportcoachuk.org) for more information.

## Skills

- Approachable and friendly.
- Good listener/effective communicator.
- Confident, with good leadership skills.
- Great organisational skills.
- Enthusiastic and a good motivator.
- Knowledge of child protection policies and procedures, ISA registrations and Criminal Records checks.
- Knowledge of the Data Protection Act.
- Ability to deal with confidential matters.
- Tactful when dealing with sensitive issues.

There is the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

## Supporting Resources

British Cycling is able to provide some posters and business cards to distribute amongst club members. Contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) to receive these supporting resources.

## Commitment to the Club

You will need to be a regular attendee at club activities such as coaching sessions, rides, races and committee meetings. Attendance at every event is not necessary but you will need to be known throughout the club so that people will know who to contact should they require someone to confide in. It is also important to attend committee meetings, which are held every \_\_\_ weeks where you will be able to advise on safeguarding issues for upcoming club activities.

## The Club's commitment to You

By accepting the role Club Welfare Officer, the club will: