

CWO: Role Profile

Club Welfare Officer

[Club Welfare Officer - British Judo](#)

All British Judo Association Clubs with under 18-year-old members should have a Club Welfare Officer (CWO) to ensure children's welfare is prioritised at their club.

The CWO needs to be well supported by the club and have a formal role on the club's management committee. It is the whole club's responsibility to ensure children's welfare, and everyone has a role to play.

The CWO plays a key role in advising the committee on its approach and ensuring that this is monitored and reviewed on an ongoing basis.

Due to the nature of this role all CWO will not be related to a Coach. In the interests of best practice, the CWO ideally should be a separate role from coaching.

What does the Club Welfare Officer do?

- Assist the club to fulfil its responsibilities to safeguard children and young people.
- Assist the club to implement its child protection plan.
- Be the first point of contact regarding concerns about children's welfare, poor practice or child abuse.
- The CWO is responsible for following the British Judo Association's policy and procedures especially in relation to safeguarding and the reporting procedures.
- Maintaining appropriate records and assessing information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Initially discuss your concerns with the [British Judo Association Lead Child Protection Officer in England and Wales](#) or the [Judo Scotland Lead Child Protection Officer in Scotland](#)
- Consult initially with a statutory child protection agency such as the local social services department or health board, or the [NSPCC](#), to test out any doubts or uncertainty about the concerns as soon as possible, in agreement with the BJA Safeguarding Manager.
- Make a formal referral to a statutory child protection agency e.g. [social services department](#) or the [police](#) (by telephoning by 101 for non-emergency, or 999 in an emergency) without delay. It is NOT the role of the club to decide whether a child has been abused or not. This is the task of the social services. Be the first point of contact with the National Lead Child Protection Officer.
- Maintain contact details for local Social Services, Police, and how to obtain the Area Child Protection Committee's policy/procedures. Contact details for local/national help lines should also be maintained and publicised within the club.

- Promote the club's best practice guidance/code of conduct within the club in line with the club's plans. This may involve working with children/young people and parents on developing the club's approach to the best behaviour of everyone at the club.
- Promote and ensure adherence to the club's child protection training plan.
- The CWO will need to ensure that everyone is aware of what training is available and work with the club management committee to ensure that training requirements are met.
- Ensure confidentiality is maintained alongside the club's management committee.
- Promote anti-discriminatory practice. The club must ensure that it has made clear its commitment to anti-discriminatory practice in its policy, procedures and plans for safeguarding children and young people's welfare. The club should also have an Equity policy.

Who is best suited to be a Club Welfare Officer?

Club Welfare Officer roles are suited to those people who want to volunteer on a regular basis.

They are ideal for existing club members, parents who want to get more involved with a few spare hours each week as well as people who already work in social services or the police.

What skills are required to be a Club Welfare Officer?

A CWO requires a certain level of observation, self-awareness, and critical thinking. They also need to be patient with good communication skills and able to adapt to a range of varied age groups.

Why should you get involved?

Ensuring the safety of children and vulnerable members of a judo club is very rewarding. People interested in becoming CWO should also get involved if you want to:

- Make a positive difference in the community.
- Ensure safeguarding policies and guidelines are followed.

How can I get involved?

In order to become a CWO you will need to complete the following:

- [Safeguarding and Protection of Child \(SPC\) course in England and Wales](#) or [Child wellbeing and protection in sport courses in Scotland](#)
- in England and Wales a Time to Listen (TTL) course or in Scotland a [sportscotland Child wellbeing and Protection in Sport Officer \(CWPO\) training course](#)
- [Complete a Club Welfare Officer Registration Form](#)

- [in England and Wales a Disclosure and Barring service \(DBS\) check](#) or [in Scotland a Protection of Vulnerable Groups \(PVG\) check](#)
- [Read the Access to Data agreement](#)

Please be advised the SPC, TTL (CWPS and CWPO in Scotland) and DBS/PVG are valid for three years. It is the CWO's duty to keep the requirements up to date failing to do so will invalidate their CWO status.

Once you have completed all of the above you will be sent a Membership Application. As a CWO you will be entitled to a free of charge one-year recreational license or £20.00 off a full British Judo Association membership if you would like to go through the grading system.

For all CWO or Safeguarding enquiries please contact Safeguarding@britishjudo.org.uk or Scotland Safeguarding@judoscotland.com

Wales Safeguarding@welshjudo.com

Northern Ireland [Northern Ireland Judo Safeguarding - NI Judo](#)

Purpose:

The CWO will provide proactive support and administration to deliver the Safeguarding Operating Standard required by the BJA within their club and work closely with the BJA Safeguarding Team in delivering and monitoring safeguarding procedures.

Principal Accountabilities/Responsibilities:

- Working with the club committee and region (and nation) to deliver and administer the BJA Safeguarding Operating Standards.
- Co-ordinate safeguarding processes within regions (and nation).
- Manage appropriate poor practise cases, liaising with BJA Safeguarding Team when appropriate. Recording and sharing information as appropriate.
- Working with their club(s) to address poor behaviour (low level concerns) which may include professional development for volunteers, coaches etc in the club (with support from the BJA Safeguarding and Club Support Teams).
- Organise and administer Club Safeguarding and Welfare Officer workshops with BJA Safeguarding Team.
- Support the compliance of volunteers, coaches & themselves as CWOs who require a Criminal Record Check, utilising the BJA DBS administration process.
- First point for club safeguarding enquiries; providing a first point of contact and referring onto the BJA Safeguarding Team for support and advice (in line with BJA Safelandings and Adults at Risk Policies)

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- Conduct the role in a confidential manner in accordance with BJA safeguarding policies and work within DPA and GDPR requirements.

BJA Safeguarding Team

December 2023

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