

This document is to state that LondonWRC have our own Club Values and Mission that can be viewed on our website [www.LondonWRC.com](http://www.LondonWRC.com), we also pride ourselves on adopting the policies of our Governing Body, Great Britain Wheelchair Rugby Club (GBWR) [www.gbwr.org.uk](http://www.gbwr.org.uk)  
We have a designated Club Welfare Officer, who's role description and core duties are listed below.

#### **Club Welfare Officer Role Description Core Duties:**

- Assist the club to fulfil its responsibilities to safeguard children and adults at club level.
- Assist the club to implement GBWR's Safe and Sound Safeguarding policy at a club level and where appropriate to develop the clubs own safeguarding plan.
- Be the first point of contact for staff/volunteers, parents and children/young people where there are concerns about a child or vulnerable adult's welfare, poor practice or child abuse.
- Support the club management to ensure the club follows GBWR's safe recruitment policy when recruiting volunteers
- Be present at training and competition on a regular basis
- Promote a positive and proactive approach to safeguarding to all coaches, volunteers and participants where concerns are addressed openly and support is visible and easily accessed
- Responsibilities
- The Club Welfare Officer (CWO) is responsible for following GBWR's safeguarding policy and procedures, in particular the reporting procedures. This means ensuring that the all concerns are welcomed and responded to positively and appropriate records are maintained, CWOs will ensure that information is assessed and clarified promptly and carefully, and that further information is gathered as appropriate.
- The CWO must report any concerns to the Lead Safeguarding officer (LSO) at the first appropriate opportunity.
- In the absence of contact with the LSO, the CWO will seek support an advice from a statutory agencies (such as the LADO, local adult/children's social care services or the police) or the NSPCC helpline on 0808 800 5000.
- The CWO will be the first point of contact for the LSO within your club.
- The CWO must maintain contact details for local Adult and Children's Social Care Services, Police, and the LADO. Contact details for local/national external helplines should also be maintained and publicised within the club.
- The CWO will promote and implement GBWR's Anti Bullying policy
- The CWO will promote and implement GBWR's Social Media Guidance
- The CWO will promote and ensure adherence to GBWRs Code of Conduct by all club volunteers and players
- The CWO should be aware of current platforms for Bullying and Abuse such as social media and the use of technology for appropriate contact.
- The CWO will need to ensure that everyone is aware of appropriate safeguarding training relevant to their roles and will work with the club management committee to ensure that safeguarding training requirements are met.
- The CWO will ensure confidentiality is maintained and GBWRs guidance on information sharing is adhered to.
- The CWO will promote inclusive and anti-discriminatory practice. The club must ensure that it has made clear its commitment to anti-discriminatory practice, procedures and plans for safeguarding children and adults.
- The CWO needs to act professionally at all times and must act in the best interests of children and adult participants at all times.

Signed:

**Chairman**

Steve Palmer

**CWO**

Craig Streeter

**Secretary**

Dave Goddard

**Treasurer**

Ann Burns

