BRITISH WRESTLING

INFORMATION FOR CLUBS (CWO)

Thank you for being a valued Club Welfare Officer (CWO) for your club.

We know you share our commitment to safeguard children and adults at risk and you will therefore need to be proactive in your role.

THINKING OF BECOMING A CLUB WELFARE OFFICER?

Thank you for considering this important role!

See the British Wrestling (BW) Guidance on appointing and training a CWO - Appointing and Training a Club Welfare Officer. BW requires clubs to appoint CWOs willing to attend the mandatory training. Your club may be able to subsidise the training costs however our clubs operate on a voluntary role and may not always be able to cover these costs. Please ask your club secretary if your club is willing to cover the costs of your safeguarding training.

You also need to have a DBS disclosure. BW can arrange this for you; if you already have one AND are a member of the DBS Update Service we may be able to accept it. See our website for more information or to apply for one. DBS checks will be carried out through JustGo.

If you are not a current member of BW please register as a Club Welfare Officer. You can then keep your records up to date, add your safeguarding certificates etc and you will receive our Club mailer which contains useful information.

You/your club must let the BW Safeguarding Lead know you are the new CWO and advise them of any changes.

Email **safeguarding@britishwrestling.org**

*Safeguarding is **everyone's** responsibility.*

THE ROLE OF THE CLUB WELFARE OFFICER

Safeguarding is Everyone's Responsibility, and ultimately the responsibility of your Committee. See "Safeguarding and a Club's Duty of Care".

However, as the CWO, you need to ensure everyone (children, parents, coaches, Committee and staff) realises this, knows who you are, and that they should come to you if they have any worries or concerns. Ideally a CWO will be present when some club activities are taking place but you are not expected to be present all the time.

Take a look around and ask yourself:

Do the children look happy and engaged?

Are the coaches/instructors cheerful and welcoming?

Your club will have received a CWO poster from BW for you to fill your details in and put up

It is important for the CWO to be on the Committee and report to the Committee at each meeting. Sometimes you may have nothing to report (so might not attend); at other meetings we would expect you to report the proactive things you, or others, have done. For example: Created a spreadsheet of all coaches and others requiring DBS disclosures, First Aid, Safeguarding course and put the expiry dates (this could be the responsibility of the Secretary, the head coach or the CWO/other but important someone does this); or given a 5 minute welcome to the new children joining the club, explaining you want them to be happy and if they want to talk to you at any time, they can (and provide contact details); or given a yearly update to all coaches/instructors on safeguarding including reminding them of the need to report things to you, the correct use of social media, the club's policy on transporting children and photography policy; or that someone has worked with the children at the club to produce their own children's Code of Conduct which you want the Committee to approve and adopt. If there has been a child protection incident you might wish to report "an incident has been reported and is being investigated" but you would not give specific details at a committee meeting and you should not feel pressurised into giving more information than the above (speak to BW Safeguarding Lead for guidance).

Your club must have a Safeguarding Policy statement and adopt BW's Policy. See the guidance on the Website.

Please also see our guidance on Appointing and Training a Club Welfare Officer. This document contains a role description too.

CLUB CHECKLIST FOR CWOS

Have a look at the Club Checklist to see how your club is doing. If your Club can't evidence all the actions, set the club an action plan of one or two a month until they can. Raise this at the Committee meetings and assign someone to the task (or different people to different tasks if you want to complete it earlier). These are the general requirements for a club to work towards evidencing their legal duty of care to safeguard children. Visit the BW website for the club checklist.

SAFE HANDS MANUAL FOR CLUBS

This document contains all the help, guidance and resources you need to offer a safe and child centred club for children.

SAFEGUARDING COURSES AND DBS DISCLOSURES

CWOs are required to attend a basic safeguarding course and Time to Listen – and repeat these every 3 years. See our website for up to date information about the courses we will accept. Please ensure you let the BW Safeguarding Lead know when you have completed courses.

Our CWOs are required to have a DBS disclosure. This is at a reduced cost with a minor administration fee from our providers for volunteers. If you have any questions, please contact the BW Safeguarding Lead.

WHAT TO DO IF YOU HAVE A CONCERN

British Wrestling is here to support you all the way. See Raising Concerns section of the website. If in doubt, contact the Safeguarding Lead for advice. The Raising Concerns section of our website also gives details of other organisations you can contact for advice. Please remember – it is not your role to decide if abuse has taken place, but it is your role to pass on any concerns you have.

We have a newsletter where you can share ideas and resources. The newsletter is NOT for discussing cases or anything else that is confidential. If you want to join the circulation list please email **safeguarding@britishwrestling.org**.

Thank you for the valuable role you carry out.

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BRITISH WRESTLING

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