

Salford Canoe Polo Club

CLUB WELFARE OFFICER

The Club Welfare Officer will:

- be the club's point of contact for the BCU and other organisations to liaise with on Child Protection matters
- be the point of contact for all club members regarding any concerns or allegations
- implement the procedures outlined in the club's Child Protection Policy relating to any concerns or allegations, including making referrals to Social Care Services, Police and the NGB as appropriate
- ensure that the club's register of coaches and volunteers is kept up-to-date
- arrange Child Protection Awareness training for all coaches / volunteers who work with junior club members, and keep records of attendance
- ensure that all coaches / volunteers who work with junior members have been CRB-checked (or have completed a self-disclosure form as an interim measure) and that all records are stored securely and maintained in line with the requirements of the Data Protection Act (see section on CRB checks)
- ensure that the club's Child Protection Policy and Codes of Conduct continue to be implemented, and are given to all new members
- ensure that an up-to-date register of emergency / alternative contacts for all junior club members is kept, along with information about any medical conditions, and ensure that this is only available on a 'need to know' basis

THE CLUB WELFARE OFFICER IS **NOT** RESPONSIBLE FOR INVESTIGATING CONCERNS / ALLEGATIONS OR FOR DECIDING WHETHER ABUSE HAS TAKEN PLACE. HOWEVER, THE CLUB WELFARE OFFICER **IS** RESPONSIBLE FOR ENSURING THAT CONCERNS / ALLEGATIONS ARE REPORTED TO THE RELEVANT AUTHORITIES

The Club Welfare Officer should be given the following documents:

- The Club's Child Protection Policy
- The Club's Child Protection Policy Action Plan
- The Club's Code of Conduct for Club Personnel
- The Club's Code of Conduct for Parents / Carers
- A register of the club's existing coaches and volunteers and the information currently held about them (level of qualification, copies of certificates etc.)
- Information about the details currently held for junior club members
- A sample Reporting of Concerns Form
- A list of contacts for the relevant agencies for reporting concerns, asking advice and arranging training

FORM FOR RECORDING ALLEGATIONS OR CONCERNS ABOUT CHILDREN

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper. PLEASE HANDWRITE YOUR NOTES – DO NOT TYPE THEM.

REMEMBER – your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe.

Child's details (name, address, tel. no., age or D.O.B etc.):	Child's parents or guardian's details (where known):	Details of person <u>reporting</u> suspicion/allegation/ concern to you (this may be the child):
Describe what the suspicion / allegation / concern is here:		
Describe fully any signs, symptoms you or others have observed (include here what the child has told you):		
<u>Where</u> did this occur (as far as you know)?		
<u>When</u> did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?		
Record details of anyone else who may have been present or have relevant information:		
Signed:	Date:	
Position in Club:	Telephone number:	

HAND THIS FORM TO YOUR CLUB'S WELFARE OFFICER AS SOON AS POSSIBLE. IF THEY ARE UNAVAILABLE, CONTACT SOCIAL CARE SERVICES OR GREATER MANCHESTER POLICE FOR FURTHER ADVICE

NOTE TO CLUB CHILD WELFARE OFFICER – TO ENSURE CONFIDENTIALITY, THIS FORM SHOULD BE FILED IN A SECURE PLACE