



## **Club Welfare Officer – Ghana Badminton**

This document is intended for persons who are appointed or are considering an appointment as an BAG club welfare officer (CWO).

The role of the CWO is to assist with the safeguarding and protecting of children, young persons and vulnerable adults in Badminton. Implementing the Ghana Badminton Child Protection Policies and Procedures within their club is vital to this. The person undertaking the role should have an understanding of child protection including how best practice and the use of the Disclosure and Barring Service checks can help prevent child abuse.

BAG CWO's are required to have undergone two stages of training. Firstly the Sports Coach Ghana Safeguarding and child protection workshop, or the equivalent. Secondly the NSPCC CWO Time to listen course. Both courses can be accessed via the Regional Welfare Officer by use of BAG trainers however the former course can also be accessed via local sources i.e. County Sports Partnerships etc. (please note the Time to Listen course are due start being delivered in Autumn 2015)

It is considered good practice by the NSPCC that the CWO is a regular attendee at the club but is not a coach of the club or a partner or relation of the coach. It is recognized that there will be difficulties with smaller clubs with this requirement but the Regional Welfare Officer will advise when this causes particular problems for a club.

The CWO has responsibility for

- Ensure Club compliance with the Ghana Badminton child protection, safeguarding and welfare policies.
- Be the first point of contact for the club for child protection, safeguarding and welfare issues.
- Ensuring that their own personal welfare training is compliant with Ghana Badminton requirements.
- Ensure that all relevant club members have DBS disclosures
- Be a member of the club executive committee and ensure child protection is a priority for the club.

- To have a good communication link with the Regional Welfare Officer.
- Be aware of and have contact details of the local children services, Police Child Protection and CID.
- Have displayed prominently in the club the Child Protection Policy, CWO contact details, and the Code of Conduct
- An understanding of confidentiality and information sharing issues.

#### Key points for CWO

Be able to identify safeguarding issues and obtain a thorough knowledge of referral process and Relevant contact details of referral points. To be decisive about making referrals, acting in the knowledge that no one will be criticized by any professional for any referral made in good faith. It is not the role for the CWO to decide whether or not a child has been abused but to refer the situation to a professional.

To have an efficient system in place to facilitate DBS applications i.e. a convenient checker. And be able to readily identify roles within the club that DBS disclosures are required. The ensure that all appropriate members have a current DBS and that a system is in place to ensure that they are renewed without any gaps in qualification.

Promote the Ghana Badminton /Club child protection policy and best practice by representation at committee meetings, use of notice boards and making sure there is an awareness of the Compliance and Safeguarding section on the Ghana Badminton website.

Be a regular member of the gym and doing the upmost to be approachable. Making sure those members, in particular, child members are aware of the CWO. To be mindful of the need for people to have confidence in the confidentiality with the CWO.

The CWO must be well versed in the need for appropriate information sharing. The CWO must be clear with whom he/she should be sharing information with. Any doubt the issue must be discussed with the Regional Welfare officer or the National Compliance Manager. Failing to share information is such a significant factor in many child protection disasters. Sharing information within child protection confines i.e. Children's Services, National Compliance Manger provides protection against confidentiality matters. A small issue may be part of a bigger picture for the child protection professionals.

The Club Welfare officer should encourage a deputy welfare officer. This will enable coverage whist the substantive officer is absent and aid succession planning. This will enable a smooth transition if the CWO decides to move on.

A good Club Welfare Officer is appreciated by Ghana Badminton. It is a vital role. The Regional Welfare officer and National Compliance Manager is there to support when needed.

#### Please note

All Ghana Badminton Child Protection policies see Ghana Badminton website ([www.ghanabadminton.org](http://www.ghanabadminton.org)) – Compliance, Safeguarding and Child Protection section.

Here you will find:-

- Child Protection Policies and Procedures
- DBS policy procedures
- Adults at Risk policy

There are also flowcharts to assist with referrals and the DBS process