

Appendix 2b

The Role of the Club Welfare Officer

The Club Welfare Officer's role is to promote the club/organisation's policy and procedures for the protection of children and vulnerable adults.

Duties

- The distribution/display of leaflets and codes of conduct to members, parents and young people.
- Advise on the development of activities for young people within the club/organisation.
- Support the registration of all personnel involved in activities for young people within the club/organisation (CRB checks).
- Receive, record and pass on to the British Cycling Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults.
- Attend committee meetings.

Skills

- Approachable and friendly.
- Good listener/effective communicator.
- Confident, with good leadership skills.
- Great organisational skills.
- Enthusiastic and a good motivator.
- Knowledge of child protection policies and procedures, ISA registrations and Criminal Records checks.
- Knowledge of the Data Protection Act.
- Ability to deal with confidential matters.
- Tactful when dealing with sensitive issues.

Commitment to the Club

You will need to be a regular attendee at club activities such as coaching sessions, rides, races and committee meetings. Attendance at every event is not necessary but you will need to be known throughout the club so that people will know who to contact should they require someone to confide in. It is also important to attend committee meetings, which are held every ___ weeks where you will be able to advise on safeguarding issues for upcoming club activities.

The Club's commitment to You

By accepting the role Club Welfare Officer, the club will:

To increase your skills and confidence in operating as a Club Welfare Officer, there are opportunities for further training and resources available to support you.

Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact development@britishcycling.org.uk for advice about what training is available. You can also ask for advice other members of your club who have experience in this area.

There are also workshops available from Sports Coach UK that provide training for people who are undertaking the role of Club Welfare Officer. Visit www.sportscoachuk.org for more information.

There is the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

Supporting Resources

British Cycling is able to provide some posters and business cards to distribute amongst club members. Contact development@britishcycling.org.uk to receive these supporting resources.