



SPORT CHEER WALES

Guidelines for recruiting a
Safeguarding and Welfare officer

V2017.1

Recruiting a Welfare Officer

Responsibilities

The responsibility for safeguarding falls on everyone involved in a Cheerleading club, but it is important that each club nominates one person who is responsible for safeguarding and welfare of the club athletes in order to deal with any issues that could arise.

SCW requires that each club has a nominated person who is responsible for;

- Responding to child protection and poor practice concerns
- Providing support and advice in the implementation of safeguarding procedures
- Assisting the club to more be child-focused in its activities e.g. involving children in decision making processes.

The role should not be filled by a key member of the coaching team or member of their immediate family, to reduce the conflict of interest. In the event that a suitable person can not be found, a coach who has limited involvement could be used.

Ideal for this role would be a parent with knowledge and involvement in safeguarding outside of the club.

Raising awareness of the role

It can be difficult to find a suitable person to fill the role, but it is important that everyone is aware of the need to have the role in the club. Recruitment methods could be

- Advertising through Email / Website or club notice board
- Contact people that you are aware have experience and would be suitable in the role.
- Holding an open evening for parents to learn more about the role
- Arranging training for interested parties as an introduction to the role and it's requirements.

All prospective volunteers should be given a job description detailing the full requirements of the role and access to the necessary information, club structure, employees and volunteer roles, safeguarding statements, codes of conduct etc.

What support structures should be in place?

Before finalising the appointment of a welfare officer, the club should ensure that the safe recruitment procedures have been fully applied. The organisation must ensure that the welfare officer is fully empowered to fulfil the role and has the full support from the relevant committee/management/owners to make any appropriate changes to procedures and practices.

How can the club ensure that the welfare officer is visible and known to club members?

The welfare officer does not need to attend every training session or competition but it is critical that everyone understands the role and the responsibilities it entails. It is important that the welfare officer is fully involved in the club's activities and children and parents are fully aware of how to raise concerns.

The following are suggestions may help clubs to ensure that everyone knows the welfare officer and understands her/his role

- Put a poster on the club notice board with the welfare officer's name and contact details. This might include a photograph and a list of times when the welfare officer will be present at the club.
- Make sure that all club paperwork includes the welfare officer's contact details
- Ensure the welfare officer details are included in new member information packs
- Introduce the welfare officer at club events
- Allow the welfare officer to hold an introduction evening
- Allow the welfare officer to engage with young people in the club. This may include developing/revising codes of conduct, electing a young persons' representative to represent young people's views, involve young people in decision making etc.