

## ECB Guidance on Appointing and Training a Club Welfare Officer\*

### **It is a mandatory requirement that every ECB affiliated club and organisation recruit, appoint and train a Welfare Officer**

This is essential to provide a “first point of contact” for everyone within the club and the ECB for child safeguarding matters, and crucially, to ensure the club is adopting and implementing, the safeguarding activities necessary for it to fulfil its duty of care for children.

When appointing a new Club Welfare Officer, clubs must remember to refer to the ECB policy on appropriate recruitment for individuals who work with children, as well as the guidance notes on the recruitment and appointment of volunteers/staff found elsewhere in this Kit Bag.

The role of Club Welfare Officer is considered regulated activity with children in cricket. This means that the club MUST ensure the individual is properly vetted and that he or she is not barred from working with children.

The Club Welfare Officer MUST have, or obtain, a current valid ECB DBS check

*>The Club Welfare Officer should be present at welcome events / registration sessions and inform people of his or her role at these events.*

*>It is best practice for the Club Welfare Officer to have a presence during Junior sessions and matches.*

*\*this guidance refers to clubs, but applies to all organisations that are part of the ECB cricket family*

### **Recommended process**

- 1 The Club Chairman must personally ensure the Club Welfare Officer has been through the ECB's vetting process
- 2 Written references on the prospective Club Welfare Officer need to be taken up by the Club Chairman, and any concerns raised by those providing the reference should be referred by the Chairman directly to the County Welfare Officer
- 3 The name and contact details for the appointed Club Welfare Officer must be communicated to your County Welfare Officer, and County Cricket Board Office
- 4 Once the Club Welfare Officer has been appointed, they must attend a UKCoaching "Safeguarding and Protecting Children in Sport" course, (<https://www.ukcoaching.org/courses>)
- 5 and the ECB's Club Welfare Officer training "Safe Hands".  
  
(In exceptional circumstances, such as where the individual is a child protection professional in their day-job, permission may be given, by the County Welfare Officer, for the SPC course to be excused. However All Club Welfare Officers must attend the ECB Safe Hands course.)
- 6 Once trained, the club should display the Club Welfare Officer's training certificates on the club notice board
- 7 The Club Welfare Officer's name and contact details must be made known to club members, and other persons associated with the club, and displayed on the club notice board
- 8 Both training courses must be refreshed every 3 years, and the ECB DBS check must always be current ( i.e. every 3 years or via the ECB's annual check of the DBS Online Update service)

## Who should be a Club Welfare Officer?

The person selected for the role of Club Welfare Officer must be able to:

Satisfy the requirements of the core skills and knowledge areas

Be prepared to complete the required training and the core tasks of the role

Where possible, the person selected for the role of Club Welfare Officer should not be someone who already has a high profile role within the club.

*The importance of selecting the right person cannot be over-stated. The person selected may well be privy to some of the most private aspects of club members lives and must show they are able, and experienced enough, to handle confidential matters.*

## Role Description – Club Welfare Officer

### Core tasks

Promote good practice in safeguarding and protecting children in their club, working with the coaching teams, club committee and club members to create a welcoming and child centred environment with a proactive safeguarding culture.

To encourage and promote an environment where children and parents' views are actively sought and acted upon.

To help safeguard and protect children by assisting in the promotion and implementation of the Safeguarding Children Policy at the club

To be the first point of contact for all club child safeguarding issues

To act as a source of advice on current best practice and provide support to the Club Management Committee and the members of the club on safeguarding issues and procedures

To attend Club Management Committee meetings as a member of that Committee by right of the role. To ensure safeguarding is a mandatory standing item on the committee agenda and that safeguarding is considered the primary driver in junior cricket decisions

To advise the Management Committee in establishing which roles within the club require the post holder to undertake the ECB vetting process, and ensure such vetting applications are completed

To work closely with the Volunteer Co-ordinator, where one is in place, ensuring vetting checks and training are completed as required

To maintain accurate records and keep all documentation in a secure fashion

To ensure matters of a possible child safeguarding nature are reported/referred appropriately to the ECB and/or Statutory Agencies in a timely fashion, and in accordance with ECB procedures

### Core areas of knowledge

To be aware of the ECB process for reporting incidents to the ECB and the Statutory Agencies

To have a basic knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children

To have a basic understanding of the Statutory Agencies and their role in child safeguarding

To be aware of ECB safeguarding policies and procedures as set out in "Safe Hands"

### Core skills

Experience of child safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser

Empathy with children and the ability to communicate with children and parents

Excellent communication skills, including the ability to advocate the benefits of safeguarding

Able to collate and administer paperwork and information received in a confidential and secure manner

Able to persuade, influence and instruct on Safeguarding matters as necessary

### **Club Welfare Officer Training**

The ECB requires all Club Welfare Officers to attend the following training to support and equip them for the role:

A “Safeguarding and Protecting Children” (SPC) workshop. This is a basic awareness course and is required before attending the training for Club Welfare Officers. A vocational basic awareness course (such as LSCB courses for social care workers, health professionals and designated child protection officers in education) can replace the SPC workshop, if evidenced by a certificate of attendance and as agreed by the County Welfare Officer. The ‘Safe Hands Workshop’ every 3 years. This course is designed specifically for Club Welfare Officers in cricket clubs. The course is delivered by ECB trained educators and County Welfare Officers.

All Club Welfare officers **MUST** attend the Safe Hands workshop, and refresh this training every 3 years.

The training enables the Club Welfare Officer to:

Explain the role and responsibility of the Club Welfare Officer and how this relates to other key roles in cricket

Review club processes regarding good safeguarding practice and duty of care

Create an ongoing action plan to support the implementation of “Safe Hands” in the club

Understand the importance of listening to children and helping the club develop processes and systems to do so

Deal confidently with any concerns that may arise

Understand what support is available and how to access this

