

Skipton Cycling Club – role of ‘Welfare Officer’

Aim of the Role

Welfare Officers play a key role in maintaining high standards in relation to vulnerable groups, including children, young people and adults at risk, participating in cycling: allowing piece of mind for participants, their families and cycling clubs by ensuring that everyone has a fun, enjoyable and safe experience. The main aim of the role is to promote safeguarding within the club, working with others to ensure that a safe and inclusive environment is achieved.

The Welfare Officer is the lead person who has the right skills and knowledge to manage any concern about the welfare of any Club Member.

The Welfare Officer is voted in by members at a General Meeting in accordance with the Club Constitution. The role of Welfare Officer is not a co-opted Committee role.

The Welfare Officer is the person with primary responsibility for managing and reporting concerns about children or adults at risk and for putting safeguarding procedures in place.

It is important to highlight however that safeguarding is everyone’s responsibility and all at the club should do their bit.

The Welfare Officer has the following specific responsibilities, to be exercised in accordance with the Club Constitution:

- Take the lead on updating the Club’s Welfare and Safeguarding Policy.
- Take the lead on ensuring the Club has up to date risk assessments.
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- To work with others in the club to ensure safeguarding information, including policies, reporting procedures and details of the Club Welfare Officer are visible and available
- To promote awareness of the Codes of Conduct for members and coaches, (and where appropriate juniors and parents)
- To be the first point of contact for all club members, young people, (and parents) for any issues concerning welfare / adults at risk, poor practice, inappropriate behaviour, and potential or alleged abuse.
- (correspondence may come via the Secretary).
- Liaise with and take advice from British Cycling where appropriate with regards safeguarding and disciplinary matters.
- Advise and update the Committee on welfare matters within the Club, ensuring confidentiality is maintained and information is only shared on a “need to know” basis

- Attend and represent the Club at Safe Cycling Yorkshire meetings (or equivalent), liaising with and reporting back to the Committee and wider membership as appropriate.
- Uphold the Club Constitution and the British Cycling requirements for Club affiliation and insurance (in particular, ensure safeguarding training and DBS checks are up to date).
- Together with the Chair, Secretary and Treasurer, vote in the co-opted Committee Members.
- Assist with the development and issuing of new club policies, and update existing policies
- Assist the Chair with Pedal in the Park Junior Coaching over the Spring & Summer. Support the coach as required during Junior sessions and take the attendee register
- Attend monthly Committee meetings
- Work with the other Committee members to resolve issues within the club
- Support other Committee members with growth & development of the club, organising events and sub-committees

Requirements of Club Welfare Officer

You need a DBS Check through British Cycling and also need to evidence that you have completed safeguarding training.

British Cycling recommend the following courses:

- a. Attendance at a UK Coaching Safeguarding and Protecting Children Workshop (a mandatory requirement for the CWO role at a Go-Ride Club)
- b. NSPCC Child Protection in Sport (Online)
- c. Educare Child Protection – Sport (Online)

Both the DBS and safeguarding training should be kept up to date and refreshed every 3 years to ensure that Welfare Officers are aware of the latest policies and procedures.

(British Cycling would also recommend that all Club Welfare Officers attend the NSPCC Child Protection in Sport Unit Time to Listen (TTL) training for club welfare officers)

This workshop was specifically developed for the Club Welfare Officer, building on basic awareness and focusing on the implementation in the club environment.