



S21

CLUB WELFARE OFFICER (CWO) – ROLES & RESPONSIBILITIES

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1. Introduction

- 1.1. This document has been designed to support volunteers who have been appointed as an England Boxing (EB) Club Welfare Officer (CWO).
- 1.2. EB is committed to safeguarding and promoting the welfare of children, young people and adults at risk involved in our sport.
- 1.3. All children, young people and adults at risk must be valued and treated with equality and fairness, regardless of their age, gender, race, colour, nationality, ethnic or national origin, ability, disability, religion or belief, or sexual identity. Every child, young person and adult at risk should be able to participate in boxing in a safe, friendly and enjoyable environment. Safeguarding is everyone's responsibility.
- 1.4. The role of the CWO is to assist with the safeguarding of children, young people and adults at risk in boxing, through the implementation of the Safeguarding Policies and Safeguarding Code, alongside the club's own Safeguarding Policy.
- 1.5. **CWOs do not decide whether a child, young person or adult at risk has been abused, nor is it a CWO's responsibility to investigate any safeguarding concerns or allegations, or determine whether abuse or harm has taken place, but rather to report concerns appropriately.**

2. CWO Role Description

- 2.1. The following points outline the expected role of the CWO at their club:
 - a. **Be the first point of contact at the club for safeguarding and welfare matters and report any safeguarding or welfare concerns to EB as per the relevant Safeguarding Policy and within the required timescales;**
 - b. Be able to identify safeguarding concerns, have a knowledge of the referral process and have a strong understanding of confidentiality and information sharing protocols;
 - c. Display prominently in the club the Club Safeguarding Policy and CWO contact details;
 - d. Ensure club's compliance with the Safeguarding Policy (Children & Young People), Safeguarding Adults Policy and Safeguarding Code;
 - e. Be a regular visitor to the gym and ensure members, in particular, children, young people and adults at risk are aware of who the CWO is;

- f. Ensure their own personal welfare training is compliant with EB requirements for the CWO role;
- g. Promote safer recruitment principles and ensure that anyone in regulated activity with children has appropriate suitability checks completed and that all relevant club members have valid DBS check in place;
- h. Be a member of the club committee and ensure that safeguarding is a regular agenda item and key priority for the club; and
- i. Have good communication links with the Regional Welfare Officer (RWO).

3. CWO Role Requirements

3.1. There are four mandatory requirements to becoming a CWO. You will need to:

- a. Have a valid Enhanced DBS and Barred List check in place;
- b. Complete the England Boxing Safeguarding Children & Young People e-Learning or in-person course and renew every three years;
- c. Complete the UK Coaching Welfare Officer Training (previously known as Time to Listen) and renew every three years; and
- d. Be an EB member and be listed on the Locker as a CWO of an affiliated club.

4. Required Skillset for a CWO

4.1. CWOs will need to have developed the following skills:

- a. Friendly, approachable, engaging and enthusiastic;
- b. A good listener, respectful, empathetic and unbiased ;
- c. Professional, dependable and committed;
- d. Supportive, caring and compassionate;
- e. Organised and able to maintain confidential records appropriately; and
- f. Trustworthy and discreet.

5. Additional Key Points for CWOs

- 5.1. All CWOs should be decisive about making referrals, acting in the knowledge that no one will be criticised 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, young person or adult at risk has been abused but to refer the situation to a professional.
- 5.2. Any doubt around information sharing must be discussed with the RWO or the Compliance and Safeguarding Manager (CSM). Failing to share information is such a significant factor in safeguarding failures. Sharing information within safeguarding confines or statutory agencies (i.e. Children's Services, LADO, Police, CSM) provides protection against confidentiality. A small issue may be part of a bigger picture for child protection professionals.
- 5.3. It is considered good practice by the NSPCC that the CWO is a regular attendee at the club but is not the Head Coach of the club or a partner or relation of the Head Coach. It is recognised that there will be difficulties with smaller clubs with this requirement but the RWO or CSM will advise when this causes a particular difficulty for a club.
- 5.4. It's important to be aware of and have contact details of local Children's Services, LADO, Police and the NSPCC.

6. Useful Resources

- 6.1. EB policies, codes, procedures or guidelines:
 - a. Safeguarding Policy (Children & Young People);
 - b. Safeguarding Adults Policy;
 - c. Safeguarding Code;
 - d. Safeguarding Procedure;
 - e. DBS Policy;
 - f. Responding to, Recording & Reporting Safeguarding Concerns;
 - g. Whistleblowing Guide – Safeguarding;
 - h. Positions of Trust Guidance;
 - i. Transporting Children or Young Persons;
 - j. Appropriate Communication Guidance;
 - k. Changing Room Guidance for Clubs; and/or
 - l. Code of Conduct.
- 6.2. Up to date policies can be accessed via EB's website at:
<https://www.englandboxing.org/rules-regs-resources/forms-and-resources/>

6.3. The following resources support club safeguarding practices:



England Boxing
<https://www.englandboxing.org/>
07590 600 001
safeguarding@englandboxing.org



National Society for Protection of Cruelty to Children (NSPCC)
<https://www.nspcc.org.uk/>
0808 800 5000
help@nspcc.org.uk



Child Protection in Sport Unit (CPSU)
<https://thecpsu.org.uk/>



Ann Craft Trust
<https://www.anncrafttrust.org/>



Active Partnerships
<https://activepartnerships.org/the-network/>



Disclosure & Barring Service (DBS)
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

All contact details and web links are correct at the time of approval.

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Approved by Compliance Team

22 January 2026

Major additions to this Document are highlighted in yellow for reference.

