



ENGLISH PARTNERSHIP FOR  
SNOOKER AND BILLIARDS



## Club Welfare Officer guide

The English Partnership for Snooker and Billiards (EPSB) recommends that clubs should have a designated person with responsibility for implementing their safeguarding and child protection policy, known as a Club Welfare Officer (CWO).

This step is mandatory for clubs affiliating to our 147 Club affiliation scheme that have members who are under 18 years of age or Adults at Risk.

The EPSB maintains a list of CWOs to ensure that the right people receive good practice information, advice and training.

### The role of a Club Welfare Officer

As a club, you have a duty of care to everyone who is affected by your activities. You need to ensure that U18s and Adults at Risk are in a safe, welcoming environment. Appointing a CWO is a really good way of doing this as it means there is a dedicated individual who people can go to if they have a concern or worry.

It not only helps protect participants against abuse of any kind, but aids in educating coaches, volunteers and committee members on good practice, processes & procedures, what to do if they have any concerns about someone's safety and helps embed good practice within the club.

CWOs don't have to be safeguarding experts, they just need to be someone who is passionate about protecting the vulnerable and ensure that clubs adhere to the EPSB's policies.

### The tasks and responsibilities of a Club Welfare Officer

A CWO needs to be someone who can be called upon to assist the EPSB in any investigation/concern that is raised against the club. This involves:

- Being a point of contact between the club and national governing body for any concerns raised against the club
- Collating evidence/information regarding concerns
- Collecting statements/witness accounts of any concerns
- Compiling any evidence in a suitable manner that can be submitted to the EPSB

A great way to support your position as CWO is to display a poster on your noticeboard. The aim of the poster is to provide information to all young people and Adults at Risk about who to contact if they have any concerns over their safety.

CWOs who wish to report a concern or speak with someone at the EPSB can do so via [email](#) to our EPSB Child Protection Officer.

### Appointing a Club Welfare Officer – what's required?

If you're a club looking to appoint a welfare officer, or an individual at a club who is considering the role, it's important to understand the appointment process.

CWOs do not need to be experts, but they do need to be approachable and have a child-focused approach. It is helpful if they have relevant knowledge and experience, and training is available (see below).

A CWO must be an employee, committee member or someone involved in the running of the club who has a valid, enhanced DBS check covering the CWO role. It is the club's responsibility to organise the DBS check (further details below).

The club must support its CWO to attend the following two short training sessions:

1. Basic training

A Safeguarding and Protecting Children workshop. These in-person or online workshops are organised by [UK Coaching](#), [Active Partnerships](#) and other accredited providers, such as [Sport Structures](#).

2. Specialist training

The 'Time to Listen' course is aimed at CWOs to help them fulfil their role effectively.

These short in-person or online workshops are also organised by [UK Coaching](#), [Active Partnerships](#) and other accredited providers, such as [Sport Structures](#).

Affiliated clubs are required to send copies of their CWOs' certificates of attendance for the above courses to the EPSB.

In addition, the [NSPCC](#) has lots of information which can support you in your role in safeguarding children at your club.

Once you have appointed your CWO or if your nominated CWO has changed, please [let us know!](#)

### Club Welfare Officer Network

Often, CWOs find the best support through communicating with other people in their position in other clubs.

CWOs can request to join our [147 Club forum](#), where they can get in contact with other CWOs and share best practice.

## What information should a Club Welfare Officer know?

Each CWO should hold information on their local points of contact with regards to safeguarding concerns and training. Below are good places to look for more information around safeguarding.

### Local Safeguarding Children Boards (LSCBs)

To help ensure that young people are properly protected, Local Safeguarding Children Boards (LSCBs) have been put in place as another organisation to raise a concern with.

Membership includes local authorities, health bodies and the police. If you're interested in getting further qualifications in child protection, your LSCB is a good place to start, and all clubs should have these contacts to hand.

### Local Authority Designated Officer (LADOs)

The role of the LADO is set out in the HM Government guidance [Working Together to Safeguard Children](#). LADOs are involved in the management and oversight of individual cases where it is alleged that a person working with children has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid workers, unpaid workers, volunteers, foster carers, casual workers, agency or anyone self-employed. The procedure for managing allegations includes concerns, allegations or offences that may arise in someone's personal life as well as at work.

### Active Partnerships

One of the crucial roles of your local Active Partnership is to function as a 'hub' in promoting safeguarding, and providing information, guidance and signposting to partners across their areas. Each Active Partnership will have a designated safeguarding lead to deal with safeguarding concerns.

To find your local Active Partnership, visit the Active Partnership Network's [website](#).

### Children's Services - Local Authorities

The Local Authority in the area where the child lives is responsible for making provision for the child, so long as it is necessary. The Children Act 1989 places a duty on Local Authorities to take reasonable steps to identify a child in need. Once a referral has been made to the Local Authority, they will decide within one working day whether or not to take action. The local authority can provide a range of services for children in need. These can include...

- after-school and holiday care or activities for school-age children
- advice, guidance and counselling
- occupational, social, cultural or recreational activities

- home help
- assistance with travelling to and from home in order to use any services provided by the local authority
- assistance for the child and family to have a holiday
- family centres
- financial assistance
- respite care

The Citizen's Advice Bureau provides further information on local authorities' children's services on its [website](#).

You can find further support and guidance in the [EPSB Child Protection and Safeguarding Vulnerable Adults Policy](#)

### How to complete your Club Welfare Officer DBS Check requirements

As stated above, It is the club's responsibility to organise the DBS check for anyone nominated as a CWO.

The check required for anyone designated as a Club Welfare Officer is an enhanced DBS check.

Some CWOs who are also WPBSA Snooker Coaches will have already completed an enhanced DBS check through the WPBSA if they have stated they will be working in 'regulated activity' with children.

Whether or not the CWO has an existing, enhanced DBS check or requires a new one, a member of the club's senior management, who is not also the designated CWO, will need to witness and confirm to the EPSB that the CWO's enhanced DBS check certificate is current, valid and suitable for the role.

For all the information on completing the check please visit the government's [Disclosure & Barring Service](#).

### Ensuring Coaches and Volunteers at your club have the correct checks in place

CWOs need to ensure that any coaches or volunteers leading regulated activity with children at the club have completed an enhanced DBS check and have attended Child Protection and Safeguarding Adults training, in line with the club's Duty of Care requirements.

'Regulated Activity' refers to a coach who coaches a child or children, unsupervised on a regular basis (i.e. either once weekly or four times within a month).

The easiest way for coaches to meet these standards is to complete a [WPBSA coaching course](#).

Affiliated clubs are required to confirm with supporting evidence that any coaches or volunteers leading junior snooker activities, as defined above, have completed the correct checks and training.