

## **St Paul's Boxing Academy CIO CLUB WELFARE OFFICER**

### **Role and Responsibilities**

#### **Role**

The role of the CWO has primary responsibility for all safeguarding at St Paul's Boxing Academy. This means managing and reporting concerns about children, young people and vulnerable adults and establishing and managing effective safeguarding procedures.

**Responsible to:** Trustee Board

#### **Main duties**

1. Put safeguarding at the heart of St Paul's.
2. Identify safeguarding issues within St Paul's and be decisive about making referrals.
3. Have a thorough knowledge of referral procedures and relevant contact points – children's services, NSPCC, Police.
4. Ensure St Paul's Boxing Academy is compliant with all England Boxing (EB) child protection, safeguarding and welfare policies.
5. Update Trustees on all safeguarding matters as a standing agenda item at Trustee board meetings.
6. Ensure that their own personal welfare training is compliant with EB requirements.
7. Identify which roles within St Paul's require a DBS disclosure and ensure there is an effective system for application and renewal. Ensure all relevant members of St Paul's have current DBS disclosures.
8. Be an active member of the Management Working Group and ensure child protection is a priority for the club.
9. Maintain a good communication link with the Regional Welfare Officer and Head of Compliance at EB.
10. Be a visible and recognised member of St Paul's. Promote and encourage parents and carers to be familiar with our Safeguarding Policy and procedures, CWO contact details and the Codes of Conduct for Parents and Young People.
11. Have an excellent understanding of confidentiality and information sharing protocols and practices.

#### **TIME COMMITMENT**

Approximately 3 hours per week.

Reviewed: December 2022  
Next review: December 2023