THE ROLE OF THE CWO

Your two key responsibilities are:

1. To be clear about the club's responsibilities when running activities for children and young people. This involves:

- Ensuring these responsibilities are well understood by others
- Working with the Youth League Welfare Officer (YLWO)
- Working with your CFA Welfare Officer
- Promoting The FA's Respect programme and helping to develop best-practice processes

2. To help club personnel understand what their 'duty of care' towards children and young people actually means and entails on a day-to-day basis.

In order to carry out your responsibilities you need to follow these five simple steps

1. Put in place...

- a safeguarding children policy and anti-bullying policy
- responsible recruitment processes including the taking up of references (getting the right people into the game)
- the Respect Codes

2. Understand...

- what Respect aims to do
- the benefits of implementing the Respect codes
- the quick wins to be gained by using The FA's safeguarding children
- best practice guidance (e.g. Travel, Trips and Tournaments*, Photography guidelines*, Anti-bullying policy* and club safeguarding children policy template*)
- why certain roles require an Enhanced CRB check and how The FA CRB process works
- how to refer a concern about the welfare of a child

3. Communicate with...

- club officials about Respect and its aims

- parents/spectators and get them to sign up to the Respect codes
- parents and new players by getting involved with running 'start of season' welcome sessions for members
- coaches and managers about the importance of being consistent role models for their players
- your YLWO - introduce yourself, find out how they can support you and let them know what you are doing to safeguard children in your club
- your CFA Welfare Officer if you need help or advice
- The FA by taking part in surveys, questionnaires, focus groups as and when asked

4. Encourage...

- parents to complete the Respect education programme
- coaches, team managers, first aiders/medics to complete The FA's Safeguarding Children Workshop
- coaches and team managers to listen to their players thoughts, ideas and views
- the committee to make use of the designated spectator area at all games.

5. Monitor...

- repeated incidents of poor behaviour and liaise with your committee (and where necessary YLWO or CFA Welfare Officer)
- compliance with Enhanced CRB checks through The FA CRB Unit for those who require one.