

# Role Description: Welfare Officer

## Typical responsibilities:

A Club Welfare Officer (CWO) with the support of the club committee has the responsibility to:

- implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up to date
- implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date
- promote safeguarding at the club and encourage good practice
- respond appropriately to safeguarding concerns
- regularly report to the club's organising committee on safeguarding matters
- ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with legal requirements
- maintain records of safeguarding training attended by club members
- maintain records of club coaches and officials' licences and criminal record checks
- make sure the sports volunteers/staff, parents/carers, adults and children are aware of:
  - a. how to contact the CWO
  - b. the codes of conduct for working with children/adults at risk
  - c. how to respond to safeguarding concerns
- deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse
- keep up to date with developments in safeguarding
- attend the relevant safeguarding courses for the role of CWO
- complete a criminal record check through the relevant Home Country procedures
- maintain confidential records of reported safeguarding concerns and action taken
- liaise with the HCAF Welfare Officer and/or statutory agencies if/when required.

## Person specification

It is desirable for a Club Welfare Officer to:

- have an interest in safeguarding and welfare matters.
- be friendly and approachable with the ability to communicate well with adults and children.
- be willing to challenge opinion, where necessary, and to drive the safeguarding agenda.
- have strong listening skills and the ability to deal with sensitive situations with empathy and integrity.
- have an understanding of the importance of confidentiality and when information may need to be shared in
- order to protect the best interests of a child or an adult at risk.
- have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards
- a child or an adult at risk and know when to ask for support.