**ROLE:** Welfare Officer

**RESPONSIBLE TO:** Chairman

**PURPOSE:** Implement good practice, safeguarding and child protection policies

**COMMITMENT:** This will depend on the clubs needs. You will be expected to attend club meetings

**Roles and Responsibilities**

* Act as the first point of contact for individuals who have queries or concerns regarding safeguarding.
* Ensure that all club personnel who work with children / young people have received appropriate training.
* Facilitate the process of DBS checks when required.
* Receive, record and forward to the Lead Officer of your Home Nation any concerns that are expressed to you.
* Keep confidential records of all related documents.
* Ensure that the club has a safeguarding and child protection policy and that this is followed and accessible to all.
* Be familiar with national safeguarding and child protection policies Time Required – This will vary by club, but you can expect to attend 8-12 club meetings a year lasting approximately 1-2 hours.

**Skills and Qualities**

* Essential to attend a sports coach UK Safeguarding and Protecting Children workshop – England, Scotland, Wales.
* Desirable to attend the Child Protection in Sport Unit, Time to Listen workshop delivered via the county sports partnerships network.
* Approachable and a good listener.
* Respect of confidentiality.
* Tactful and discrete.
* Knowledge of Child Protection policies and DBS checks.
* Basic knowledge of the roles and responsibilities of local statutory agencies and their contact details.
* Ability to manage issues if / when they occur.

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| NAME (please print) |  |
| SIGNED |  | DATE |  |