**Child Protection Club Welfare Officer Role Description**

The main purpose of this role is to implement good practice, safeguarding and child protection policies within the club and act as the first point of contact for individuals who have queries or concerns. The person within the club with primary responsibility for managing and reporting concerns about children and putting into place procedures to safeguard in the club.

**Main Duties:**

* Work with others in the club to ensure a positive environment.
* Promote the organisation’s best-practice guidance and/or code of conduct within the club.
* Be familiar with national safeguarding and child protection policies.
* Ensure that the club has a safeguarding and child protection policy and that this is followed and accessible to all.
* Ensure that all club personnel who work with children / young people have received appropriate training.
* Facilitate the process of DBS checks when required.
* Act as the first point of contact for staff, volunteers, parents, children and young people where concerns about children’s welfare, poor practice or abuse are identified.
* Receive, record and forward to the Lead Officer of Welsh Triathlon (amyjenner@welshtraithlon.org) any concerns that are expressed to you.
* Keep confidential records of all related documents, in line with GDPR.
* Ensure appropriate confidentiality is maintained.
* Promote anti-discriminatory practice.

**Required Skills / Qualities:**

* Attend the Child Protection in Sport Unit, Time to Listen workshop.
* Ability to promote the clubs/Welsh Triathlons policy, procedures and resources.
* Basic administration and computer skills.
* Approachable and a good listener.
* Respect of confidentiality.
* Ability to maintain records.
* 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.

Time Required – This will vary by club, but you can expect to attend 8-12 club meetings a year lasting approximately 1-2 hours.