

# TEMPLATE CLUB WELFARE OFFICER ROLE DESCRIPTION

**ALTERNATIVE TITLES: CLUB SAFEGUARDING OFFICER**

## ABOUT THE ROLE

The person within a sports club with primary responsibility for managing and reporting concerns about children and adults at risk and for putting into place procedures to safeguard children and adults at risk in the club.

## DUTIES AND RESPONSIBILITIES

- Work with others in the club to ensure a positive person-centred environment
- Assist the organisation to fulfil its responsibilities to safeguard children and adults at risk at club level
- Assist the club to implement its safeguarding policy at club level
- Act as the first point of contact where concerns about adults at risk and children's welfare, poor practice or abuse are identified
- Act as the first point of contact with BWB's Lead Safeguarding Officer
- Implement the club's reporting and recording procedures
- Maintain contact details for the local children's social care, adult social care, the police and Local Safeguarding Children Board
- Promote best-practice guidance and/or code of conduct within the club
- Sit on the club's management committee
- Ensure adherence to BWB's recommendations for safeguarding training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice

## SKILLS AND ABILITIES

Required:

- Person-focused approach
- Basic administration and computer skills
- Basic advice and support-provision skills
- Communication skills, including use of social media
- Ability to maintain records
- Ability to provide information about local resources
- Ability to promote organisation's policy, procedures and resources

## KNOWLEDGE

Required:

- Role and responsibilities in the safeguarding and welfare of children, young people and adults at risk
- Boundaries of the role of Club Welfare Officer
- Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, adult social care, the police and the NSPCC)
- Local arrangements for managing safeguarding children and adults at risk and reporting procedures
- Poor practice and abuse
- Club and BWB's policy and procedures relating to safeguarding children, young people and adults at risk
- Core values and principles underpinning practice
- Awareness of equality issues and protecting children and adults at risk from abuse
- Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children, young people and adults at risk
- How adults groom children for abuse



**SAFEGUARDING**