**CLUB WELFARE OFFICER:**

**ROLES AND 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:
* how to contact the CWO
* the codes of conduct for working with children/adults at risk
* 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.

Print Name

Signature Date