

CLUB WELFARE OFFICER

TERMS OF REFERENCE

1. Assist the club to put in place policies and implementation plans for safeguarding and promoting welfare of young people.
2. Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning safeguarding, poor practice or potential/alleged abuse
3. Ensure that all incidents are correctly reported and referred out in accordance with BG guidelines
4. Ensure that all relevant club members access appropriate safeguarding training
5. Ensure that BG procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up-to-date Disclosure and Barring Service (DBS) disclosures
6. Maintain local contact details for Children's Social Care Services, the Police and Local Safeguarding Children Boards (LSCB)
7. Ensure that codes of conduct are in place for club staff and volunteers/officials, young people and parents
8. Advise club management on safeguarding issues
9. Ensure confidentiality is maintained and information is only shared on a genuine 'need to know' basis
10. Attendance to Club Management meetings to provide an update on safeguarding within the club environment

CORE SKILLS

- Basic administration and record maintenance
- Child-centred approach
- Communication skills
- Confidence in relation to referring cases externally (Police/Children Services)
- Ability to ensure policy and procedures are effectively implemented

TRAINING REQUIREMENTS

- BG Safeguarding and Protecting Children Awareness Module or equivalent (scUK, LSCB training or recognised training within another NGB)
- NSPCC CPSU Time to Listen training for designated persons for child protection/welfare in sport (Club Level)
- Must also be DBS checked
- Must submit Welfare Officer details to the Regional Secretary, Regional Welfare Officer and BG Lead Officer.
- Must submit resignation in writing when post ends to BG

The above courses are 3-hour training modules that are essential for welfare officers.