**Club Welfare Officer**

The Welfare Officer of any club is a very important role. The job is to assist with the safeguarding and protecting of children, young people and vulnerable adults.

**What you’ll get out of it:**

* Sense of giving back
* Contribution to the safeguarding and protecting of children, young people and vulnerable adults
* Meeting lots of people from different backgrounds
* A chance to develop skills
* Potential career development / improved employability
* Potential of new training and qualifications

**Who will I be responsible to?**

* The Chairperson

**Who will I be responsible for?**

* All club members under 18 (including players, referees/umpires, volunteers and coaches). **It is the responsibility of all clubs providing sport for children and young people under 18 years of age to have a nominated Club Welfare Officer.**

**Ideally, you’ll need knowledge of:**

* National Governing Body’s Child Welfare Policy & Procedures
* core legislation, government guidance and national framework for child protection
* roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees)
* role and responsibilities of both the National Governing Body and the club in safeguarding the welfare of children and young people and the boundaries of the club welfare officer role
* awareness of equalities issues and child protection

**You will also need:**

* basic administration skills
* ability to maintain records
* ability to provide basic advice
* a child focussed approach
* good communication skills.

**What you will do:**

* Assist the club to fulfil its responsibilities to safeguard children and young people
* Assist the club to implement the child welfare section (including training) of the [development plan](http://www.clubsolutions.wales/club-development-plan-1/).
* To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children’s welfare, poor practice or child abuse are identified
* Be the first point of contact with the Child Welfare Officer at your National Governing Body
* Implement the National Governing Body’s reporting and recording procedures
* Maintain contact details for local social services, police and the Area Child Protection Committee
* Promote the National Governing Body’s best practice guidance/code of ethics and behaviour within the club and anti-discriminatory practice
* Ensure confidentiality is maintained

**How much time will it take?**

* Approximately 2-3 hours per week, though this will depend on the nature of your sports club/organisation.

**How you’ll be supported:**

**For further information, contact:**

(*Insert contact details here of Chairperson or Secretary*)