



## Club Welfare Officer Role Description

### In line with England Roller Hockey's 'Club Welfare Officer Role Description

## Introduction

The Club Welfare Officer (CWO) is a key designated role. It is essential to ensure that the club has someone trained and supported to handle any welfare issue that may arise and all clubs with young people are advised to appoint at least one Club Welfare Officer (also referred to as a Club Safeguarding Officer).

Safeguarding involves not only protecting young people, but to educating club members on the latest good practice guidelines and what to do if they have concerns that abuse may be taking place elsewhere in the child's life.

They do not need to be a child protection 'expert' as that is the role of the statutory agencies (Police and Children's Social Care). A club may appoint more than one Club Welfare Officer. The Club Welfare Officer needs to be supported by their club's management and ideally should have a formal role on the club management committee as safeguarding is everyone's responsibility.

The following are core knowledge, skills, and tasks for the role:

## Knowledge

- The associations Safeguarding Policies and practices including Code of Ethics & Conducts etc.
- Basic knowledge of core legislation, government guidance and national framework for child protection.
- Knowledge of club's role and responsibilities to safeguard the welfare of children and young people.
- Basic knowledge of roles and responsibilities of statutory agencies (Children's Social Care, Police and Local Safeguarding Children Boards).
- Understanding of local arrangements and contacts for reporting procedures.
- The association's role and responsibilities to safeguard the welfare of children, young people and vulnerable adults.
- Familiarisation with the associations and the club's policy and procedures related to safeguarding.
- Awareness of equality issues and safeguarding.
- Basic knowledge of the different forms of abuse that can occur and how abusers target and 'groom' organisations to abuse children and vulnerable adults.
- Boundaries of the role of Club Welfare Officer

## Skills

- Child focused.
- Approachable.
- Basic administration and computer skills
- Basic advice and support-provision skills
- Ability to maintain records
- Communication skills, including use of social media
- Confidentially – only discussing concerns with people who need to know.
- Act as a local source of advice on safeguarding matters.
- Ability to provide information about local resources
- Ability to promote the association and Club's policies, procedures, and resources.



## Tasks

- Promote and raise awareness of the benefits of safeguarding for all at the club.
- Assist the association to fulfil its responsibilities to safeguard children at club level
- Assist the association to implement its safeguarding children plan at club level
- Implement the club's reporting and recording procedures
- Work with others in the club to ensure a positive child-centred environment
- Assisting club members with welfare related issues including advising on training and vetting checks.
- Assist club members to understand their duty of care towards children and young people.
- Maintain and publicise contact details for local Children's Social Care, the Police and Local Authority Designated Officer (LADO).
- 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.
- Act as the first point of contact with the lead safeguarding officer of the association.
- Advise the club's management group/committee on welfare.
- Ensure adherence to the club's safeguarding children training.
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Willing to attend additional training and adapt generic templates for use within the club.
- Ability to implement and promote the association and the club's policy, procedures, and resources within the club.
- Assist the association to fulfil its responsibilities to safeguard young people and vulnerable adults involved in Roller Hockey