



Role Description: Child Welfare Officer

The Welfare Officer’s role is to promote the club / organisation’s policy and procedures for the protection of children and vulnerable adults.

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| Responsible to: | <ul style="list-style-type: none"> • Committee | Responsible for: | |
| Main Duties | | Skills Required | |
| <ul style="list-style-type: none"> • The distribution / display of leaflets / codes of conduct to members, parents and young people • Advise on the development of activities for young people within The Club • Support the registration of all personnel involved in activities for young people within The Club (CRB checks). Verify club volunteer CRB forms, thus eliminating the need for important documents of volunteers to be sent to The FA CRB Unit in the post • Receive, record and pass on to the NGB Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults • Attend committee meetings • Attendance at a Welfare Officer Workshop is necessary before affiliation for the current campaign | | <ul style="list-style-type: none"> • Approachable and friendly • Good listener / effective communicator • Confident, with good leadership skills • Great organisational skills • Enthusiastic and a good motivator • Knowledge of child protection policies and procedures and Criminal Records checks • Knowledge of the Data Protection Act • Ability to deal with confidential matters • Tactful when dealing with sensitive issues <p>Mandatory:</p> <ul style="list-style-type: none"> • Attendance at Welfare Officer Workshops • Holder of a Safeguarding Children Workshop (formerly known as the Child Protection Workshop) Certificate | |

The Commitment we are looking for

The qualified CWO is the first point of call for any concerns within the club from parents, coaches, players or any other volunteers. Therefore, needs to be available as and when needed.

Managers / Committee meetings are held monthly in Doddinghurst Village Hall.

In addition, the AGM is held in June annually in Doddinghurst Village Hall.

Actively comply with:

- The Club Constitution
- Child Protection Policy
- Safeguarding Children Policy
- Equality Policy.



Review of the *Annual Review* and alignment of development plans to The Club vision and mission in accordance with The Constitution and associated policies.

The 'term of office' is one year and reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable) and achievement of qualifications and successful CRB check.

Our Commitment to you

The Club secretary, The Committee, Treasurer and Training and Development Officer will provide assistance as necessary.

We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy

Other Resources Available

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players."

The **runningsports** website (www.runningsports.org) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

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| Sport Coach UK | www.sportscoachuk.org | Skills Active | www.skillsactive.com |
| Child Protection Unit | www.thecpsu.org.uk | CRB | www.crb.gov.uk |
| Club Mark | www.clubmark.org.uk | | |