Role Description: Welfare Officer

Club Welfare Officers within your club ensures that members have a trained and trusted person to speak to about a concern either within the club or at times outside of Athletics. A Welfare Officer is the lead person who has the right skills and knowledge to manage any concern raised in an appropriate way that would not hamper any investigation and shares information accordingly. By completing the England Athletics online safeguarding and Time to Listen training, Clubs can be confident that their Welfare Officers have the right level of knowledge for the role that is specific to Athletics. This includes how to raise a concern and who to speak to within the sport.

Typical responsbilities:

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:
    a. How to contact the CWO
    b. The codes of conduct for working with children/adults at risk
    c. 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.