

Club Welfare Officer

NAME OF CLUB:	Hungerford Hares
ROLE:	Club Welfare Officer
RESPONSIBLE TO:	Club Committee

Typical Responsibilities:

A Club Welfare Officer (CWO) with the support of the club committee has the responsibility to:

- To act as an approachable point of contact for club members on physical and mental health issues
- 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 and adults are aware of:

- a) how to contact the CWO
 - b) the codes of conduct for working with 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.
- 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.