Role outline: Welfare officer

NAME OF CLUB: CLUB NAME
ROLE: WELFARE OFFICER
RESPONSIBLE TO: NORMALLY CLUB COMMITTEE
NAME OF VOLUNTEER NAME
START DATE: DATE END DATE: DATE

- Assist the club to fulfill its responsibilities to safeguard children and vulnerable adults at club level
- Assist the club to implement its safeguarding children and vulnerable adults plan at club level
- The first point of contact for everyone where concerns about a children’s or vulnerable adults welfare, poor practice or abuse are identified
- Implement the club’s reporting and recording procedures
- Maintain contact details for the local children’s social care department, the police and local safeguarding children board
- Promote the club’s best practice guidance/code of conduct within the club
- Represent welfare on the club’s management committee
- Ensure adherence to the club’s safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice