

## APPENDIX 7

### ROLE OF THE CLUB WELFARE OFFICER

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> <li>• Basic knowledge of core legislation, government guidance and national framework for child protection</li> <li>• Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees).</li> <li>• Local arrangement for managing child protection and reporting procedures.</li> <li>• Poor practice and abuse – behaviour that is harmful to children.</li> <li>• Own organisation’s role and responsibilities to safeguard the welfare of children – boundaries of the Club Welfare Officer role.</li> <li>• Own organisation’s policy and procedures related to safeguarding children.</li> <li>• Core values and principles underpinning practice.</li> <li>• Awareness of equalities issues and child protection.</li> </ul> <p><b>Recommended Knowledge</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of how abusers ‘target’ and ‘groom’ organisations to abuse children. Best practice in prevention.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic administration – maintain records</li> <li>• Basic advice and support provision</li> <li>• Child focused approach</li> <li>• Communication</li> <li>• Ability to promote organization’s policy, procedures and resources</li> <li>• Ability to provide information about local resources</li> </ul> <p><b>Required training</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and Protecting Children in Sport – scUK (to be renewed every three years)</li> <li>• Club Welfare Officer Training (To be arranged by the BAB)</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Association to fulfill it’s responsibilities to safeguard children at club level.</li> <li>• Assist the Association to implement it’s child protection plan at club level.</li> <li>• The first point of contact for staff, volunteers, parents and children where concerns about children’s welfare, poor practice or child abuse are identified.</li> <li>• Be the first point of contact with their <b>Association Child Protection Officer</b>.</li> <li>• Implement the BAB’s reporting and recording procedures.</li> <li>• Maintain contact details for local Social Services, Police. Know how to obtain Area Child Protection Committee guidelines.</li> <li>• Promote the BAB’s best practice guidance/code of conduct within the club.</li> <li>• Sit on the club’s management committee</li> <li>• Promote and ensure adherence to the organization’s child protection training plan.</li> <li>• Promote and ensure confidentiality is maintained.</li> <li>• Promote anti-discriminatory practice.</li> </ul>