

## Role Description: Club Welfare Officer

Having a club welfare officer within Worthing Striders 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. The 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. The club welfare officer will have the right level of knowledge for the role specific to Athletics by completing the England Athletics online safeguarding training. This includes how to raise a concern and who to speak to within the sport.

### Responsibilities:

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

- Lead on the implementation of club welfare policy and procedures, and keep them up to date
- Ensure a club code of conduct and safeguarding code of conduct is in place and followed by all volunteers and members
- Act as the first point of contact, and respond appropriately to safeguarding concerns
- Manage disputes and mediate
- Ensure appropriate confidentiality is maintained
- Be aware of what is happening in the club
- Promote safeguarding at the club and encourage good practice
- Manage poor practice in line with club policy
- Regularly report to the club's committee on safeguarding matters. The Lead Welfare Officer should sit on the club's committee
- Ensure that members of the club and volunteers 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, and ensure these are all up to date
- Liaise with the club secretary to ensure key contact details are maintained on the club portal
- Make sure all volunteers and members are aware of:
  - a. How to contact the CWO
  - b. The codes of conduct
  - 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. All adult safeguarding concerns must be reported to UKA/EA.

### 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
- 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 an adult at risk
- Have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards an adult at risk and know when to ask for support