

CLUB WELFARE OFFICER

ROLE DESCRIPTION

To promote good practice within your club, to be the named contact for young people, parents/carers, coaches and volunteers for advice about safeguarding and understand Volleyball England's reporting procedures if a concern is raised.

SKILLS/QUALITIES REQUIRED

- Well known within the club and have a strong child focus
- Previous experience of working with children. (Desirable)
- Good communication skills
- Discrete positive mentality and integrity
- Accessible and approachable for all children and young members
- Maintaining records/ basic administrative skills
- Ability to promote policies, procedures and resource

MAIN DUTIES

- To promote safeguarding best practice within the club
- To provide information and advice on safeguarding and protecting young people within the club and promote a child-focused approach
- To be the first point of contact for young people, parents/carers, coaches and volunteers where concerns about welfare, poor practice or child abuse are identified
- To support the club to adopt and follow the Volleyball England Safeguarding and Protecting Young People Policy and Good Practice Guidance
- To sit on the club management committee and ensure that Safeguarding and Good Practice is an item on the agenda

- To ensure that all club members are made aware of and clearly informed about the role of the Welfare Officer and have access to Volleyball England Child Protection Policies and Good Guidance Practice
- To promote awareness of the Volleyball England Codes of Conduct, safe recruitment policy and DBS policy within the club
- To ensure that any concerns are referred promptly to the Volleyball England Lead Safeguarding Officer and to follow the Volleyball England Recognising, Responding and Reporting Concerns procedures
- To ensure that all referrals are confirmed in writing in accordance with the Volleyball England Safeguarding Incident Report Form
- To ensure confidentiality is maintained
- To promote anti-discrimination practice
- To advise the club on appropriate training for coaches and volunteers based on the Volleyball England's recommended safeguarding training requirements

TRAINING

- Attend the UK Coaching Safeguarding and Protecting Children in Sport workshop.
- Have an understanding of Child Protection issues in addition to knowledge and commitment to equal opportunities
- Willing to participate in further CPD
- Complete DBS check through Volleyball England where eligible
- Attend a Time To Listen (TTC) Workshop