

Role of Club Welfare Officer

Knowledge

- Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people
- Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, the police, the NSPCC) and local safeguarding children boards
- Local arrangements for managing safeguarding children and reporting procedures
- Poor practice and abuse-behaviour which is harmful to children
- Own organisation's role and responsibilities to safeguard the welfare of children and young people-boundaries of the club welfare officer role
- Own organisation's policy and procedures relating to safeguarding children and young people
- Core values and principles underpinning practice
- Awareness of equalities issues and protecting children from abuse.

Recommended

- Basic knowledge of how abusers target and groom individuals and organisations to abuse children. Best practice in prevention

Skills

- Basic administration
- Basic advice and support provision
- Child-focused approach
- Communication skills
- Maintenance of records
- Ability to provide information about local resources
- Ability to promote organisation's policy, procedures and resources

Tasks

- Assist the organisation to fulfil its responsibilities to safeguard children at club level
- Assist the organisation to implement its safeguarding children plan at club level
- The first point of contact for staff, volunteers, parents children/young people where concerns about a children's welfare, poor practice or abuse are identified
- The first point of contact with the lead officer for safeguarding children
- Implement the organisation'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 organisation's best practice guidance/code of conduct within the club
- Sit on the club's management committee
- Ensure adherence to the organisations safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice