

NEWARK RUGBY UNION FOOTBALL CLUB

JOB DESCRIPTION: WELFARE OFFICER

Responsible to: Newark Rugby Union Football Club Senior Management Committee

KEY ACCOUNTABILITIES

- 1. To be the contact person for mini/youth section in the event of any concerns/injuries.**
- 2. Ensure the club has child protection policy, procedures and self-monitoring strategy.**
- 3. Ensure child protection policies are followed if an incident occurs, including notifying the CB Welfare manager or RFU Child Protection Officer, if CB Welfare Manager is not available, as soon as is practicably possible following the incident.**
- 4. Ensure all club coaches, volunteers and officials are aware of Safe Guarding Children training, this will be specific to the sport of rugby. A record will be kept of those attending training to ensure at least one person from each age group has attended.**
- 5. To keep a log of any incidents that occur according to the guidelines set out in the RFU Child protection Policy Statement.**
- 6. To liase with the first aid co-ordinator**
- 7. To recognise that it is not your responsibility to investigate, but to liase with the proper authorities.**
- 8. To ensure all new people dealing with children in the club complete a RFU Enhanced CRB form, before taking up any formal duties within the club. Any person joining the club cannot undertake unsupervised work with children, until a CRB disclosure has been approved.**
- 9. Encourage all volunteers to undertake appropriate training, liase with coaches, first aid co-ordinator and club officials.**
- 10. Contact RFU for self declaration forms and ensure all volunteers and officials complete this form, return to CB welfare Manager or nominated person.**