



Roles and Responsibilities of the Welfare Officer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All Club members under 18 (including players, umpires, volunteers and coaches)

What is my role?

1. Assist the club to fulfill its responsibilities to safeguard children and young people
2. Assist the club to implement the welfare section (including training) of the development plan
3. To be the first point of contact for club members, volunteers, parents/carers and children/young people where concerns about children's welfare, poor practice or child abuse are identified
4. Ensure all those who need to undergo DBS checks do
5. Be the first point of contact with the England Hockey's Child Welfare Officer
6. Implement England Hockey's reporting and recording procedures
7. Maintain contact details for local social services, police and the Area Child Protection Committee
8. Promote England Hockey's best practice guidance/code of ethics & behavior within the club and anti-discriminatory practice
9. Ensure confidentiality is maintained

What else can you tell me about the role?

The Club Welfare Officer is expected to have knowledge of the following:

1. England Hockey's SafeD Safeguarding Young People Policy and Guidance
2. Core legislation, government guidance and national guidance for safeguarding young people and child protection
3. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees)
4. England Hockey's and the club's role and responsibilities to safeguard the welfare of children and young people and the boundaries of the club welfare officer role
5. Awareness of equalities issues and child protection

The post holder should have basic administration skills, be able to maintain records and be able to provide basic advice and support provision. They must have a child focused approach and good communication skills.

Training needed

Attendance on sports coach UK Safeguarding and Protecting Children and EH Time to Listen Workshop

How much time will I need to give to the role?

Approximately 1 to 2 hours per week but may be more in some situations

Where to go for help?

Club Chair, England Hockey's Child Welfare Officer, local statutory agencies