

# ROLES & RESPONSIBILITIES



## Club Assistant Welfare Officer

### Who will I be responsible to?

The Club Committee. You will also benefit from working closely with your CFA Welfare Officer

### Who will I be responsible for?

You will work with the club officials particularly the youth team coaches / managers to ensure they are carrying out their duty of care when running football activities for children. Importantly you will be a point of contact for the children if they have any concerns about the way they are being treated

The Assistant Welfare Officer will work closely with the Welfare Officer to cover the responsibilities of the role.

### What is the role of the Welfare Officer?

- To be clear about the clubs responsibilities when running activities for children and young people. This involves:
  - Ensuring these responsibilities are well understood by others;
- Working with the Youth League Welfare Officer (YLWO);
- Working with your County FA Welfare Officer;
- Promoting The FA's RESPECT Programme and helping to develop best practice processes.
- To help club personnel understand what their duty of care towards children and young people actually means and entails on a day-to-day basis. What else can you tell me about the job? In order to carry out your responsibilities you need to follow these five simple steps:
- Put in place:
  - safeguarding children policy, antibullying policy and equality policy;
  - responsible recruitment processes including the taking up of references and submitting FA CRB checks (getting the right people into the game);
  - The FA RESPECT Codes of Conduct.
- Understand:
  - the aims of the RESPECT programme;
  - the benefits of implementing the RESPECT Codes of Conduct;
  - the quick wins to be gained by using The FA's Safeguarding Children Best Practice guidance (eg, travel, Trips and Tournaments, Photography Guidelines, Antibullying Policy and Safeguarding Children Policy Template);
  - why certain roles require an Enhanced CRB check and how The FA CRB process works;
  - how to refer a concern about the welfare of a child.

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- Communicate with:
  - your Youth League Welfare Officer
  - introduce yourself, find out how they can support you and let them know what you are doing to safeguard children in your club;
  - your County FA Welfare Officer if you need help or advice;
  - coaches and managers about the importance of being consistent role models for their players;
  - parents and new players by getting involved with running start of season welcome sessions;
  - club officials about the RESPECT programme and its aims;
  - parents / spectators and get them to sign up to the RESPECT codes;
  - The FA by taking part in surveys, questionnaires, focus groups as and when asked.
- Encourage:
  - coaches, team managers, first aiders / medics to complete The FA's Safeguarding Children Workshop;
  - coaches and team managers to listen to their players thoughts, ideas and views;
  - the committee to make use of the RESPECT programmes designated spectator area at all games;
  - parents to complete the RESPECT education programme.
- Monitor:
  - repeated incidents of poor behaviour and liaise with your committee, Youth League

Welfare Officer or County Welfare Officer);

- compliance with Enhanced CRB checks through The FA CRB Unit for those who require one using The FA Safeguarding Online System.

## **How much time will I need to give to the job?**

Approximately one to two hours per week.

## **What sort of tasks are involved?**

Tasks will include:

- Ensuring everyone who needs an FA CRB check does one;
- Encouraging officials to complete The FA Safeguarding Children workshop;
- Assisting with the planning of festivals and tournaments.