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### **JOB DESCRIPTION FOR A CLUB WELFARE OFFICER**

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#### **CLUB WELFARE OFFICER**

It is the responsibility of all Clubs providing hockey for children and young people under 18 years of age to have a nominated Club Welfare Officer. This guide is to help Clubs nominate a suitable person as well as providing a list of roles and responsibilities.

#### **EXPERIENCE & KNOWLEDGE**

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

1. Knowledge of the England Hockey Child Welfare Policy & Procedures
2. Knowledge of core legislation, government guidance and national framework for child protection.
3. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees). The CWO should have full contact details for their local agencies.
4. Own club's role and responsibilities to safeguard the welfare of children and young people – boundaries of the club welfare officer role.
5. Own club's policy and procedures related to safeguarding children and young people.
6. Awareness of equalities issues and child protection.

#### **SKILLS**

1. Basic administration
2. Basic advice and support provision
3. Child focused approach
4. Communication
5. Maintain records
6. Ability to provide information about local resources
7. Ability to promote organisation's policy, procedures and resources

#### **ROLES**

1. Assist the club to fulfil its responsibilities to safeguard children and young people.
2. Assist the club to implement its child welfare implementation plan.
3. To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
4. Be the first point of contact with the England Hockey Child Welfare Officer.
5. Implement the club's reporting and recording procedures.
6. Maintain contact details for local social services, police and the Area Child Protection Committee.
7. Promote the club's best practice guidance/code of conduct within the club.
8. Sit on the club's management committee
9. Ensure adherence to the club's child welfare training.
10. Ensure confidentiality is maintained.
11. Promote anti-discriminatory practice.