

CLUB WELFARE OFFICER

Roles and Responsibilities

- Make relevant club members and coaches aware of the latest best practice in welfare issues identified by UK Athletics and relevant legislation.
- Act as the central contact point for all club members for child welfare; ensuring appropriate action is taken where concerns are raised.

Key Activities

- To provide information and advice on protection of children and vulnerable adults within the club
- To ensure the club adopts and follows EA Safeguarding and Protecting Children Policy and procedures and promotes awareness of the policy within the club.
- To receive information from athletes, coaches, young people or their parents who have concerns about the welfare of young people or vulnerable adults; and to record those concerns.
- To assess the information promptly and obtain more information if necessary. Make a formal referral to a statutory child protection agency if appropriate and report any concerns to EA child protection officer as soon as possible in line with EA procedures.
- To ensure information is readily available to all club members as to actions they can take in the event of a breach of welfare guidelines.

Recommended Experience

- Post holder must be able to communicate effectively with junior club members and vulnerable adults.
- Post holder must attend the club on a regular basis.

The Commitment we are looking for

Meetings are held monthly, though these will not always be formal.

In addition, the AGM is held in May each year. The term of office is two years starting 1st June 2015 and ending 31st May 2017.

You will need your own IT equipment.

Our Commitment to you

We pay your expenses in accordance with our expense policy.

Where possible, mentoring and/or training will be made available.

Signed: Chair

Date: 25th April 2015