Volunteering-

Club Welfare Officer

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| **Main Purpose of Role:** | To ensure the club operates a safe, child friendly environment and promotes good practice in line with the club’s Child Protection Policy |
| **Hours a Week (Approx):** | 1. hours |
| **What will you be doing:** | * Ensure the club’s Safeguarding/Welfare policy is implemented in line the FA Framework * Ensure that everyone within the club knows who you are and how they can communicate with you if they have any problems * Promote RESPECT and develop best practices * Attend committee meetings and ensure that safeguarding is on the agenda * Ensure that all incidents are properly recorded and reported/referred appropriately to the Berks & Bucks FA and/or statutory authorities in a timely fashion and in accordance with relevant policies * Attend training relevant to the post * Assist planning of tournaments to ensure child safety * Work with League Welfare Officer and Berks & Bucks FA Welfare Officer * Ensure all policies are in place (safeguarding, anti-bullying, and equality) * Encourage members to complete various workshops * Monitor all activities involving Children and Young People * Verify CRC checks within the club |
| **Equipment Needed:** |  |
| **Desired Skills:** | Experience of safeguarding and child protection either at work or other volunteering  Communication skills  Administration skills |
| **Expenses Paid:** |  |
| **Training Available:** | Welfare Officer Workshop, support from County Welfare Officer, County FA networking events |
| **Where the role will be carried out:** | Football Club/Home |
| **Who will need updating on issues:** | Chairman, Secretary, Managers |
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