

# CLUB WELFARE OFFICER ROLE DESCRIPTION



## Responsibilities

- To support the Club in building a culture where members feel welcome, safe, included and supported.
- To be visible within the club. Regularly attend club sessions so that all members, including Coaches, Volunteers, and Parents have the opportunity to meet with, feel at ease and know how to make contact should they require any guidance and / or wish to raise a concern.
- To have a clear understanding of the UKA Safeguarding policies for Adults and Children and the England Athletics guidance on how to establish if a concern meets the threshold for being reported on.
- To ensure there is a Club Welfare Process for managing concerns that embeds the above policies within the club, along with local contacts. To use this process for managing all Welfare concerns. To ensure this process is communicated to all members and that they have a clear understanding of their responsibilities for reporting concerns.
- To report any concerns of abuse to the UKA Lead Safeguarding officer, or in urgent cases requiring immediate support, the Police or Social Services.
- To work with the membership secretary to keep an up to date record, ensuring all appropriate volunteers within the club (including Coaches and Officials) are appropriately licenced and hold an up to date DBS check.
- To lead on (or support the Volunteer Co-ordinator) with the safe recruitment of club personnel.
- To act as a verifier for the DBS check application process for Coaches and Volunteers within the club. (Not always the role of the Welfare Officer if the club already has established DBS verifiers.)
- To complete the England Athletics online Safeguarding in Athletics training and the 3 hour face to face Time 2 Listen course every 3 years.
- To support the committee in reviewing club policies and procedures relating to Welfare at least every 3 years, ensuring the safety of members is at the centre of these procedures. (At least one Welfare Officer should be a member of the committee.)