



ROLE DESCRIPTION – WELFARE OFFICER

Welfare Officer or Officers

A supportive and positive environment in which children and adults can enjoy athletics safely is vital. It is recommended that this role is carried out by two people, one male and one female. You'll provide leadership in the safeguarding of children and vulnerable adults within the club and act as a key point of contact for anyone needing support or guidance.

You will also need to maintain relationships with the UK Athletics welfare team. You'll report to the club committee and work closely with the club team managers and the club coaching coordinator.

Annually you will have to undertake an appropriate safeguarding course.

Ideally, you'll need to be:

- * Empathetic
- * Approachable
- * Objective
- * Attentive to detail
- * Motivated

What you will do:

- * Implement the Athletics Welfare Policy and Procedures in conjunction with UKA and **scottishathletics** policy
 - * Make sure everyone understands the UKA or **scottishathletics** Codes of Conduct
 - * Be visible and approachable to all club members and post your contact details on club notice boards, the club website, in your club welcome pack and in newsletters
 - * Develop a system to ensure all individuals working with young people undertake a CRB application every three years and hold an ISA – registration
 - * Co-ordinate training for club personnel working with young people (i.e. Safeguarding and Protecting Young People)—where appropriate
 - * Ensure that all safeguarding issues and incidents are reported promptly to UKA
 - * Ensure that all parents of new young athletes are aware of the club's child protection policy on the website
- *Verify and confirm the club's Accredited Club information

How much time will it take?

This role in most cases takes up very limited time. It's important that as a welfare officer you are seen at the club and people know who you are. Where issues arise it is important that you can give it your full attention, and this may take up further time—but hopefully this is very rare (if at all).

What you'll get out of it:

The Club promotes values of equity and respect and seeks to ensure the welfare of all of its members. While the welfare of all is to be safeguarded, certain groups, and particularly children, demand greater vigilance. It is no exaggeration to say that children are the future of athletics, so your role in safeguarding them within your club is crucial. This is a highly respected role within the club and the local community, from which you will derive a great deal of satisfaction seeing how young athletes and the club develops.

Role Description – Welfare Officer

Role TITLE: Welfare Officer

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- * empathetic
- * approachable
- * objective
- * attentive to detail
- * motivated

MAIN DUTIES - JOINT RESPONSIBILITY:

- 1) Ensure that the child protection procedures are understood and adhered to by all members
- 2) Establish and maintain the complaints procedures
- 3) Attend the Children 1st Workshop 'In Safe Hands' (renewable every three years)
- 4) Be familiar with current child protection legislation and The Children Act 1989
- 5) Understand the National Governing Body child protection procedures, rules and regulations
- 6) In the event of a complaint being made, ensure that the complaints procedures are met and see the procedures through to the final decision
- 7) If unable to attend any executive committee meeting, a report/ apologies should be sent to the Secretary
- 8) In collaboration with the Webmaster, maintain and update the information about the club's welfare policies and practice on the FAC website

Approved by Club Management Committee January 2014