



Wenlock Olympians A.C.

Club Welfare Officer

The Welfare Officer has primary responsibility with the Steering Group for ensuring the club provides a safe and positive environment for club members. This is a significant and fundamental role in the club and works with all groups involved in the club, including athletes, coaches, volunteers, parents and carers.

Responsibilities:

- Work with others in the club to ensure a positive child-centred approach where the best opportunities for the individual to develop in an inclusive and non-discriminatory environment are the norm.
- Lead the club in fulfilling its responsibilities to safeguard children within the club-managed activities.
- Ensure the club has suitable documentation relating to welfare and protection and that all groups are aware of them and how they can be accessed.
- Assist the club in maintaining and implementing its safeguarding plan.
- Act as the first point of contact for staff, volunteers, parents/carers, children and young people where concerns about children's welfare, poor practice or abuse are identified.
- Manage the club's reporting and recording procedures and the implementation and process of the club disciplinary procedures.
- Maintain an up-to-date knowledge of the guidance from the sport governing bodies and other associated agencies.
- Maintain contact details for the sport governing bodies welfare teams, local children's social care department, the police, Designated Officer (formerly LADO), and the Local Safeguarding Children Board as required.
- Promote best-practice guidance and/or code of conduct within the club.
- Hold a key role on the club's Steering Group.
- Monitor the safeguarding requirements for coaches, volunteers and officials.
- Ensure appropriate confidentiality is maintained in the club practises and procedures.
- promote inclusive and anti-discriminatory practice.
- Arranging handover or succession planning for the position.