



## **Role: Club Welfare Officer**

### **About the role**

The person within the Club with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the Club.

### **Duties and responsibilities**

- Work with others in the Club to ensure a positive child-centred environment.
- Assist the Club to fulfil its responsibilities to safeguard children at Club level.
- Assist the Club to implement its safeguarding children plan at Club level.
- Act as the first point of contact for staff, volunteers, parents, children and young people where concerns about child welfare, poor practice or abuse are identified.
- Act as the first point of contact with the lead safeguarding officers of the Guernsey Cricket Board and Guernsey Sports Commission.
- Implement the Club's reporting and recording procedures.
- Maintain contact details for the Island Child Protection Committee, Guernsey Police and the Multi-Agency Support Hub.
- Promote the Club's best-practice guidance and/or Code of Conduct within the Club.
- Sit on the Club's Management Committee.
- Ensure adherence to the Club's safeguarding children training.
- Ensure appropriate confidentiality is maintained.
- Promote anti-discriminatory practice.

### **Skills and abilities**

Required:

- A child-focused approach.
- Basic administration and computer skills.
- Basic advice and support-provision skills.
- Communication skills, including use of social media.
- Ability to maintain records.
- Ability to provide information about local resources.
- Ability to promote the Club's organisation's policy, procedures and resources.

### **Knowledge**

Required:

- The Club's role and responsibilities to safeguard the welfare of children and young people.

- Boundaries of the role of Club Welfare Officer.
- Basic knowledge of the roles and responsibilities of Guernsey's statutory child protection agencies.
- Local arrangements for managing safeguarding children and reporting procedures.
- Poor practice and abuse – behaviour that is harmful to children.
- The Club's policy and procedures relating to safeguarding children and young people.
- Core values and principles underpinning practice.
- Awareness of equality issues and protecting children from abuse.
- Basic knowledge of core Guernsey and UK legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people.
- How adults groom children for abuse.

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