

RADCLIFFE SWORD CLUB – ROLE DESCRIPTION FOR CLUB WELFARE OFFICERS (ADULT AND JUNIORS)

Everyone in fencing has a responsibility to safeguard and protect young people. The role of the Welfare Officer is to promote good practice within our club, to be a named point of contact for young people, parents/ carers, coaches and volunteers when they have concerns and to understand British Fencing's reporting procedures in case a concern is raised.

ROLE

- To be the first point of contact for staff, volunteers, parent s/ carers and young people where concerns about welfare, poor practice or child abuse are identified
- Implement the club's reporting and recording procedures
- Promote the club's best practice guidance/ code of ethics and behaviour within the club
- Assist the club to fulfil its responsibilities to safeguard young people and vulnerable adults
- Assist the club to implement its child and vulnerable adult welfare plan
- Assist volunteers in keeping their certificates and qualifications up to date
- Sit on the club's management committee
- Ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Be the first point of contact with the British Fencing's Equality and Safeguarding Manager
- Maintain contact details for local social services, police and the Local Safeguarding Children Board (LSCB) in case of an emergency

EXPERIENCE & KNOWLEDGE

Welfare Officers will have a detailed knowledge about the following:

- The club's and British Fencing's policy and procedures related to safeguarding and protecting young people.
- The club's role and responsibilities to safeguard the welfare of children and vulnerable adults.
- Knowledge of British Fencing's Child and Vulnerable Adult Protection Policies
- Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Local Safeguarding Children Board (LSCB)).
- Awareness of equality issues and child protection
- Basic knowledge of core legislation, government guidance and national framework for child protection.

SKILLS

- Approachable
- Child-focused
- Basic administration
- Basic advice and support provision
- Communication
- Maintaining records
- Ability to promote organisation's policy, procedures and resources
- Interpersonal

TRAINING

The Welfare Officer must attend:

- sport coach UK 'Safeguarding and Protecting Children in Sport' workshop.
- British Fencing's 'Time to Listen' (TTL) workshop

(Continued)

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I have read and understood this Role Description

Signed

Name

Date

Signed

Name

Date