



WELFARE OFFICER – ROLE PROFILE

The Club Welfare Officer ensures that members have a trained and trusted person to speak to about a concern either within the Club or at times outside of athletics. A Welfare Officer is the lead person who has the right skills and knowledge to manage any concern raised in an appropriate way that would not hamper any investigation and shares information accordingly.

Typical responsibilities:

A Club Welfare Officer (CWO), with the support of the Club Committee, has the responsibility to:

- ensure that effective Adult Safeguarding Policy and Adult Safeguarding Procedures are implemented and kept up to date
- promote safeguarding at the Club and encourage good practice
- respond appropriately to safeguarding concerns
- regularly report to the Club's Committee on safeguarding matters
- ensure that members of the Club/volunteers who are working with adults at risk are recruited safely and in line with legal requirements
- confirm that any mandatory safeguarding training has been attended by Club coaches and volunteers
- inspect records of Club coaches and officials' licences, criminal record checks, and first aid training held by UK Athletics
- make sure members of the Committee are aware of:
 - a. how to contact the CWO
 - b. the Codes of Conduct for working with adults at risk
 - c. how to respond to safeguarding concerns
- the Club has appropriate processes to deal effectively with breaches of the Codes of Conduct, poor practice, or allegations of abuse
- keep up to date with developments in safeguarding
- attend the relevant safeguarding courses for the role of CWO

- complete a criminal record check through the relevant Home Country procedures
- maintain confidential records of reported safeguarding concerns and action taken
- liaise with the Home Country Athletics Federation (HCAF) Welfare Officer and/or statutory agencies if/when required.

Person specification

It is desirable for a Club Welfare Officer to:

- have an interest in safeguarding and welfare matters;
- be friendly and approachable with the ability to communicate well with others;
- be willing to challenge opinion, where necessary, and to drive the safeguarding agenda;
- have strong listening skills and the ability to deal with sensitive situations with empathy and integrity;
- have an understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of the person at risk; and
- have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards an adult at risk and know when to ask for support.