



Welfare Officer Role Description

CORE TASKS

- Assist the organisation in establishing a Safeguarding and Child Protection Policy and Procedures
- Assist the organisation to implement child protection plans
- Be the first point of contact for staff, members, volunteers, children, and parents for any issue concerning safeguarding children, poor practice, potential or alleged abuse
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers, and staff can access appropriate child protection training
- Ensure that appropriate procedures for recruitment of staff and volunteers are in place and all existing staff or volunteers working with children have an up-to-date DBS disclosure/self-disclosure
- Maintain contact details for Child Social Care (CSC) (previously Social Services), the Police and NGB CPO
- Ensure that Codes of Conduct are in place for staff, volunteers, PGA Professionals, coaches, and children and that there are guidelines for parents and members, and they are communicated to the relevant parties
- Advise on child protection issues or be in attendance as necessary on Club or County Management Committees
- Maintain confidentiality

CORE SKILLS

- Basic administration and record maintenance
- Communication skills
- Confidence to refer cases externally
- Ability to effectively implement a Child Protection Policy and Procedures

TRAINING

- Child Protection awareness training e.g. Safeguarding and Protecting Children Workshop. As outlined by The England Golf Union
- NSPCC "Time to Listen" Workshop specifically outlined by The England Golf Union

COPY OF FULL SAFEGUARDING POLICY ON CLUB WEBSITE AND NEXT TO COMPUTER